

Dear Student,

Welcome back to school! We are looking forward to the 2009-2010 school year. Several new teachers have joined our staff, and we have many new students. Please extend a New Albany welcome to them, give them assistance when possible, and invite them to participate in school and community activities.

We are proud of our school and the academic and extracurricular activities available to our students. The staff, parents, and community work hard to continue our tradition of success. New Albany students are an important part of this proud tradition. Hard work and commitment to one's studies are ingredients that breed confidence, success and self-respect, and enable you to be successful as you enter high school. We challenge each and every one of you to put your best foot forward, to be respectful and tolerant of all members of the school community, to work hard, and to take advantage of the educational opportunities offered to you. Together, we can have fun and accomplish wonderful things.

As a New Albany Middle School student, you have certain rights and responsibilities as a member of the school community. The Student Handbook provides you with information pertaining to these responsibilities. Please review this handbook with your parents and return the signature form to the school. The signature form acknowledges that you and your parents are aware of your rights and responsibilities during the school day and at all school related functions.

We are looking forward to a great year!

The New Albany Middle School Staff

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the building principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

NEW ALBANY-PLAIN LOCAL SCHOOL DISTRICT'S EDUCATIONAL OBJECTIVES

- To observe and assess students' needs, abilities, and interests in order to help them achieve their fullest capabilities.
- To provide positive educational experiences so that all students will develop pride in their work and a feeling of self-worth.
- To cultivate abilities to compute, to think logically and creatively, and to communicate through listening, reading, writing and speaking, across the curriculum.
- To foster opportunities for students to learn ethical behaviors and to appreciate the dignity of individual worth.
- To encourage a close relationship and a spirit of cooperation between the school and the community.
- To learn about and adjust to the rapidity of change which is characteristic of a technological society.
- To cultivate an appreciation of the artistic expressions of American culture and other global cultures.
- To develop an appreciation for the constructive use and conservation of natural resources.
- To practice the principles of health, physical activity and safety.
- To develop a respect for all people regardless of race, sex, age, creed, ethnic origin or physical handicap.
- To learn how to gather, examine and use relevant information.
- To understand and develop the skills for family and community living.

NEW ALBANY MIDDLE SCHOOL PHILOSOPHY

The faculty of the New Albany Middle School believes the student body represents the school community's most valuable resource. Therefore, we will strive to provide all students optimal educational programs commensurate with their unique needs, abilities and interests.

The faculty also affirms its intent to assist all students in acquiring a love and respect for the acquisition of knowledge and the wisdom to apply that knowledge base in daily living activities. It also is the belief of the faculty that they should foster within all students, desirable attitudes and values to promote living collaboratively in contemporary American society.

In order to achieve these goals, the faculty pledges to provide students with experiences that will enable them to write effectively, to listen attentively, to read meaningfully, to speak informatively, and to compute accurately. The staff will also encourage students to think logically and creatively. Today's middle school students must acquire knowledge from the past, and they must also learn new adaptable skills and behaviors to live in a highly pluralistic and technologically advanced society.

We, the members of the New Albany Middle School faculty, accept the challenge to do all within our capability and power to support educational programs based upon these goals. The fulfillment of related objectives will ensure that this philosophical statement will be a living document dedicated to the welfare of students.

MISSION STATEMENT

To develop life-long learners in an environment that encourages appreciation for individuality among adolescents and where honesty, respect, integrity, responsibility, and caring are valued.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the New Albany-Plain Local Schools to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer: Pat Stewart, Director of Human Resources. The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Contact Numbers:

SCHOOL OFFICE	413-8500
ATHLETIC OFFICE	413-8584
HOMEWORK HOTLINE (after 4:00 p.m.)	413-8599
TRANSPORTATION	855-2033 or 855-2057
ATTENDANCE OFFICE	413-8100
FAX:	413-8501
CURRICULUM PORTAL/DISTRICT WEB SITE	<u>www.new-albany.k12.oh.us</u>
E-MAIL:	(user name)@new-albany.k12.oh.us (Example: aculp@new-albany.k12.oh.us)

NEW ALBANY • PLAIN LOCAL SCHOOLS
New Albany, Ohio

2009 -2010 School Year Calendar

	MON	TUES	WED	THU	FRI	DAYS OF INSTRUCTION		
						Std	Tchr	
AUG	24	25	26	27	28			Aug 26 - First day for teachers
	31							Aug 31 - First day for students
SEP		1	2	3	4			Sep 4 - No School
	7	8	9	10	11			Sep 7 - Labor Day (no school)
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					Sept 28 - Inservice (no students)
OCT				1	2			
	5	6	7	8	9			
	12	13	14	15	16			Oct 16 - Central Day (no school)
	19	20	21	22	23			
	26	26	28	29	30			
NOV	2	3	4	5	6	47	50	Nov 6 - End of 1st grading period
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			Nov 25 - (no school)
	30							Nov 26 -27 - Thanksgiving (no school)
DEC		1	2	3	4			
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				Dec 21-Jan 1 - Winter Break (no school)
JAN					1			Jan 4 - School resumes
	4	5	6	7	8			Jan 18 - MLK Day (no school)

	11	12	13	14	15		Jan 19-22 - Semester exams (HS/MS)
	18	19	20	21	22	43 43	Jan 22 - End 2 nd grading period
	25	26	27	28	29		
FEB	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		Feb 15 - Presidents' Day (no school)
	22	23	24	25	26		Feb 16 - Inservice (no students)
MAR	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26	44 44	Mar 26 - End of 3rd grading period
	29	30	31				Mar 29-Apr 2 -Spring Break (no school)
APR				1	2		
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28	29	30		
MAY	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		May 31 – Memorial Day (no school)
	24	25	26	27	28		Jun 6 - Graduation
	31						Jun 7-10 - Final exams (HS/MS)
JUN		1	2	3	4		Jun 10 - Last day for students
	7	8	9	10	11	48 49	Jun 11 - Last day for teachers
						182 186	

In the event that calamity make-up days are needed, the teachers last day (June 11) and each day thereafter will be used until calamity days are made up.

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2009-10 School Year Calendar

1st grading period: August 31–November 6 (47 student days/50 teacher days)

August 26 (Wed)	First day for teachers
August 31 (Mon)	First day for students
September 4 (Fri)	No School
September 7 (Mon)	Labor Day (no school)
September 28 (Mon)	Inservice day (no students)
October 16 (Fri)	Central Day (no school)
November 6 (Fri)	End of 1st grading period

2nd grading period: November 9–January 22 (43 student days/43 teacher days)

November 25 (Wed)	No school
November 26-27 (Thu-Fri)	Thanksgiving (no school)
December 21–January 1 (Mon-Fri)	Winter Break (no school)
January 4 (Mon)	School resumes
January 18 (Mon)	Martin Luther King Day (no school)
January 19-22 (Tue-Fri)	Semester exams (HS/MS)
January 22 (Fri)	End of 2nd grading period

3rd grading period: January 25–March 26 (44 student days/44 teacher days)

February 15 (Mon)	Presidents' Day (no school)
February 16 (Tue)	Inservice day (no students)
March 26 (Fri)	End of 3rd grading period

4th grading period: March 29–June 10 (48 student days/49 teacher days)

Mar 29–Apr 2 (Mon-Fri)	Spring Break (no school)
May 31 (Mon)	Memorial Day (no school)
June 6 (Sun)	Graduation
June 7-10 (Mon-Thu)	Final exams (HS/MS)
June 10 (Thu)	Last day for students
June 11 (Fri)	Last day for teachers

In the event that calamity make-up days are needed, the teachers last day (June 11) and each day thereafter will be used until calamity days are made up.

SCHOOL DAY

The school day for New Albany Middle School students begins at 7:30 a.m. (8:40 a.m. on Wednesday) and ends at 2:30 p.m. **STUDENTS ARE NOT TO ARRIVE PRIOR TO 7:15 A.M. THERE WILL BE NO SUPERVISION AVAILABLE.**

Free childcare will be available on Wednesday mornings for those students whose parents want them to come to school at 7:30 a.m. Parents are responsible for transportation to the school. These childcare sessions will be provided from 7:30 a.m. until the school day begins at 8:40 a.m. Only those students who have registered will be allowed into the area for supervision. This is not a study hall; however, students may use reference materials. It is very important that we know exactly which students we will be responsible for during that time. Students must follow the rules established by the supervisor.

These students will be expected to arrive at 7:30 a.m. each Wednesday, and attendance will be taken at that time. If your child is registered, but is not going to attend school on a specific Wednesday, please call the attendance office by 8:00 a.m. to report their absence just as you do on other school days. Our goal is to know where your child is and that he/she is being supervised appropriately.

Should a parent, at a later date, decide that they no longer need the Wednesday morning childcare, they will need to contact the middle school office for withdrawal information. Also, if later in the school year, a parent decides they want their child to attend the supervised sessions, a registration form may be obtained in the school office.

Students are required to attend school all day unless enrolled in an alternative program. Students must be enrolled in a minimum of seven instructional periods.

Students should vacate the building by 2:45 p.m. each day unless under direct supervision of a staff member. Admission to school buildings and grounds is prohibited after hours unless a scheduled event is taking place or permission is granted in writing from the principal.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or guidance counselor.

STUDENT WELL-BEING

Student well-being is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills, security lock downs, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

The Board of Education has established a policy that every student must have an Emergency Medical Authorization Card completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities and co-curricular activities.

The school has made the Emergency Medical Authorization Card available to every parent at the time of enrollment. This card is essential for school personnel to provide timely first aid/medical services for ill or injured students.

All prescribed medications are to be delivered to the school clinic and taken only with adult supervision. The school nurse/nurse's aide is available to discuss the procedure for medications and treatments.

INJURY AND ILLNESS

All injuries must be reported to the nurse/nurse's aide. If minor, a student will be treated and may return to class. If medical attention is required, the nurse will follow the school's emergency procedures. The nurse will also determine whether it is appropriate for the parent to be called.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I

GENERAL INFORMATION

REGISTRATION

Students that are new to the middle school are required to enroll with their parents or legal guardian. When enrolling, parents need to bring:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residency
- Proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance office will assist in obtaining the transcript, if not presented at the time of enrollment.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based on the student's needs and grade level curriculum. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some courses may be denied because of prerequisites. Students are expected to follow their schedules. The guidance office must approve any variations/changes.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from the school district, the parent must notify the principal. School records shall be transferred within fourteen days to the new school district (14 days is required by missing children laws). Parents are encouraged to contact the office for specific details.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements - Grades 6-8

DTaP, DTP, or DT (Pediatric)	4 doses - Those who received their 4 th dose before their 4th birthday must receive 1 more dose.
Polio Vaccine	4 doses of OPV or IPV or any combination
Measles, Mumps, Rubella	2 doses of MMR
Hepatitis B	3 doses

MEDICATION

Parents are responsible for informing the school of any specific health conditions of their child that may impact learning or their health during the school day, such as severe reactions to bee stings, food allergies, severe environmental allergies, asthma, diabetes, seizures, etc. Parents are responsible for providing the clinic with the appropriate treatment plan, medication and equipment.

New Albany-Plain Local Schools require physician and parent authorization to administer any prescription and non-prescription medication and/or drug to a student. This includes, but is not limited to, acetaminophen and ibuprofen. It is more desirable for medication to be administered at home. However, any student who is required to take medication at school must comply with the medication policy. A form can be obtained from the clinic or on the school web site nurse page www.new-albany.k12.oh.us and must be completed by the physician and the parent/guardian. An authorization form is required for “each” medication your child takes while at school. The school nurse is available to discuss the procedure for medication and treatments. Students are permitted to use medication during school hours ONLY when the school has received the following:

Regulations

- Written orders from the physician verifying the necessity for the medication to be taken during school hours, name of the medication, dosage, time medication is to be taken, length of time medication will be needed, and any possible side effects.
- Medication must be brought to school by an adult. It is to be in the original container appropriately labeled by the pharmacy or physician.
- Medication must be stored in the clinic.
- Exception to this rule is for inhalers and epi pens. Students are allowed to carry INHALERS and EPI PENS. The inhalers/epi pens must be appropriately labeled with the date of the prescription and the student name. The student can administer the exact dose. The parent and physician must sign the Inhaler/Epi Pen Authorization Form, with specific approval for the student to carry. A plan must be on file as to what the student will do in case the symptoms continue.
- A new request form must be submitted each school year and as necessary for changes in medication orders.
- Medications must be picked up prior to the last day of school. Any medication left in the office will be disposed of if not picked up. School personnel cannot be responsible for medication while school is not in session.

