

Northeastern Local Schools High School Student Handbook

2016-2017 Student Planner

This planner belongs to:

Name _____

Grade _____

E-Mail Username _____

E-Mail Password _____

2016 – 2017 Bell Schedules

Regular Day			Activity Day			Pep Assembly Day		
1	8:25-9:16	51	HR	8:25-8:54	29	1	8:25-9:10	45
2	9:19-10:08	49	1	8:57-9:41	44	2	9:13-9:58	45
3	10:11-11:00	49	2	9:44-10:28	44	3	10:01-10:46	45
4A	11:03-11:33	30	3	10:31-11:15	44	4A	10:49-11:19	30
4B	11:36-12:06	30	4A	11:18-11:48	30	4B	11:22-11:52	30
4C	12:09-12:39	30	4B	11:51-12:21	30	4C	11:55-12:25	30
5	12:42-1:31	49	4C	12:24-12:54	30	5	12:28-1:13	45
6	1:34-2:23	49	5	12:57-1:41	44	6	1:16-2:01	45
7	2:26-3:15	49	6	1:44-2:28	44	7	2:04-2:49	45
			7	2:31-3:15	44	HR	2:52-3:15	23

1 HOUR DELAY			2 HOUR DELAY		
1	9:25-10:06	41	1	10:25-10:56	31
2	10:09-10:48	39	2	10:59-11:28	29
3	10:51-11:30	39	3	11:31-12:00	29
4A	11:33-12:03	30	4A	12:03-12:33	30
4B	12:06-12:36	30	4B	12:36-1:06	30
4C	12:39-1:09	30	4C	1:09-1:39	30
5	1:12-1:51	39	5	1:42-2:11	29
6	1:54-2:33	39	6	2:14-2:43	29
7	2:36-3:15	39	7	2:46-3:15	29

2016-17 Calendar At a Glance

August 17	First Day for Students
September 5	Labor Day (No School)
September 19	Interim Week
September 21	Two Hour Delay for Professional Development
October 14	End of First Nine Weeks
October 17	District PD Day (No School for Students)
October 24 – 28	OGT Fall Administration (Grade 12)
Oct. 31 – Nov. 4	OGT Make-Up (Grade 12)
November 16	Two Hour Delay for Professional Development
November 21	Interim Week
November 23	No School (Conference make-up day)
November 24 – 25	Thanksgiving Vacation (No School)
Dec. 5 - Jan. 13	End of Course State Testing Retakes
Dec. 19 - 21	First Semester Exams
December 21	End of Second Nine Weeks/1st Semester
Dec. 22 – Jan. 3	Winter Break
January 4	School Resumes-Start of Third Nine Weeks
January 13	District PD Day (No School for Students)
January 16	M. L. King Day (No School)
February 1	Two Hour Delay for Professional Development
February 6	Interim Week
February 17	No School (Conference make-up day)
February 20	President’s Day (No School)
March 10	End of Third Nine Weeks
March 13 – 17	OGT Spring Administration (Grade 12)
March 13 - April 14	ELA End of Course State Testing Window
March 20 - 24	OGT Make-Up (Grade 12)
March 27 – 31	Spring Break
April 3	School Resumes after Spring Break
April 3 - May 12	Math,Science,Social Studies End of Course Testing Window
April 5	Two Hour Delay for Professional Development
April 10	Interim Week
April 14	Good Friday-No School
April 17	Easter Monday-No School
May 18 - 23	Possible Graduation Dates
May 24	Last Day for Students

The mission of Northeastern High School is to develop active learners who are respectful, responsible, and productive.

Philosophy
Northeastern Local School District

We believe in the dignity and inherent worth of every individual. We accept every child, as he/she is when he/she enters our schools. We recognize that each child has different abilities, interests, and needs to which our curriculum must be suited. We shall do our utmost to help each child develop his/her potentialities to the fullest extent so that he/she may become a socially and economically productive member of our democratic society.

We believe in the American way of life that permits an individual to choose his/her own way of life as long as it does not interfere with the rights and property of others. To perpetuate this belief we must guide the child in the development of critical and scientific thinking so that he/she can reach valid decisions concerning our society. We must stimulate in each child a respect and loyalty to our American heritage and a deep conviction of his/her personal responsibility for contributing to it.

We believe that we must guide all school activities toward the following goals:

- * That students will be encouraged to understand and utilize their knowledge rather than merely memorizing facts.
- * That students will develop desirable traits of mental and physical health.
- * That students will develop value systems, including ethical and spiritual values, that is compatible with the values of the culture.
- * That students will be encouraged to develop their natural desire to learn and will be encouraged, through practice, to continue the use of efficient methods of developing skills, values, thought processes, and factual information throughout their lives.

Parents Can Make a Difference
Homework is the Key to Your Child's Success in School

Your children may disagree, but educators do not: homework is the key to your child's success in school. Critics of the American education system point to other countries whose students show a high level of achievement, and attribute that success in large measure to the many hours of homework they are assigned each night.

There are not enough hours in the school day for all of the learning and reinforcement students need to master a subject. That's what homework is for. Unfortunately, many students do not see it that way. They either give their homework assignments little attention or ignore them entirely.

That's where you as parents come in. It's important to keep close tabs on your child's homework assignments. If that means contacting the school regularly, then do it. There are many ways that a parent can ensure that their children get the most out of their homework assignments. Here are some tips offered by experts to help your child to a rewarding homework experience:

- * Homework is best done in the same place each day. Try to limit distractions. Teachers discourage having a television on when a child is working on homework.
- * Keep supplies - dictionary, paper, etc.- in a box or drawer nearby.
- * Be firm about the fact that homework is an extension of the child's job of going to school.
- * Show the child that you are interested in the day's homework. Ask about long-term assignments. Too many times children forget the science project until the night before it is due.
- * Resist doing the child's homework for him/her, though younger children may need more help.
- * Praise your child for the work.

Ask to see the grades on homework assignments. Look at the teacher's comments and contact the teacher if you have any questions about the assignments or grade.

Monitoring your child's homework is one of the best ways parents can work with the school to improve their children's skills. It is our intent that this planner will make that task a bit more manageable for parent and child.

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IMPORTANT