INSURANCE

The school is in no way liable for medical expenses incurred from an accidental injury while in attendance during the regular school day and attendance or participation in any of the school sponsored activities. As an aid in helping to reduce medical expenses, school insurance may be purchased. Application forms will be mailed. All students planning to participate in athletics must have school accident insurance. Details may be secured from your coaches or athletic director.

COMMUNICABLE DISEASES AND PEST CONTROL

Casual Contact

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include pink eye, scarlet fever, strep throat, impetigo, whooping cough, chickenpox, ringworm and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the school’s administrative guidelines.

Non-Casual Contact

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Franklin County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

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

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

DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not only to the student, but to all individuals who have access to the district's programs and facilities.

The New Albany-Plain Local School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in the procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedures or programs, a parent should contact the Coordinator of Special Services at 413-8500.

Section 504 and Title IX

Overview: A free and appropriate public education (FAPE) shall be provided for each child determined to be in need of special education and/or related services. Students may be identified disabled and eligible for special education services under the Individual with Disabilities Education Improvement Act (IDEIA, 2004). Others may be identified as disabled under Section 504 of the Rehabilitation Act. A student identified as disabled under Section 504 may be eligible for services if he or she has a physical or mental impairment that substantially limits learning or another major life activity.

Nondiscrimination Notice Statement-It is the policy of the New Albany-Plain Local School District not to discriminate, in violation of Federal or State law, on the basis of race, color, national origin, ancestry, religion, age, sex, or disability in admission to, access to, treatment in, or employment in, any service, program, or activity sponsored by the New Albany-Plain Local Schools.

Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or Title IX of the Education Amendments of 1972 should be directed to the Director of Teaching and Learning, (614) 855-2040. Title IX of Section 504/ADA inquiries may also be referred to the Assistant Secretary for Civil Rights for the U.S. Department of Education.

For further information about Intervention Assistance Teams or Section 504, contact your building principal or the District 504 Coordinator.

RECORDS

Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records--directory information and confidential records.

Directory information can be given to any person or organizations for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes student name, address, telephone number, date and place of birth, dates of attendance, and awards received; height and weight if a member of an athletic team.

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have parental written consent to obtain records from an outside professional or agency. Confidential information, originating from an outside professional or agency, may be released to the parents through the originator. Parents should keep copies of such records

in their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district. They may request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons to answer any questions.

FEES, FINES AND CHARGES

New Albany Middle School charges specific fees for the following activities and courses. Such fees or charges are determined by the cost of materials, shipping/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fee notices are mailed to parents in August and will also be available through the school office.

Fees may be waived in situations where there is financial hardship. Please contact the building principal.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fees can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges may result in the withholding of grades.

School Supplies

Students are to attend classes prepared with the necessary materials. Supply lists are available through the office.

Book bags will not be allowed in classrooms. This rule was established to decrease the weight of book bags that students carry, but more importantly, for safety purposes. Note: If you purchase a book bag for this school year, it must fit into a 15" wide x 30" high x 15" deep locker.

Textbooks

Textbooks are the property of the New Albany-Plain Local Board of Education and are loaned to students for their use during the school year. Students are responsible for the care of the textbook(s) issued to him/her. Each textbook and its damage is assessed each spring and any damage not previously noted on a book issued to your child is his/her responsibility. In case of damage or loss the student must pay the amount due before school records can be released.

Helpful Hints for textbook care:

- Be sure to cover your textbooks with a paper book cover. Do NOT use Book Socks or material covers.
- Be sure you keep track of your textbooks' numbers & be responsible for the textbooks you were issued.
- Be sure to keep your wet swimsuit away from your textbook.
- Be sure to write your name on the inside cover of your textbook in ink.
- **Do not keep any type of liquid in your locker along with your textbooks. (i.e. perfume, open pop, water bottles).**

LUNCH

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Many ala carte items are also available daily. Students may bring their own lunch to school to be eaten in the dining hall. No student shall be allowed to leave school premises during the lunch period without the specific written permission of the principal. We are using a debit system. We suggest that parents send money to school in the form of a check made out to New Albany Middle School to be deposited in their account. Students will not be allowed to charge their lunch so please make sure they have sufficient funds in their account.

Rules

1. Students need to report to the dining hall promptly.
2. Cutting in line is both rude and unacceptable behavior.

3. During the lunch period students are to remain in the dining hall unless otherwise directed by the supervising teachers.
4. NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE DINING HALL.
5. **GUM IS NOT PERMITTED AT SCHOOL AT ANY TIME.**
6. Students must clean up trash in their area prior to being dismissed from lunch.
7. Students are to remain seated. Once students are seated, they must ask permission to leave their table.

Applications for the school's Free and Reduced Price Meal program are distributed to all students.

EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with the school office to discuss any legal requirements and obtain any needed documents.

EMERGENCY PROCEDURES

Fire Drills

Monthly fire drills are required by law and are an important safety precaution. Teachers will inform students of the proper procedures, which are also posted in each classroom. There are a few simple rules that must be followed:

1. Obey the fire alarm signal and promptly clear the building by the prescribed route.
2. No running and no talking.
3. Report to the designated area outside where attendance will be taken.
4. Remain outside until the "all clear" signal is given.

The use of any piece of fire equipment for any purpose other than for which it was intended is a statutory offense and carries with it a severe penalty.

Tornado Drills

Tornado drills are required as a safety precaution. Teachers will inform students of the proper procedures, which are also posted in each classroom. The following are a few rules which need to be carried out:

1. Obey the signal and promptly move to the designated area.
2. No running or talking.
3. Sit against the wall in drill position.
4. Remain quiet and listen for instructions.
5. Remain in the drill position until authorized to return to your classroom.

EMERGENCY SCHOOL CLOSING AND DELAYS

If the school is closed due to poor weather conditions or an emergency, the closing will be announced over the local radio stations: WBNS, WCOL, WMNI and WTVN. If possible, the announcement will be made on the 11:00 p.m. news the night before or by 6:30 a.m. on the day of school. Do not call school employees, or the schools to inquire about school closing. Listen to the radio stations. Parents and students are responsible for knowing about emergency closings and delays.

In the event of a **two-hour delay, Monday through Friday** school will begin at **9:30 a.m.**

VISITORS

Visitors, particularly parents, are welcome at New Albany Middle School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Visitors found in any building, including the cafeteria, without a pass will be reported to the principal. If a person wishes to confer with a member of the staff or visit in a classroom, s/he should call for an appointment prior to coming to the school. No visitor should go directly to the classroom and interrupt the educational process.

MESSAGES FOR STUDENTS

Parents are asked not to call the school requesting that messages be delivered to students. These messages interrupt the flow of instruction not only for that child but the entire class. Parents should plan ahead so that their child will know before they leave home in the morning of any family plans, medical appointments, place and time they will pick them up, etc.

In order to minimize interruptions to our teaching and learning environment, it will be the student's responsibility to check with the office for any forgotten items.

LIBRARY INFORMATION CENTER

The aim of the library is to serve the majority in the best way possible. The rules and regulations are made with that aim in mind. The library information center is to be used only to complete schoolwork, engage in research or for technology access. Students with class assignments which do not require reference materials must remain in study center.

Permission to go to the library is contingent on the purpose. Students coming to the library during study center must sign the attendance list immediately upon entering the library. Those entering the library from classes must have written passes. While in the library, all students must follow procedures set by the library staff for use of library materials and refrain from talking. Students disregarding library rules will be dismissed from the library. Before the student reports back to class, his/her pass must be signed by the library staff noting their time of return.

All books must be checked out and in by the person on duty in the library. A book may be checked out for three (3) weeks and renewed if necessary. All books that are lost must be paid for before any others can be checked out. Reference books and current magazines are not to be taken from the library unless by special consent of the library staff. All books and materials are to be returned promptly by the specified time.

SCHOOL EQUIPMENT AND FACILITIES USE

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Locks and Lockers

Student lockers are the property of the Board of Education and are provided solely as a convenience for student use. Student lockers are to remain locked during the school day. They are to be used only for the purpose of storing textbooks, school supplies, clothing and lunches and should not be considered as a private place. Lockers are 15" wide x 15" deep x 30" high. Students will be assigned lockers during orientation sessions. Students should not ask to go to their lockers once a class has started, as this will not be permitted. It is the student's responsibility to come to each class prepared with the necessary books, materials and supplies.

Once assigned, lockers are not to be traded. The prime reason for this is the necessity to locate absent students' possessions. Also, any damage incurred to a locker will be the responsibility of the student assigned to the locker.

The school is not responsible for lost items. Valuable items should not be stored in student lockers. Students should keep their lockers locked and their combination private. Students are not to place any other locks on their lockers.

Students are to clean out their lockers every grading period and also by the last day of school. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS REMAINING IN LOCKERS AFTER THE LAST DAY OF THE SCHOOL YEAR.**

Writing on the outside and/or inside of a locker is prohibited and will result in disciplinary action. Also, any damages incurred through carelessness, kicking lockers, slamming locker doors or altering the interior will be considered vandalism and the student assigned to the locker will be charged for any repairs. Inappropriate stickers, pictures, posters or other items should not be displayed in any locker. Book bags and backpacks must fit into a locker which is 15"x15"x30." Book bags and backpacks will be kept in student lockers during classes and other activities. If a student has a problem with a locker that does not open, he/she should contact the office or team leader immediately.

Physical Education/Athletic Lockers

Those students who are scheduled for physical education or involved in athletics MUST provide his/her own lock for securing personal items in the physical education lockers provided in the locker rooms. Cameras have been placed in the halls to monitor persons entering the locker areas, however, students must secure their belongings in a locker during wellness activities and athletic events.

Computer Usage

Students are encouraged to use the computers as learning tools. As with all tools, rules for safe and prudent use have been established. The rules are posted on the computer entry screens. Failure to follow these guidelines will result in the removal of computer privileges and other disciplinary action. (See Appropriate Use Policy, pages 34-36.)

Elevators

Elevator use is restricted to those students whose physical injury or disability limits their ability to use the stairs.

Students are to obtain permission from the office before using the elevator.

Walkways

Students are to use the paved walkways when traveling between buildings. **DO NOT WALK ON THE LAWN.**

LOST AND FOUND

The lost and found area is located in the dining hall. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester. All items found on school property are to be turned in to the office.

Valuables

Students are not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

TELEPHONE/CELL PHONE USE

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

There is a pay phone near the gym/dining building. Students will need to make phone calls from that phone. Only in case of an emergency will students be allowed to use the office phone.

Students are not allowed to have/use cell phones during school. If parents want students to have a cell phone for after school activities, the phone must remain turned off and kept in the student's locker throughout the entire school day.

ADVERTISING OUTSIDE ACTIVITIES

Posters and other display materials advertising future school events, such as dances, may be displayed using the tack strips and bulletin boards in the hallways with the consent of the office. Use thumbtacks to secure these items. All posters and signs must be removed immediately after the event. Signs should not be placed on painted walls or glass surfaces.

No announcements or posting of non-school activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

SECTION II

ACADEMICS

FIELD TRIPS

In keeping with our spirit of Eagle Pride and building students' personal character, self-concept and continuing our philosophy of environmental stewardship, New Albany Middle School sponsors overnight educational trips for each grade. These trips build class unity, character, a sense of belonging and self-esteem. All trips are connected to the curriculum. Students learn to work in groups as well as sharpen their own self-confidence and leadership skills.

Field trips are an extension of the classroom. Although the site of learning changes, all school rules still apply. Students must demonstrate responsible behavior to assure the privilege of participation and to assure the safety and well being of others attending the trip. Students who have repeatedly broken school rules may be denied their privilege to participate in a field trip.

Students must have written permission of a parent / guardian to participate in all field trips. Students pay for the cost of the trips. Students should also understand that financial hardship would not exclude them from participation in any field trip. Arrangement for admission costs can be made through the principal; privacy will be respected.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course. If a student is not sure how their grade will be determined, they should ask the teacher.

Grading System

A+	98-100
A	95-97
A--	92-94
B+	89-91
B	86-88
B--	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D--	65-67
F	64 & below

Parents are encouraged to schedule a conference with a teacher if they have any questions concerning a grade.

Honor and Merit Roll

Honor and merit roll shall be based on all subjects in which a student is enrolled and all grades are to be counted equally. To qualify for the honor roll a student must achieve all A's, while a student qualifying for the merit roll must achieve A's and B's. Incompletes not corrected within two (2) weeks of the end of the grading period disqualify a student from either honor.

Recognition of Achievement

Students who have displayed significant achievement during the course of the year are recognized for their accomplishments. Areas that merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Grading Periods

Report cards are issued four times during the year, five days after the close of the grading period. Athletic eligibility, honor and merit roll is based on the nine weeks grade in a class.

Grading Period Ends**November 6, 2009****January 22, 2010****March 26, 2010****June 10, 2010****Grade Cards Issued****November 13, 2009****January 29, 2010****April 9, 2010****June 24, 2010**

The final grade card will be mailed home approximately two weeks after final exams are complete pending receipt of outstanding fees, equipment, books, etc.

Interim Grade Reports

During the fourth week of each grading period, students will receive an interim grade report in each class. Students are required to have their parents sign the form, and return the yellow copy to their first period teacher. Parents requesting a teacher conference are encouraged to do so on this form. Interim reports will be issued on the following dates:

October 2, 2009**December 11, 2009****February 26, 2010****May 7, 2010****Academic Dishonesty**

A student shall not obtain by fraudulent, dishonest, or deceptive means another student's work or questions and answers to examinations. A student also shall not provide to another student, any work, work product or questions and answers to examinations. A student may not violate the reasonable requirements of a teacher in regard to the conduct and taking of examinations or the completion of other course requirements. This rule applies to daily homework, projects, quizzes, tests, exams or any other academic work that is to be completed by an individual.

Students may receive an academic consequence and further disciplinary action may also be imposed.

PROMOTION, PLACEMENT AND RETENTION

If a middle school student's promotion is in question, a parent conference will be held to determine retention in the current grade level or an acceptable summer program for promotion.

Students who fail two or more core courses (language arts, reading, literary exploration, foreign language, math, science, and social studies) will not be promoted to the next grade level. Requests for extra credit projects for promotion are not acceptable. Students must demonstrate successful completion of the curriculum taught in the classroom. Verification of passing summer school classes or 20 hours of tutoring by an Ohio certified teacher would be accepted for promotion. The building principal must approve the selection of the tutor and must receive a written report verifying progress the student has made based on the results of pre and post assessments.

GUIDANCE SERVICES

The guidance counselor's purpose is to help each student in developing to his/her maximum as a person. This growth is promoted through individual conferences and group conferences, during which the student is free to discuss in a permissive and confidential atmosphere, any problems he/she wishes to discuss. Usually these problems center around educational plans, vocational plans, study habits, group relations, test results, grades, personal or family conflicts, etc. Students are asked to schedule appointments with the counselor during their study center periods if at all possible. Students must complete a counselor visitation form signed by the classroom teacher and present it to the counselor upon arrival at the counselor's office. The counselor may request that a student be excused from a

study center for a conference. A written list of such students will be presented to the study center teacher when such conferences are being held at the counselor's instigation.

ELECTIVE SCHEDULE CHANGES

Students in 6th grade are encouraged to try the music offering of their choice. With a note from a parent, students are permitted to change their music offering at the end of the first nine weeks.

Students in 7th grade must make any music schedule change at the end of the first nine weeks.

Students in 8th grade must make all music, art, Literary Exploration or Foreign Language changes during the first two weeks of the 1st nine weeks of the school year.

All students requesting to change their elective schedule in accordance with the policies outlined above must also complete the Schedule Change Form in order for the schedule to be finalized. The form can be found in the Middle School Guidance Department.

*Please note – All course changes are contingent on class sizes and staffing capacity. These may be limiting factors in the course changes available for students.

HOMEWORK

The staff of New Albany Middle School believes that homework should be a regular feature of the instructional process and is an essential component of a child's education. We believe that homework encourages students to take responsibility for their own learning, is a foundation for self discipline, is a means to develop good study habits and promotes the concept of lifelong learning. Students and parents will find that there is a direct, positive correlation between completion of homework assignments and performance on tests and quarterly grades. Homework also gives students' parents the opportunity to interact in the educational process. In order to assist students in completion of homework, the staff lists assignments on the voice mailbox system. Students are encouraged to use this technology if they need to review the assignment, or if they are absent from school. The *Homework Hotline* is active from 4:00 p.m. - 7:00 a.m. weekdays and throughout the weekend. The **Homework Hotline number is (614) 413-8599. Homework is also posted on our web site.**

Homework categories are:

1. Preparation homework, which enables students to obtain sufficient background information, thus helping students gain maximum benefits from future lessons.
2. Practice homework, which involves students in the necessary review and reinforcement of previously presented materials. Practice homework aids students in mastering specific skills.
3. Extension homework, which guides students to elaborate on concepts presented in class and helps them transfer specific skills or concepts to new areas of study.
4. Creative homework, which invites students to engage in original, inventive and resourceful out-of-class study and to integrate skills and concepts.

Homework assignments may be varied according to purpose, content, categories and type, based on teacher judgment and consideration of individual differences.

Each student at New Albany Middle School is assigned to a core team of teachers. Those teams of teachers monitor and coordinate long-term homework assignments, projects, and tests to limit the number of assignments due the same day. Testing will be spread throughout the week when possible. A test schedule will be published for semester exams.

Teacher Responsibilities

1. Clearly stated homework assignments, either verbally or in writing, preferably both.
2. Collection, discussion, grading of homework and returning work to students in a timely fashion, preferably with comments.
3. Clear guidelines to students and parents as to format and expectations of homework (ink, pencil, notebook paper, etc.)
4. Establishing clearly stated guidelines for homework during the first week of school as to how homework figures into quarterly grades.

5. Follow grade level guidelines when homework is not completed.
6. Coordinate homework assignments with other team members. Large projects should not all be due on the same day. Testing should also be spread throughout the week.
7. Provide daily assignments on the homework hotline.

Student Responsibilities

1. Keep an accurate list of all homework assignments in a notebook, student plan book, or calendar.
2. Find out what each teacher expects in completing homework assignments - format, pen, pencil, etc. - and follow those guidelines.
3. Set aside 30 - 90 minutes each day to complete homework.
4. Complete homework assignments in study center or at home.
5. Turn in completed assignments on time.
6. If additional assistance is needed, get a pass to see the teacher during study center or before or after school.
7. Use the homework hotline, if needed.

Parent Responsibilities

1. Communicate with your student on a regular basis, preferably daily, about their homework.
2. Provide a notebook, student plan book, or calendar for student to write assignments. Check this book regularly against actual written work, even if assignments are completed at school.
3. Parents should provide the supplies students need to complete homework assignments and provide them with a quiet place to study, as well as help them decide on an appropriate time to study. Parents should also check their child's plan book and communicate with their child about his/her homework.
4. Contact the teacher or team leader with questions or concerns.
5. Check homework assignments on the homework hotline as needed.

HOMEWORK GUIDELINES

1. Individual teachers will provide homework guidelines to their students at the beginning of the year. It is the student's responsibility to make sure they understand and follow those guidelines.
2. Students will not receive credit for work that is not turned in on time. However, individual teachers, departments or grade level teams may establish a late work policy.
3. Cheating/copying on homework (excluding appropriate cooperative group work) may result in an academic consequence and further disciplinary action.

Homework Responsibilities When the Student is Absent

1. Students are allowed a make-up period equal to the number of days absent, however, long-term projects or tests announced in advance are to be turned in or taken upon return. Teachers will not be asked to set up labs that are missed during absences. Teachers are not to be interrupted during regular class to assist with homework assignments. If there are questions, students should see the teacher during study center or between classes.
2. For one or two day absences, the students should call a classmate for the homework or call the homework hotline.
3. In the event of a long absence (three days or longer), parents should call the office for assignments by 8:15 a.m. for pick up at the end of the school day.
4. Students who fail to make up work in the allotted time will be assigned a failing grade or an incomplete for the grading period.
5. Incompletes must be made up within ten school days or a failing grade will be assigned.
6. Study centers may also be used to complete homework assignments.

TESTING/ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. The middle school staff believes that students should be evaluated using a variety of methods. Many teachers use traditional paper and pencil tests, as well as alternative forms of assessment. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

- All 6th, 7th & 8th grade students are required to take the State of Ohio Achievement Tests in Reading and Mathematics. In addition, the 7th graders will take the Writing portion of the Achievement Tests. Eighth graders will also take the Science portion along with the Social Studies portion of the Ohio Achievement Tests.
- Additional group tests are given to students to monitor progress and determine the educational mastery levels. These tests are used to help the staff determine instructional needs.
- Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.
- Depending on the type of testing, specific information and/or parental consent may need to be obtained. New Albany Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Exams - Semester and Final

All students in grades 7 and 8 will take semester and final exams in all classes. The exam dates are listed in the 2009-2010 school year calendar. Students in 6th grade will also complete culminating tests and/or projects, however those will be averaged as part of the nine-week grade.

Exams will be comprehensive in nature and will constitute 20% of the 7th grade, and 20% of the 8th grade semester average. No student will be allowed to take exams early. No student will be excused from taking exams. Absences due to illness will require a doctor's excuse to make up exams.

SECTION III

STUDENT ACTIVITIES

ENRICHMENT ACTIVITIES (SCHOOL SPONSORED)

New Albany Middle School has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

Student Council	Pilgrim Hills Class Trip	Adventure Club
Ohio Math League	Camp Nuhop Class Trip	O h i o M o d e l
United Nations		
Power of the Pen	American History Class Trip	
Ski Club	Winners' Choice Camp	
Science Olympiad	Yearbook	
Spelling Competition	Youth-to-Youth	

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students staying for after school activities are to be in the area of the activity only. Students should not be roaming the school grounds, parking lots, or in and around other buildings.

Academic Eligibility for All School-Sponsored Clubs and Activities

Students who participate in curricular-related and extracurricular activities must maintain their good behavior and academic achievement throughout the activity. On a weekly basis, teachers will report to the principal the students who are failing in academic achievement or behaving poorly in class. A student who receives two or more failing grades in academics or are consistently having problems with behavior will be declared ineligible for competition or involvement in an activity the following week.

Students who are ruled "ineligible for competition or activity participation" must still practice with the group or team, but may not dress for the game or contest. This weekly eligibility runs Sunday through Sunday.

EXTRACURRICULAR ACTIVITIES RULES

1. Student Code of Conduct rules apply at any extracurricular event/activity, home or away.
2. Students are to purchase their ticket and enter the building or stadium area.
3. Students are to remain seated at all times (except to buy refreshments and go to the restroom).
4. Students are to stay in the stadium area at football games and are not to roam the building areas, wetlands, or parking lots.
5. Students are not to run back and forth across the playing surface during the athletic events.
6. Students must show good sportsmanship and good manners at all times.
7. Students may not linger in restrooms; and must go directly to the restrooms and back to their seats.
8. There is to be no food, gum, or drinks in the gym.
9. The dances are only for New Albany students who are present in school that day. Once students enter the dance, they are not permitted to leave early unless a parent comes to pick them up at the school.
10. Students from other schools are not allowed to attend our middle school dances.

Safety is our primary concern. The school administration and police cannot supervise students in the parking lot, roaming the grounds, and playing in other areas. Students should come to the extracurricular activity only if they plan to purchase a ticket, stay in their seat, watch the game, or dance.

CLUBS AND ACTIVITIES (NON-SCHOOL SPONSORED)

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify the following: the activity is being initiated by students, adult supervision will be provided, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

Student Athletic Code

Player Responsibility

Each athlete must meet the following **Ohio High School Athletic Association and New Albany-Plain Local Board of Education** requirements to be eligible for participation in our Athletic Department Program. **Students cannot practice or participate in scheduled contests, until all forms are completed correctly and turned into the athletic office.**

- A. Each athlete must provide a **Student Participation Physical Exam Form** prior to any practice or competition. This form must be signed by the parent/ guardian, athlete, and by the physician who certifies that the student is physically able to participate. Only one physical examination is required per calendar year.
- B. Each athlete must provide the athletic department with an **Emergency Medical Form** prior to any practice or competition. This form will be carried by the coaches at all practices and competitions to use in the event that emergency medical services need to be rendered to the athlete. Please notify the school of any changes.
- C. Each athlete must also provide the athletic department with a signed **Athletic Participation Acknowledgment** which includes residency, insurance, equipment, travel and photography information as well as an acknowledgement to reading the Student Athletic Code of Conduct and the OHSSA Bulletin (OHSAA Bulletin does not have to be returned).

This acknowledgement is to be signed by the parent and athlete prior to any practice or competition.

- D. Each athlete must meet the **Ohio High School Athletic Association and New Albany Middle School Eligibility Requirements**, including the following grade mandates:

Ohio High School Athletic Association Requirements

1. Eligibility for each grading period is determined by the grades that an athlete receives during the preceding grading period. Semester grade averages and yearly grade averages have no effect on eligibility.
2. Grades 7-8: A student must be currently enrolled in school and must receive passing grades in 75% of those subjects carried the preceding grading period in which the student was enrolled.* A student enrolling in seventh grade for the first time will be eligible for the first grading period regardless of any previous academic achievement. The final quarter of 8th grade is used to determine eligibility for the first nine weeks of ninth grade. This applies to ninth grade students during their first grading period; thereafter, 9-12 grade requirements take effect.
3. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
4. The eligibility or ineligibility of a student continues until the fifth school day of a new grading period.

*At New Albany Middle School, this means that any student who is failing two or more core academic classes will be considered ineligible. (Core academic is defined as any class that meets daily.)

New Albany Athletic Department Requirements

In order to be eligible to participate in any athletic activity in a school year, a student must attain, for the last nine week grading period ending prior to the time that he/she wishes to begin participation, a grade point average (GPA) equal to or greater than that set forth below. However, if a student fails two or more core academic classes (Math, Science, English, Language Arts, Reading, Social Studies and any other class that meets daily) then they will also be considered ineligible. A student with one failing grade for any class or course in the district's course of study, shall not be prohibited from participating in that activity in the following nine-week grading period as long as he/she attains the required GPA during such preceding period.

<u>Grade level at time of participation *</u>	<u>GPA</u>
7th Grade	1.5
8th Grade	1.5
9th Grade	1.5
10th Grade	1.75
11th Grade	2.0
12th Grade	2.0

*A student shall be deemed to change grade levels as of the first day of class in a school year.

The GPA is determined on a scale on which an "A" earns 4 points, a "B" earns 3 points, a "C" earns 2 points, and a "D" earns 1 point. A mark of "F" does not earn any points. Marks of "Incomplete" or "Pass/Fail" are disregarded in computing a grade point average. When an incomplete is made up, the GPA will be recomputed and eligibility re-determined. In computing a student's GPA for the purposes of these requirements, all subjects taken by the student for which a final mark is recorded are to be used in the calculation. Procedures outlined in the student handbook governing the computation of GPA will be followed, including but not limited to, those for adding or subtracting fractional points for plus (+) or minus (-) letter grades and giving weighted credit to certain courses.

A student's eligibility to continue participating in athletics during a school year will be determined by examining each nine-week GPA independent of prior grading periods. Semester and final exams are not included in the GPA calculation because of the comprehensive nature of exams. A student who does not meet the eligibility requirements for a grading period is not eligible to participate in any athletic contests until the following nine weeks when his/her grades are once again appraised.

Exception: A student/athlete may request in writing, (with parent approval) to waive their ineligibility status one time, for one grading period during their two years at New Albany Middle School. (Students must still be passing a minimum of five courses to apply.) If, at the mid-term of the following grading period, the student has not attained the minimum GPA requirement or is still failing two core academic courses (Math, Science, Social Studies, Foreign Language, Language Arts, Reading and any other class that meets daily), they will be declared ineligible for the remainder of the grading period.

1. Any athlete who is absent on the day of, or the day preceding, an athletic contest or practice, or any part thereof, will require written permission for participation from the athletic director or principal. An unexcused absence may result in the denial of participation. An excused permit must be obtained prior to the student's absence whenever

- possible. An athlete must be present at least four periods that day to participate in a contest or practice (except for administratively excused reasons).
2. Each athlete must determine if he/she will be able to meet the commitments of time, expense and transportation for the duration of the season. Work and/or vacation are not acceptable reasons for missing practice and/or games.
 3. Each athlete must be individually responsible for all equipment issued to him/her. Equipment is to be worn only at practice sessions or scheduled games involving that particular sport. Athletes who do not turn in their equipment will be billed at replacement cost. Grade cards will not be issued until payment or equipment is received.
 4. Each athlete must acknowledge that it is a privilege to participate in athletics and that he/she is willing to cooperate and accept rules and other conditions for participation. **Any student currently participating in a sport, who is either suspended from school or accumulates 3 or more days in the Alternative Learning Center, will be denied participation in at least one contest. The denial of participation will be enforced at the next scheduled contest.**
 5. Each athlete must conduct him/herself in a manner that will create a positive reflection upon him/herself, teammates, the student body and the New Albany Schools. This is a year round commitment, not just seasonal.
 6. Each athlete must uphold the traditions of sportsmanship and fair play and congratulate the opponents in a sincere manner following either victory or defeat. Trash talking and taunting of opponents will not be tolerated. Students should respect the official's judgment and interpretation of the rules and never argue or make gestures indicating dislike for a decision. **The coach and/or athletic director will review any violation of the expectations stated in 5 & 6. Penalty may be partial exclusion and/or removal from the team or athletic program for up to one (1) calendar year.**
 7. Athletes are not permitted in practice areas or weight rooms unless supervised by a coach. Students are to arrive at the times designated by the coach.
 8. Once an athlete begins practice for a particular sport, he/she may not participate in another sport for the remainder of that season, unless such participation occurs within the first three days of mandatory practice and the athlete has permission from the coaches of both sports and the athletic director. A season is defined as lasting from the first day of mandatory practice through the team recognition night. An athlete coming out for a sport must do so before the first contest unless he/she is a new student and enrolls in the District after the first contest. This pertains only to sports that do not have cuts.
 9. If an athlete quits a particular sport anytime during his/her high school or middle school career, the coach or athletic director may disallow future participation in that sport. Quitting is highly discouraged.
 10. In the event that an athlete voluntarily quits or is removed from a team or activity, the coach must immediately notify both the athletic director and the principal. This athlete shall not be reinstated without the express approval of the athletic director, principal and coach.
 11. Each athlete must have a lock on his or her locker. Coaches will assign these lockers. It is the student's responsibility to keep the locker neat and make sure clothes are washed regularly. **The school is not responsible for lost or stolen valuables.** Students are also responsible to keep the locker room clean. Coaches may assign players cleanup duty each week.

Eligibility Procedure

1. The principal, athletic director and guidance counselor will determine who is eligible for the following grading period or interim grading period.
2. The faculty will assist the athletic department in checking the grades and behavior of in-season athletes each interim grade check. If an athlete does not meet the GPA requirement, he/she will have a one week grace period to raise his/her grade average. This opportunity will be available to each athlete once per season. If an athlete does not meet the GPA requirement after the first grace period, he/she will be ineligible to participate in any contests until the next grading period. The head coach will be made aware of all behavior referrals. Coaches will take appropriate action for each referral situation. This action could include a temporary or permanent denial of participation from the team.
3. The head coach and/or athletic director will contact the parents of any athlete who is ruled ineligible from participating on the team.

4. A letter of ineligibility will be sent to all athletes in grades 7-8 who do not meet the Ohio High School Athletic Association and New Albany-Plain Local School's district eligibility standards. Such letters will be sent at the end of each grading period.

SECTION IV

STUDENT CONDUCT

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges and/or have their parents taken to court. The school has an attendance policy to avoid these negative consequences.

Excusable - Approved Absences

The following are legitimate reasons for not being in school:

1. Personal illness.
2. Illness in the immediate family that requires the student to remain at home due to the orders of a doctor or the needs of a parent.
3. Death in the immediate family.
4. A medical quarantine of the home.
5. A religious holiday.
6. Family emergencies for which there is no other solution other than to keep the student home (not to exceed two days per school year).

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Excusable – Non-Approved Absence

If a student is absent from school because of suspension or family vacation, the absence will not be considered truancy, and s/he may be given the opportunity to make up the schoolwork that is missed.

The school discourages absences for family trips or vacations during the school year. When unavoidable, students must notify the school **PRIOR** to leaving on vacation by filing the **PREARRANGED ABSENCE FORM** with the attendance office. In order for the student to receive the prearranged absence form, a signed letter from the parent or guardian that includes the dates and reasons for the absence must be submitted to the attendance office in advance. This allows students to secure assignments that will be missed during the absence so as not to fall behind in daily work. These absences must be approved in advance and **WILL** count in the total absence tally. **IT IS THE RESPONSIBILITY OF EACH STUDENT AND THEIR PARENTS TO MAKE UP THE WORK MISSED DURING VACATION.** The student must check with his/her teachers for make-up policies for in-class work.

Vacation Study Experience

Occasionally the opportunity arises for students to prearrange a vacation outside of the normal school schedule. These opportunities can create a unique and worthwhile learning experience for the student and can be an authentic extension of the regular school curriculum. Therefore, middle school students that go on vacation during the school year will participate in a Vacation Study Experience. A Vacation Study Guide has been created to enhance the experience and provide the opportunity for students to share their learning with others when they return. The Vacation Study Guide Experience is designed as an independent study that is student centered. Participants may select the activities that best suit their interests and that apply to the type of vacation planned. After the student has completed and presented the portfolio to a team of teachers, it is assessed authentically by a rubric. This process extends the entire vacation experience.

Take Your Son/Daughter to Work Day

Parent(s)/Guardian(s) must submitted a signed letter to the attendance office in advance of them attending for this to be considered an excused absence.

Unexcused Absences/Truancy

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State of Ohio and Plain Local School District's attendance policies. No credit shall be given for any schoolwork not completed as a result of truancy. Consequences for truancy are as follows: administrative discretion for placement on the Progressive Discipline Ladder and administrative discretion for referral to the Franklin County Truant Officer.

Notification of Absence

If a student is going to be absent, the parents must contact the attendance office by 9:00 a.m. and provide an explanation. When calling before and after school hours, the parent should leave a message on the school's voice mailbox.

The school will call all parents who have not reported their student's absence. To be considered an excused absence, the parents must call the attendance office (413-8100) to report the absence or provide a written note within three (3) school days upon returning to school. This note is to be turned in to the attendance office before the student's first class of the day. When there is no call from the parent or written excuse provided, the absence will be unexcused and the student will be considered truant.

An excused absence allows a student to make up all possible work. It is the responsibility of the student to obtain missed assignments. **It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.**

If the absence is unexcused or unauthorized by the principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Excessive Student Absences

There is a positive correlation between a student's attendance and academic achievement in school. Attending class every day is important because it is not possible to completely make up what is missed in class. Each classroom experience is an important part of a student's education.

Any student who is absent from school a total of (8) eight days or more, will be mailed a courtesy letter expressing our concern about their absences. Any student who is absent from school a total of twelve (12) or more days (excused or unexcused) during the year must then provide a signed parent or doctor excuse for any additional absences to be excused. If a student is absent for more than sixteen (16) days, parents will be notified that they must then provide a note from the doctor (or appropriate medical specialist) for the student to be considered excused for any future absences during the rest of the school year. Students who fail to provide the appropriate written documentation and/or continue to have excessive absences may receive additional disciplinary action as determined by the principal (or designee), or be referred to the Franklin County truancy officer and/or juvenile court.

Attendance Records

A student arriving between 7:31-8:31 a.m. will receive a tardy.

A student arriving after 8:31 a.m. and before 11:30 a.m. will receive 1/2 day absence.

A student arriving after 11:30 a.m. will receive 1 full day absence.

A student leaving school property for more than 1 hour will be considered 1/2 day absent.

Tardiness

Students must arrive to school and all classes on time. Habits developed in school become habits for life. Usually, only a little extra effort needs to be made to ensure that students are on time for school and classes.

If a student is late in his/her arrival to school, he/she is to report directly to the attendance office. The student MUST sign in and receive a tardy slip. Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided. Students who have repeated tardies to class may be assigned appropriate disciplinary consequences from the classroom teacher.

Late arrivals in the morning will be counted tardy. Any student arriving between 7:31 and 8:31 a.m. will be counted as tardy. After 8:31 a.m., a one-half (1/2) day absence will be recorded. Late arrivals are to produce a written excuse from their parent/guardian and/or a doctor/dentist. All tardies are unexcused unless accompanied by a doctor or dentist's note. Oversleeping, car trouble and missing the bus are examples of unexcused tardies. The principal or assistant principal shall make the final determination between excused and unexcused tardies. All tardies will be accumulated and recorded in the office each nine-week grading period.

Students who choose to ride to school with a parent, sibling, or neighbor are expected to arrive on time. Please take into consideration that those students who ride the bus have to get up earlier, walk to the bus stop, wait sometimes in the rain and snow for the bus, and then ride 10-30 minutes to the school. The excuse that the driver of the car caused you to be late is unacceptable. If the driver cannot get you to school on time, make arrangements to ride the bus.

Consequences for Repeated Tardiness

Consequences for repeated unexcused tardies to school (or class) are assigned per nine weeks as follows:

First Offense:	Warning
Second Offense:	Warning
Third Offense:	30 minute after-school detention
Fourth Offense:	30-minute after-school detention
Fifth Offense:	Saturday School
Sixth Offense:	Saturday School
Additional Offenses:	3 days ALC (a meeting with parents will also be scheduled)

Early Dismissals

Requests for early dismissals are to be turned in at the attendance office before 9:00 a.m. of the day of the absence. A telephone number where the parent can be reached during school hours must accompany the request for an early dismissal. Even with a written request, a parent is required to come into the school and sign out the student through the attendance office.

Make up of Tests and Other School Work

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed. Students who have an excused absence will be given the number of days of excused absence within which to make up work. Make-up work due to suspension must be completed on the day the student returns to school, including any long-term projects, quizzes or tests that have been announced in advanced. Any alternate arrangements must be established with and approved by the individual teacher. Teachers will not be asked to set up labs for students who have been suspended.

Students who fail to complete make-up work within the time allotted will be given no credit for the homework, test(s), quiz(s) or other school assignment(s).

Hall Passes

It is essential that we know where students are at all times. A student must not leave a classroom or other assigned area without a written pass from the teacher or supervisor. Students unaccounted for during the school day will be considered truant from school.

STUDENT CONDUCT CODE

Student Rights and Responsibilities

All students have rights as bestowed to them by Ohio law, the Constitution of the United States, the Board of Education and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic rights and violates the school rules and local ordinances established herein.

The possession of these rules constitutes a first warning. No further warnings will be given to students. It is the student's responsibility to familiarize him/herself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school sponsored activities and when aboard a school bus or other board-owned vehicle.

Expected Behaviors

The administration and faculty expect all students to exhibit proper behavior and common courtesy. This is expected before, during, and after school hours. Each student shall be expected to:

- *Abide by national, state, and local laws as well as rules of the school*

- *Respect the civil rights of others*
- *Act courteously to adults and fellow students*
- *Be prompt to school and attentive in class*
- *Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background*
- *Complete assigned tasks on time and as directed*
- *Help maintain a school environment that is safe, friendly and productive*
- *Act at all times in a manner that reflects pride in self, family, school, and community*
- *Not have skateboards on campus at any time*

Dress and Grooming

The primary responsibility for school dress and grooming rests with the parents of our students. It is the school's responsibility to prohibit dress and grooming which are disruptive to the educational process or the health and safety of our students. We believe that pride in one's appearance is an important lesson to be learned.

1. Clothing and jewelry should be appropriate for school and not disruptive to the educational process. Clothing should be in good repair, neat, clean and free of holes. No item of apparel with spikes, metal brads or chains is permitted.
2. Footwear should be comfortable and safe. Appropriate shoes are required for the gym floor. Shoes with rollers and/or wheels are not permitted as they damage the floors.
4. No article of clothing may be worn which displays ads or promotions for alcoholic beverages, tobacco or any other drug, or which advocates violence or discriminates against any institution, individual, racial, ethnic or cultural group, or displays inappropriate, offensive or sexual innuendos. Any apparel that contains gang related colors, fads, symbols or paraphernalia will not be permitted.
5. Bare midriffs, tank tops, spaghetti straps, muscle shirts and transparent shirts/blouses are not permitted. Clothing must have sleeves and should not be revealing. A blouse/shirt must be worn over sleeveless tops. The bottom of the blouse/shirt must reach one inch below the top of the pants or skirt.
6. Pants, skirts, and/or shorts of any type must be worn at waist level. Pajama pants are not acceptable for school. Sagging pants are also unacceptable and hip hugger pants/skirts are not allowed. Undergarments should not be visible. Jeans or pants with holes or frays of any kind are not permitted. Pants, shorts, and/or skirt may not have writing across the rear.
7. Hats, head coverings and sunglasses are not to be worn in the building.
8. Shorts are allowed, but must be appropriate and in good taste. Shorts/skirts should be even in length to the student's fingertips. Teacher and/or administrative discretion shall determine whether shorts/skirts are appropriate.

Any item of apparel that disrupts the education process is subject to review by the administration. The administration will make final decisions in determining admissible attire.

The dress code is in effect for all school-sponsored activities. If students are in violation of the dress code, they will be sent to the office and asked to change into appropriate attire. Should a student not have a change of clothing at school, a parent/guardian will be called to take the student home to change clothing. For repeated violations the student will be considered unexcused during the time he/she is out of the classroom and unable to make up any work that was missed. Students will be asked to complete and have their parents sign a "Dress Code Violation" form the first time they are found to be in violation of the dress code.

REPEATED VIOLATIONS OF THE DRESS CODE WILL RESULT IN PLACEMENT ON THE PROGRESSIVE DISCIPLINE LADDER FOR INSUBORDINATION.

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

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Students must put locks on their lockers in the gymnasium while participating in physical education class or athletic activities.

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

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student may be suspended from school or school transportation for infractions of school bus rules.

Ultimately, it is the administration's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

DISCIPLINE GUIDELINES (INFORMAL)

Informal discipline takes place within the school. It includes additional assigned work, change of seating or location, lunch detention or after-school detention. A parent or guardian will be notified 24 hrs. in advance of an after school detention. The student or his/her parent or guardian is responsible for transportation. This form of discipline has no appeal process.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Directions for Detention

1. Take home the white page of the "notice of detention" form and have it signed by your parent/guardian.
2. Put the signed form in a safe place - your wallet, purse, and notebook or plan book. **DO NOT LOSE THIS FORM!**
3. Write in your student planner the day, time and location of your assigned detention.
4. Bring the signed white "notice of detention" form to the detention hall teacher on the assigned day. Students who do not bring the signed form **WILL NOT** be admitted to detention hall, and will be referred to the office for disciplinary action. (If the student loses the form, a note signed by a parent is required for the student to be admitted to detention.)
5. Detentions will be held on designated days.
6. The detention period is from 2:45 p.m. - 3:15 p.m. **DO NOT BE LATE!** Students arriving after 2:45 p.m. will not be admitted and will be referred to the office for further disciplinary action.
7. You must bring schoolwork, homework, or school-related reading material to keep busy during your detention time. Students who do not will be removed from detention hall and will be referred to the office for further disciplinary action.
8. No sleeping, eating, drinking, listening to radios, card playing, and talking. This time is for students to do schoolwork. Time is to be used wisely.
9. At the conclusion of your detention, you are to exit the building immediately unless you have valid, school-related business to attend to.
10. Resolve not to engage in any behavior that will cause you to be assigned to detention hall again.
11. **ASSIGNED DETENTION TIME TAKES PRECEDENCE OVER ALL OTHER SCHOOL ACTIVITIES - SPORTS, MUSIC REHEARSALS, SKI CLUB, STUDENT COUNCIL, ETC. YOU WILL NOT BE EXCUSED FOR THESE REASONS!**
12. If you are absent on your assigned detention day, you will be expected to report the next scheduled day without any extra notification. Example: Your detention is Tuesday and you are absent from school. You will be expected to report on Wednesday without any notification from the teacher who assigned your detention or detention monitors.

Detentions

Students who have served five detentions in a nine week grading period will be assigned a Wednesday morning detention from 7:30 to 8:30 A.M. Students who are assigned a 6th detention in the same nine week grading period will be assigned a Saturday School.

Saturday School

Students will be assigned detention time on Saturday morning 8:00 a.m. to 12:00 p.m. **Students MUST bring schoolwork assignments sufficient to keep busy for the entire four (4) hours.** Students failing to do so will be removed from Saturday School. In addition to the Student Code of Conduct, these additional rules will be consistently enforced:

1. Students are to report to the front center doors on the south side of the dining hall building no later than 8:00 a.m. on the date assigned. Students arriving after 8:00 a.m. will be refused admittance to Saturday School.
2. Students will not be permitted to go to their lockers.
3. Students will not be permitted to use the telephone during Saturday School except in the case of extreme emergency.
4. All student dress code rules are in effect during Saturday School sessions.
5. Students are to engage in individual study; talking with others will not be permitted.
6. Students are not permitted to sleep or put their heads down.
7. No radios, playing cards, newspapers, non-school related magazines or other student recreational items are permitted.
8. No gum, candy, food or beverage may be consumed during Saturday School.
9. Students are to remain seated except with permission of the Saturday School teacher.
10. Students and their parents are responsible for transportation to and from Saturday School.

ATTENDANCE AT SATURDAY SCHOOL IS MANDATORY ONCE IT HAS BEEN ASSIGNED. STUDENTS WHO ARE TRUANT TO SATURDAY SCHOOL OR WHO ARE SENT HOME DUE TO A RULE VIOLATION MAY BE SUSPENDED OUT OF SCHOOL OR ASSIGNED TO THE A.L.C. IN ADDITION, THE STUDENT WILL STILL BE REQUIRED TO MAKE UP THE ORIGINALLY-SCHEDULED SATURDAY SCHOOL.

Alternative Learning Center (A.L.C.)

In some instances, students who would be assigned an out-of-school suspension will, instead, be assigned to the Alternative Learning Center depending upon the nature and circumstances of the misconduct.

As in all cases, there are exceptions. Fighting, vandalism, drug or alcohol related offenses, weapons possession and extreme disrespect are some examples of violations that would not qualify for Alternative Learning Center. In all cases, the type of discipline will be at the discretion of the Principal or Assistant Principal.

1. A.L.C. will be held in a supervised classroom.
2. Students are to report to the office by 7:30 a.m. and will be dismissed at 2:30 p.m.
3. When a student is absent from the A.L.C., a parent must call the school.
4. Any excused absence will result in a make-up day assignment. Truancy from the A.L.C. may result in an out-of-school suspension.
5. Students are responsible for bringing all needed textbooks and classroom materials to the A.L.C. Students will not be excused to leave the A.L.C. for any reason except an emergency.
6. Students are required to eat their lunch in A.L.C. It is recommended that they bring a sack lunch. However, if they do not, a lunch can be purchased from the cafeteria.
7. Students receive credit for assigned work and attendance. All the student's teachers will submit the student's assignments to the supervising teacher prior to the first day of the student's removal from regular classes.
8. Two supervised restroom breaks will be provided for students assigned to the A.L.C.
9. In addition to the rules of the A.L.C., all school district rules and policies will apply to students in the A.L.C.
10. Students who are disruptive in the A.L.C. or who do not follow the prescribed rules will be suspended out of school and must complete all remaining days of the original A.L.C. assignment upon their return to school.
11. An assignment to the A.L.C. may not be appealed.

THE PROGRESSIVE DISCIPLINE LADDER

Consequences are addressed for violations of the Attendance Policy and Student Conduct Code at the discretion of the administrator by placement on the Progressive Discipline Ladder. The Progressive Discipline Ladder is as follows:

- Step 1: Wednesday Morning Detention
- Step 2: Saturday School
- Step 3: 3 Days Alternative Learning Center
- Step 4: 3 Days Out-of-School Suspension
- Step 5: 5 Days Out-of-School Suspension
- Step 6: 10 Days Out-of-School Suspension
- Step 7: Recommendation for Expulsion

IMPORTANT NOTE: MIDDLE SCHOOL STUDENTS WILL NOT BE ALLOWED TO ATTEND THE SPRING CLASS TRIPS TO PILGRIM HILLS (GRADE 6), CAMP NUHOP (GRADE 7), AND THE 8TH GRADE CLASS TRIP (GRADE 8) IF:

- **THEY RECEIVE AN OUT-OF-SCHOOL SUSPENSION ANYTIME DURING THE SECOND SEMESTER.**
- **THEY RECEIVE TWO OR MORE OUT-OF-SCHOOL SUSPENSIONS AT ANY TIME DURING THE SCHOOL YEAR (TWO OR MORE SEPARATE INCIDENTS)**
- **IF REPEATED ALTERNATIVE LEARNING CENTER (ALC) ASSIGNMENTS HAVE BEEN ISSUED, THE STUDENT MAY BE PLACED ON A CLASS TRIP CONTRACT, TO INCLUDE A BEHAVIOR PLAN. FAILURE ON THE STUDENT'S PART TO ADHERE TO THE CLASS TRIP CONTRACT MAY RESULT IN THE STUDENT'S LOSS OF ELIGIBILITY TO ATTEND THEIR GRADE LEVEL CLASS TRIP**

DISCIPLINE GUIDELINES (FORMAL)

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and/or permanent exclusion. **Suspensions and expulsions may carry over into the next school year or into another school district.** Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Alternative Learning Center (A.L.C.) assignment may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal, at which time the student will be notified of the Conduct Code violations and given an opportunity to explain his/her actions.

Students involved in co-curricular and extra-curricular activities such as band and athletics may lose their eligibility for violation of the school rules. (This is especially true for infractions involving drugs, alcohol, tobacco, or harassment.)

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system.

DISCIPLINE CODE

As required by Ohio Revised Code 3313.661, the Board of Education has adopted the following Student Discipline Code which outlines those behaviors considered unacceptable and for which a student will be subject to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. Students have a responsibility to cooperate with and to assist the school staff in the orderly and efficient conduct of the schools. Students are also responsible for abiding by the rules and regulations established by the Plain Local Board of Education and implemented by school administrators.

A breach of discipline is any pupil conduct which interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or New Albany Schools cannot be tolerated.

Respect for school and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, integrity, and honesty shall be maintained in the schools of this district.

MISCONDUCT FOR WHICH SUSPENSION/EXPULSION MAY BE IMPOSED

Disciplinary Action – A violation of any rule may result in disciplinary action including the following: assigned work, promotion and retention, detention, loss of privileges, written notice to or conference with parents, compensatory payment of damages, Saturday School, Alternative Learning Center (A.L.C.), emergency removal, out-of-school suspension, referral to Franklin County Children's Services and/or Juvenile Court, or expulsion.

The disciplinary actions listed previously, including suspension and expulsion, may be imposed for violations of the student conduct code such as those listed below:

PLAIN LOCAL SCHOOL DISTRICT STUDENT CONDUCT CODE VIOLATIONS

1. Academic Misconduct

Students shall not cheat, plagiarize, alter, falsify, copy, or misuse information. Authorization or credit must be given for information obtained from any source. This includes print materials and technology-generated information. Principals may establish, publish and disseminate guidelines as to academic penalties.

2. Acceptable Use of Technology

Students shall not use available technology tools for illegal, unethical, non-educational, and/or for-profit use. (See Appropriate Use Policy on pages 34-36.)

3. Chemical Abuse and Narcotics

Students shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal, be under the influence of any illegal drugs and/or substances, or otherwise violate regulations regarding counterfeit or controlled substances or Substance Abuse Policy (see page 28).

4. Damage to or Theft of Private Property

Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property of students, teachers, school personnel or other persons or steal or attempt to steal private property OR private information, or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property, or private information including technology generated data.

5. Damage to or Theft of School Property

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or school information, engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property, or school information including technology generated data.

6. Disrespect

Students shall not act so as to intimidate, insult, sexually harass, or otherwise abuse, orally or in writing, any member of the school staff or student body. Actions may include verbal or nonverbal disrespect, or disrespect as demonstrated through writing, drawing or misuse of technology.

7. Disruption to School

Students shall not by use of violence, force, noise, coercion, threat, harassment, sexual harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

8. Dress and Appearance

Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from or disrupt the educational environment.

9. Electronic Devices

Students shall not bring to school (without permission of the Principal or Assistant Principal) any electronic devices that cause disruption of the academic atmosphere of the school. This includes but is not limited to pagers, cellular phones, ipods, personal play systems, gaming systems, personal radios, tape players, laser pens, CD players, audio recorders, video recorders, televisions, or e-mail devices. Cell phones must be turned off and remain in the student's locker during the school day. Violations will result in an office referral resulting in consequences.

10. Extortion

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money, information or any other type of property belonging to another student, a school employee or other person.

11. Falsification of Information, Forgery or Lying

Students shall not forge the writing or name of another person and shall not lie or falsely represent information given to school officials. Students shall not falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence, including technology systems.

12. Fighting, Assault or Enticement

Students shall not knowingly act or behave in such a way that attempts or threatens to cause, or does or could cause, physical harm to another student, any school employee, or other persons. These actions include, but will not be limited to, fighting, unauthorized touching and disruptions. Students also shall not entice another to fight, either with themselves or with another student.

13. Gambling

Students shall not engage in or promote games of chance, placing of bets, or risk anything of value through any medium.

14. General Misconduct

Students shall not violate the policies of the Board of Education, school rules, or school regulations. Such policies, rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.

15. Harassment

Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, disability, age, or gender is prohibited. Students shall not harass another student or employee using, but not limited to, slurs or other verbal or physical conduct relating to an individual's race, color, national origin, ancestry, citizenship, religion, disability, age, or gender, when such conduct has the purpose or the effect of (A) creating an intimidating, hostile, or offensive educational environment, or (B) otherwise adversely impacting upon a student's educational opportunities.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. (See also "Student Actions Regarding Harassment," page 27.) Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal

Including, but not limited to, the making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a student, staff member, or other person associated with the district.

B. Nonverbal

Including, but not limited to, 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 student, staff member, or other person associated with the district.

C. Physical Contact

Including, but not limited to, threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a student, staff member, or other person associated with the district.

Gender/Ethnic/Religious/Disability Harassment**A. Verbal** - Including, but not limited to:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a student, staff member, or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

B. Nonverbal

Including, but not limited to, placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a student, staff member, or other person associated with the district.

C. Physical

Including, but not limited to, any intimidating disparaging action such as hitting, hissing, or spitting on a student, staff member, or other person associated with the district.

16. Hazing

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student.

17. Insubordination

Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals and other appropriate school personnel. A student shall not be insubordinate or fail to comply with the reasonable directives of members of the school staff.

18. Misconduct Away from School

Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, or any other controlled substance or drug of abuse off school property or at a non school-sponsored or related activity, function or event, or on school property before or after school, may in accordance with the procedures set forth in the Ohio Revised Code 3313.66, be subject to suspension or expulsion from school if the Superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

19. Offensive Language or Gestures

Students shall not speak, write or use technology to obtain or to generate profane, vulgar, derogatory, demeaning, sexual or other improper or inappropriate language, or use profane, vulgar, sexual or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, sexual or other improper or inappropriate actions.

20. Public Display of Affection or Sexual Misconduct

Students shall not engage in kissing, holding hands, hugging, embracing or any sexual acts or displays not appropriate to the educational environment.

21. Repeated Violations of the Discipline Code

Students who engage in acts which violate this Code, whether or not suspended or expelled, shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records to determine the type and severity of punishment to be imposed for a violation of this Code.

22. Tobacco

Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco.

23. Transportation Violation

Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver or out the windows, extending arms or objects out of the windows, shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

24. Truancy, Class Cuts, Tardiness

Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

25. Weapons and Dangerous Instruments

Students shall not knowingly convey, attempt to convey, or possess any deadly weapon or dangerous object onto or on any property owned by or controlled by the Board of Education, to any activity held under the auspices of the school, at any interscholastic competition, extra-curricular activity or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board of Education, or while otherwise within the District's off premises institutional authority.

A weapon includes conventional objects like firearms, pellet or bb guns, knives, or metal knuckles, martial arts devices, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

Notwithstanding anything to the contrary herein, a student who brings a knife to a school operated by the Board of Education or onto any other property owned or controlled by it or who possesses a knife or firearm at a school, or any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board of Education, which firearm or knife was initially brought onto said property or to said event, program, or activity by another person, may be expelled by the Superintendent for a period not to exceed one year, which expulsion may be extended, as necessary to impose any expulsion authorized hereunder, into the school year following that in which the incident giving rise to the expulsion takes place. Unless s/he is permanently excluded pursuant to Ohio Revised Code 3313.662, a student who brings a firearm to a school operated by the Board of Education, or any other property owned or controlled by it, shall be expelled by the Superintendent for one year, which expulsion shall extend, as necessary, to impose any expulsion required hereunder, into the school year following that in which the incident giving rise to the expulsion takes place, provided that the Superintendent may reduce, on a case-by-case basis, any such expulsion imposed pursuant to this firearm provision based upon either (a) any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et seq. and/or Ohio Revised Code Chapter 3323 as now in force or hereafter amended in which a student is disabled and the incident giving rise to the one-year expulsion is a manifestation of the disability insofar as such an expulsion is precluded by said law(s), or (b) the Superintendent's determination in his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately dis-served by such a reduction.

As used herein, "firearm" shall be defined as in 18 U.S.C. 921 as now in force or hereafter amended. As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives. Any weapon-related expulsion shall be subject to all procedural requirements and rights applicable to expulsions on other grounds under Ohio law, and nothing expressed or implied in this paragraph is intended to, nor shall it, preclude the Superintendent from expelling a student in accordance with that law for otherwise possessing a weapon or other dangerous instrumentality that is not as just defined herein.

Student Actions Regarding Harassment

Any student who believes that h/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Director of Curriculum (855-2040).

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While the charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can 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. Some forms of sexual harassment of a student by another student may be considered a form of child abuse that will require that the student-abuser be reported to proper authorities.

Hazing by any 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. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

DUE PROCESS RIGHTS

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

Suspension From School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing, of the reason for and the length of the suspension. The suspension may be appealed, within five days after receipt of the suspension notice, to the Superintendent of Schools. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, s/he **may** make up work missed while on suspension. This work must be turned in to the appropriate teacher on the day of return, including any long-term projects, quizzes or tests that have been announced in advanced. Any alternate arrangements must be established with and approved by the individual teacher. Teachers will not be asked to set up labs for students who have been suspended.

Students who fail to complete make-up work within the time allotted will be given no credit for the homework, test(s), quiz(s) or other school assignment(s).

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent of Schools during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or

credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Permanent Exclusion

When a student 16 years of age or older is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of the parents.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. **If a disciplinary action does not result in removal from school, it may not be appealed.** Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the staff member who issued the disciplinary action.

Discipline of Students with Disabilities

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

SUBSTANCE ABUSE

Student Alcohol & Other Drug Policy

A. Philosophy Statement

The New Albany-Plain Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

New Albany-Plain Local School District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The New Albany-Plain Local Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use are a community problem requiring a community solution. Since the New Albany-Plain Local Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The district also recognizes that alcohol and other drug use may lead to addiction. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the Board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize that the New Albany-Plain Local School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral, and support/guidance.

The New Albany-Plain Local Board of Education is responsible for establishing a policy and directing its implementation. It carries these duties out through the district administrators and Drug Free Schools Program coordinator's of-

face. The Board calls upon the administrators, faculty, staff, parents and students to collectively ensure the policy's success.

B. Policy Statement

The New Albany-Plain Local Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, use, or offer for sale any alcoholic beverage, illegal drugs, un-prescribed drugs, look-alike drugs of any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the district or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

Students found in violation of this policy will be subject to the disciplinary action as described within the Student Code of Conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies described within the student handbook.

C. Education/Prevention

The district will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs that promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

D. Intervention/Referral

It shall be the policy of New Albany-Plain Local Schools to provide an intervention process designed to confront problem behaviors within students, which may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff administrators; guidance and the Drug Free Schools program coordinator. Intervention strategies will be initiated, but not limited to the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or a typical behavior.
3. Disciplinary action involving violations of this policy and the Student Code of Conduct.

A working relationship will exist between the district and local professional helping agencies in order to enhance familiarity, communication, referral and follow-up.

E. Support/Guidance

New Albany-Plain Local Schools recognizes the importance of guidance activities, which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol and other drug use.

F. Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regards to student alcohol and other drug use. Therefore, through the community arm of our Drug Free Schools Program and guidance plan, parent education programs shall be made available to the community. These programs will focus on parental prevention and intervention strategies.

G. Plain Local Drug Free Schools Program

The New Albany-Plain Local Schools has identified the guidance department as the Drug Free Schools Program Coordinator. This position provides the district with assurance of policy development and implementation as well as comprehensive program planning and services to meet the concerns of students, parents, community and faculty.

1. Intervention and Support Programs and Activities

2. Curriculum and Resource Development
3. Student Involvement Programs and Activities
4. Community Awareness and Advocacy

H. Student and Parent Notification

At the beginning of each school year, the Student Code of Conduct is reviewed with every student as part of the orientation process. Compliance with these standards of conduct is mandatory and requires a parent signature each year in order to ensure parental support and compliance.

I. General Code: Drug Violations - Responses

During any hours a student is on school premises, on authorized transportation, or at any school-sponsored activity held on or off school premises, students shall not possess, buy, sell, use, supply, transmit, apply, or be under the influence of any mind-altering chemical of any kind. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, and abusive language, falling asleep in class, or any other behavior not normal for the particular student. "Mind altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, non-prescription drugs and prescription drugs unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and the directions for proper use.

Violations of this rule are cumulative with each of the following periods of academic life (1) grades K through 5; (2) grades 6 through 8; and (3) grades 9 through 12.

1. Possession, purchase, use, application, or being under the influence:

A. First Offense

- 1) A parent or custodian (hereafter referred to as "parent") of the student will be immediately notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal.
- 2) The principal or principal's designee will notify the student and the student's parent in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent, and the principal.
- 3) Law enforcement officials will be notified as permitted by law.
- 4) The principal will suspend the student for ten (10) days in compliance with all requirements of law, which suspension may be reduced to no less than three (3) days if the following occur: (1) the student proceeds to be evaluated by a chemical dependency professional approved by the New Albany-Plain Local School District; (2) the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; and (3) the professional satisfactorily notifies the principal of the foregoing.

B. Second Offense

- 1) A parent of the student will be immediately notified of the incident and will be directed to remove the student from school pending an expulsion hearing, which shall be held within seventy-two (72) hours of the order of removal.
- 2) The principal will recommend that the Superintendent expel the student in compliance with all requirements of law.
- 3) Law enforcement officials will be notified as permitted by law.
- 4) The Superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the student's parent, and the principal.
- 5) The Superintendent will expel the student in compliance with all requirements of law, which expulsion may be reduced to no less than ten (10) days if the following occur: (1) the student is evaluated by a chemical dependency professional approved by the New Albany-Plain Local School District; (2) the student is receiving any appropriate treatment, which may include but not be limited to support groups; and (3) the professional satisfactorily notifies the Superintendent of the foregoing.

C. *Third Offense*

- 1) A parent of the student will be immediately notified of the incident and will be directed to remove the student from school pending an expulsion hearing, which shall be held within seventy-two (72) hours of the order of removal.
- 2) The principal will recommend that the Superintendent expel the student in compliance with all requirements of law.
- 3) Law enforcement officials will be notified as permitted by law.
- 4) The Superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the student's parent and the Superintendent.
- 5) The Superintendent will expel the student in compliance with all requirements of law.

2. Selling, supplying or transmitting:

A first incident of selling, supplying, or transmitting mood altering chemicals shall be treated as either a second or third offense (see above paragraphs B and C) depending on the circumstances and disciplinary history of the student.

All staff members in the New Albany-Plain Local School District will be informed of their responsibility for reporting and liability for not reporting all violations of this rule to a building administrator. Staff will have the information and administrative procedures necessary to fulfill their responsibilities.

3. Counterfeit controlled substances:

Students in violation will be subject to the responses outlined in the drug response paragraph. "Counterfeit controlled substance" means any of the following:

- A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

4. Prohibitions:

- A. Students shall not knowingly possess any counterfeit controlled substance.
- B. Students shall not knowingly make, sell, and offer to sell or deliver any substance that they know is a counterfeit controlled substance.
- C. Students shall not make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having a reason to know that it will be used to print or reproduce a trademark, trade name or other identifying mark upon a counterfeit controlled substance.
- D. Students shall not sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen.
- E. Students shall not directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.

Students shall not directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance. As used in this section, "advertise" means engaging in "advertising" as that term is defined in division (A) (12) of Section 3715.01 of the Revised Code.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well, and the school will also apply appropriate discipline consequences. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the Student Council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V **TRANSPORTATION**

CONDUCT ON SCHOOL BUSES

Transportation is a service provided by the New Albany-Plain Local School District Board of Education and should be regarded as a privilege by students and parents.

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

A change in a student's regularly assigned bus stop may be granted for childcare purposes only. In those situations, a Designated Bus Stop request form must be submitted no later than the Friday preceding the date of the requested change.

It is expected that those who ride the school buses will observe classroom conduct at all times. Both students and parents must exercise these responsibilities.

Students

1. Students should follow directions the first time they are given.
2. Students are expected to observe classroom conduct at all times while on the bus.
3. Leave and board the bus at the designated stop. Changes will be made only in emergencies and only with the prior permission of the principal.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across.
5. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. Students are not permitted to bring on the bus, items larger than those that can be held on the lap. Animals, glass or liquids are not permitted (Ohio Revised Code 4511.76).

7. The possession of firearms, ammunition, knives, weapons, explosives or other potentially dangerous objects or materials is prohibited on school buses.

Parents

1. Parents are responsible for the safety and discipline of students while going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for tardy students. If the bus is more than 15 minutes late, parents may call the **Transportation Department at 855-2033**.
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pickup or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the **Transportation Department at 855-2033**.

Discipline Code

Proper conduct on a school bus is necessary to insure the safety of students and the driver. When a student does not display proper conduct on a bus, removal from the bus can be the result of the misbehavior. The principal or other appropriate district personnel are authorized to implement suspensions from bus riding privileges for such period of time as the person implementing the suspensions deems to be appropriate.

The bus driver is responsible for exercising common sense and good judgment to maintain safe and reasonable student control. Students who violate these rules will be subject to disciplinary action set forth in the **Disciplinary Procedure** and as further specified in the **Student Code of Conduct**.

1. *Bus Stops*. Improper behavior at bus stops, including physical aggressiveness toward others and property destruction will not be tolerated.
2. *Seating*. Pupils should go immediately to an assigned seat and remain seated at all times.
3. *Profane, Lewd, or Indecent Language or Gesture/Spitting*. This will not be tolerated.
4. *Objects*. Riders shall not put objects, heads, arms or any other parts of their bodies outside of the bus windows. Nothing shall be thrown out of, into, within or at the bus. Nothing shall be thrown at any of the bus occupants.
5. *Fighting/ Pushing/ Tripping*. This is not permitted at any time. Riders shall keep their hands off the person and property of other riders.
6. *Tobacco/Alcohol/Harmful Drugs*. The possession of tobacco in any form, alcohol or drugs (other than drugs prescribed specifically for that student) will not be permitted on buses.
7. *Food/Drink*. Eating, chewing gum and/or drinking on a bus is not permitted except as required for medical reasons.
8. *Damage*. A student shall not cause or attempt to cause damage to a school bus.

Discipline Procedures

Placement on the ladder at the discretion of the principal/administrator:

1. Detention and/or seat reassignment
2. Suspension of bus privileges
3. Alternative Learning Center or Saturday School
4. Out-of-School Suspension or Expulsion from school

Appeals

A parent/guardian of a student wishing to appeal a bus removal may do so by contacting the building principal within 24 hours.

Bus discipline shall be administered consistently with the serious and minor misconduct infractions included in the Student Conduct Code.

Suspension Procedures

Placement on the ladder at the discretion of the principal/administrator:

1. Minimum one day off the bus.
2. Minimum three days off the bus.
3. Minimum five days off the bus.
4. Maximum ten days off the bus.
5. Possible suspension from the bus for the remainder of the semester.
6. A severe infraction will result in immediate suspension from the bus. Severe infractions include: a) Use of profane, lewd or indecent language or gesture, or spitting; b) use of tobacco, alcohol or harmful drugs (other than drugs prescribed specifically for that student); c) vandalism; d) fighting, pushing or tripping; e) use and/or possession of weapons.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

The District Custodian of Records is located at the District Administrative Offices, 55 North High Street or s/he can be reached by calling (614) 855-2040.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (eighteen [18] years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form (8330 F5) that may be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form (8330 F6a) that may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's Administrative Guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington DC 20202.
- F. Obtain a copy of the District's policy and administrative guideline on student records.

DIRECTORY INFORMATION - 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, and telephone number. School-sponsored publications may include 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; and awards received.

The District will make directory information available upon a legitimate request unless a parent, guardian, or adult student notifies the District (Form 7540 F1 or online) that s/he will not permit distribution of this information. Selections made on form 7540 F1 or online will remain on file and in effect during the student's enrollment at New Albany-Plain Local Schools. **Changes to this information may be made from July 1 to September 29 of each academic year.** Changes may be made by any one of three methods: (1) Logging on to the Parent Portal and electronically changing your preference (2) obtaining a new form 7540F1 from your building secretary or (3) download a copy of form 7540F1 from the Technology page on the district website at www.new-albany.k12.oh.us.

BLOOD-BORNE PATHOGENS (Notification to Parents)

The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. If the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Pat Stewart at 855-2040.

TECHNOLOGY ACCEPTABLE USE POLICY

Technology Do's

- Use your account to support your schoolwork.
- Back-up important files on a floppy disk or zip disk. Files will be cleaned at the end of each semester.
- Check floppy disks and documents obtained outside the system for viruses using a virus scan program.
- Follow fair-use guidelines in educational multimedia.
- While using the internet and e-mail, be polite, use appropriate language, avoid giving anyone personal information and do not participate in illegal activities.

Remember that New Albany-Plain Local Schools will not be responsible for any damages, and makes no warranties for the service it is providing.

- Notify a system administrator or faculty member if you suspect a security problem at NAWEST.
- If assigned an e-mail account, follow account rules and remember that e-mail is not guaranteed to be private.
- Note that excellent student work will be exhibited as an exemplar.
- Remember that inappropriate use will result in cancellation of privileges.

Technology Don'ts

Games are not allowed on the network.

Transmit or access copyrighted material, threatening, or obscene material.

Use the school network for commercial business, advertisement, or political lobbying.

Install software not owned by New Albany-Plain Local Schools on district machines.

Share your password or use another individual's password.

Attempt to log-in to NAWEST (the School Network) as a system operator or administrator.

Technology Don'ts

Attempt to circumvent security mechanism.

Vandalize, harm or destroy data, accounts, hardware or software associated with NAWEST and New Albany-Plain Local Schools.

Access Hot-Mail or other private e-mail accounts from school without authorization.

Use electronic resources to send forged e-mail, harassment, hoaxes, bomb threats, or chain letters.

Forget to ask your teacher or system administrator if you have any questions (system administrator's office is located in the Library Information Center).

Make up of Tests and Other School Work

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed. Students who have an excused absence will be given the number of days of excused absence within which to make up work. Make-up work due to suspension must be completed on the day the student returns to school, including any long-term projects, quizzes or tests that have been announced in advanced. Any alternate arrangements must be established with and approved by the individual teacher. Teachers will not be asked to set up labs for students who have been suspended.

Students who fail to complete make-up work within the time allotted will be given no credit for the homework, test(s), quiz(s) or other school assignment(s)

New Albany-Plain Local Schools

Computer and Technology Appropriate Use Policy

AUP Sections

1 – Acceptable Use	6 – Guarantee of Service
2 – Privileges	7 – Security
3 – Internet and Information Access	8 – Vandalism
4 – Procedures & Caveats	9 – Copyright & Intellectual Property
5 – Netiquette	10 – Personal Technology Devices

New Albany-Plain Local School District provides a variety of technology tools and networked computer access to all students and staff. In addition, an increasing number of personally owned technology devices are brought on to campus to support the educational process. With this access to sophisticated technology tools comes a responsibility on the part of the user to insure proper usage of these resources. The reason technology tools, networked resources, or personal devices are used on campus is to provide students and staff support for the teaching and learning process.

The district views technology as a tool to help increase productivity, achievement, organization, and learning opportunities. In order to maintain adequate resources for all members of the learning community, each user must be vigilant in their efforts to maintain the hardware and software associated with the campus. Each technology user will be held responsible for the following guidelines:

1. Acceptable Use:

Technology must be used to support education and research and be consistent with the objectives of The New Albany - Plain Local Schools. The computer network also supports the administrative and professional functions of the staff as well as efficiencies associated with electronic communication.

- Games are not considered an educational use of technology. Games may not be played when using technology tools on the New Albany - Plain Local Schools campus with the following exceptions:
 - Games that are created as part of an educational curriculum in classes such as computer programming, multimedia and web design.
 - Games that directly support current curricular objectives.
- Use of any other organization's networks or computing resources must comply with the rules appropriate for that network.
- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.
- Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- Installation of software, freeware, shareware, and demos not owned or authorized by the New Albany-Plain Local School District is prohibited on district computers.
- Staff members are assigned a campus e-mail account. It should be understood that the primary purpose of this account is to conduct school business. The District understands that just as a US postal mailbox is able to receive paper mail from anyone, a staff member's e-mail mailbox can receive mail from anyone. Unsolicited mail (including spam) that is received by a staff member, in no way reflects appropriate or inappropriate use by that staff member.

2. Privileges:

The use of THE NEW-ALBANY NETWORK is a privilege, not a right, and *inappropriate use may result in a cancellation of those privileges*. The system administrators, school administrators, teachers, and staff members have a responsibility to report and investigate observed inappropriate use. During the course of investigating inappropriate use, staff may access, view, and/or document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using The New Albany Network. The school disciplinary ladder and/or individual rules for specialized facilities will determine consequences. Building Principals and System Administrators may close an account at any time as required. The administrators, faculty, and staff of New Albany-Plain Local Schools may request the System Administration to deny, revoke, or suspend specific user rights and/or accounts. In a school environment such as the New Albany-Plain Local Schools, where the majority of the work is produced on computers, loss of privileges could have a very serious impact on academic opportunity and success.

3. Information and Internet Access:

In compliance with the Federal Child Internet Protection Act (CIPA) the School District filters the Internet for inappropriate content. All devices accessing the Internet through THE NEW-ALBANY NETWORK receive filtered Internet content.

Filtered/Blocked Internet Sites:	
• Intolerance and Hate	• Spyware
• Criminal Activity	• Proxies and Translators
• Tasteless and Offensive	• Phishing/ Fraud
• Violence and Weapons	• Personals, Dating, and Chat
• Alcohol and Tobacco	• Intimate Apparel and Swimwear
• Illegal Drugs	• Non-educational Games
• Gambling	• Sexually Explicit Images
• Hacking	• Other Sites

It should be noted that, although Internet filters are very effective and the technology has greatly improved over the past decade, that there is no such thing as a 100% perfect Internet filter technology. Although rare, it may be possible for an inappropriate website, particularly a new one, to pass through the filter. Students should simply close any webpage deemed inappropriate and tell a staff member what happened. Staff should, if possible, report the Internet address (URL) of the inappropriate site to the Technology team by e-mail or calling Pam Hampton at 413-8349.

With Internet access comes the responsibility to use this powerful educational tool wisely and in accordance with all other sections of this appropriate use policy. Purposeful intent to bypass or compromise the Campus Internet filter is considered inappropriate use. Random searching for information, which could be classified in the above examples of filtered categories, is inappropriate use. Bringing content on Campus that would otherwise be filtered is also considered inappropriate. In addition, specific Internet sites may be added to or removed from the "Block List". We **do not** block 3rd party e-mail servers such as Yahoo mail or Hotmail because of the educational value of allowing students to e-mail work to and from Campus and because many other individuals (including parents) communicate with staff using these free services. Students who wish to sign up for an Internet e-mail account should first acquire permission from parents. E-mail used to transmit a document on campus

from home would be considered an appropriate use of this technology, however, instant messaging a friend to conduct friendly chat would not.

Students and staff should realize that although the Internet is a powerful tool for accessing information, it has no formal review process. A critical part of using the Internet as a resource is for the user to learn how to determine the validity of information posted. Individuals need to ask:

- Who authored the information and is it possible to contact them?
- With what organization is the author affiliated?
- How often is the information updated?
- Do other sources agree with this information?
- Is the information based on personal opinion, propaganda, advertising, emotion, research, or facts?

Downloading information from the Internet should be done with caution. Just because it is posted, does not mean it is legal to download. Generally, downloading published music or video without paying for it legitimately is illegal. Students and staff need to familiarize themselves with copyright and fair use laws and guidelines.

4. Procedures and Caveats:

You should be aware that **student files are generally only kept for one school year**. Files older than nine weeks may be deleted at any time to make room for current project work. If you have older project files you want to keep, you need to make a copy on a disk, thumb drive, or recordable DVD or CD-ROM. If you need to keep a number of large files for an extended period of time on school equipment, please let a member of the technology team know so that proper arrangements can be made (provided sufficient storage space is available).

- Some large file types may be deleted immediately if no educational value is apparently obvious. **These may include, but are not limited to:**
 - **Movies (example files: .avi, .mov, .mpeg)**
 - **Songs (example files: .wav, .mp3, .mid)**
 - **Pictures (example files: .gif, .jpg, .jpeg, .bmp, etc.)**

It is the user's responsibility to keep your folders free of files for which there exists no further use.

- **Viruses and Other Malware** are an ever-increasing problem. Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. Although viruses are the most well known malware, worms and Trojan horses are the fastest growing category of malware today. (Many resources are available online that outline the distinctions between viruses, worms, and Trojans.) The district has deployed security measures to protect district systems from the various forms of malware. Those measures include, but are not limited to, virus protection software on all district owned systems, spam and virus filtering software for the e-mail servers, strengthened security settings on systems, rapid deployment of security updates, and a firewall to protect the district network.

Due to the increasing interconnectedness of computer networks it is in the district's best interests to ensure that personally owned technology devices such as home computers and notebooks are free of malware as well. As such, **the district recommends that all students and parents consider implementing three basic security measures on their personal computers if possible:**

1. **Install and regularly update virus protection software.**
2. **Enable the Windows Firewall or use a third party firewall program.**
3. **Turn on Windows Automatic Updates to automatically install security fixes.**

Perhaps the most important defense against malware is you. Always exercise caution when using e-mail or browsing the Internet. Beware of messages from people you don't know, always scan e-mail

attachments for viruses, and be suspicious of any website you visit that asks permission to install software on your machine. Also be aware that many popular free programs contain spy ware that may track your activities online, log keystrokes to look for passwords and credit card information, and/or display unwanted advertising. Always be sure to read the fine print when installing such programs.

Intentionally disabling any security mechanisms on district systems or intentionally infecting any system on the district network with malware is considered a form of vandalism and appropriate disciplinary measures will be taken.

5. Netiquette:

You are expected to abide by generally accepted rules of network etiquette (or netiquette). These include, but are not limited to, the following:

- Be polite. Do not be abusive.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Never reveal your personal address, phone number, credit card number or those of other students or colleagues via Internet computer resources. US Postal Service mail should be addressed to the school, where it will be physically forwarded to you. Do not post names with personal pictures on the Internet. Remember, once information has been posted on the Internet, it is likely posted and archived forever by Internet archiving sites such as www.archive.org
- Unless you are registering for a service directly related to your coursework, do not register for anything on the World Wide Web, which involves filling out a form. (Cisco Academy students and other Internet supported classes may be required to fill out forms, these students may use interactive web sites that involve forms necessary to provide web hosting, e-mail, or execute certification and assessment communication).
- Remember that any given student computer may be used by others beside yourself during the course of a day. Leave the computer in as good or better shape as you found it.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

6. Guarantee of Service:

New Albany-Plain Local Schools makes no warranties of any kind for the service it is providing. New Albany-Plain Local Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via THE NEW-ALBANY NETWORK is at your own risk. New Albany-Plain Local Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. No assumption of privacy should be made when district personnel investigate problems with, or inappropriate use of any system on campus.

7. Security:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on THE NEW-ALBANY NETWORK, you must notify a system administrator or faculty member. Do not demonstrate the problem to others users. Do not use another individual's account. Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to THE NEW-ALBANY NETWORK or other school computing facilities as a system operator or administrator will result in cancellation of user privileges. Any

user identified as a security risk or having a history of problems with other computer systems may be denied access to THE NEW-ALBANY NETWORK and/or other school computing facilities.

8. Vandalism:

Vandalism may result in cancellation of network privileges as well as financial responsibility to cover the cost of system recovery. Vandalism is defined as any attempt to harm or destroy data or accounts of other users, or any hardware or software associated with New Albany-Plain Local Schools.

9. Copyright and Intellectual Property:

Students who use the intellectual property of others must pay attention to the portion limits and distribution allowed under the Laws of Fair Use; this includes citing the owner of the work. For more information, use the Internet to search the key words *copyright and fair use* or *fair use guidelines*. New Albany-Plain Local Schools understands that work created by students or staff is copyrighted by the respective individual/s. The district also recognizes the importance of sharing quality work with wider audiences in order to either showcase the work or increase the quality of similar work. In this realm, the district seeks permission for the right to display student and staff created materials to the public for the reasons stated above, see Form 7540 F1, Section A, permission for the District to publish student work.

10. Hand-held devices or Personal Data Assistants (PDA's) and other personal technology tools:

Any technology tool such as handheld computers, laptop computers, still and video cameras, recorders and other assistive technology, whether used on or off the New Albany – Plain Local Schools Computer Network, which are brought on campus must be used in accordance with Sections 1 through 9 above and may only be used to support the educational process.

These devices may only be used for work that directly correlates to schoolwork during school hours. Games, Internet surfing, and messaging are prohibited unless the activity is directly tied to school activities. Failure to abide by these guidelines could result in the student losing privileges and benefits of using these technologies during school hours. Students are responsible for the condition and maintenance of their individual devices. NAPL cannot assume responsibility for handheld devices or other personal electronic devices that are lost or damaged. Like a calculator, these devices are the property of the student and will be treated as such.

NEW ALBANY MIDDLE SCHOOL
STUDENT/PARENT SIGN-OFF
2009-2010

I have reviewed and discussed the information contained in the student handbook. I will abide by the policies and regulations set forth by the Plain Local/New Albany School Board and the expectations of the middle school administrators and staff.

Student Signature Date

Grade Level Team

Parent Signature Date

***ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE MATERIAL
CONTAINED IN THIS HANDBOOK***

*This form is to be signed and returned to the student's study center/advisory teacher.

Anti-Bullying Pledge

“NAMS believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.”

We believe that everybody should enjoy our school equally, and feel safe and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying can be pushing, shoving and hitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just messing around”, or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, hallways, stairwells, cafeteria (inside or walking to and from), physical education locker room, and the bus.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Serve as a positive role model for younger students and support them if bullying occurs.

I acknowledge that whether I am being bullied or see someone being bullied, if I don't report the bullying and allow it to continue without providing or getting help, I will be considered to be contributing to the problem.

Signed by:

Print Name:

Parent Signature:

Date: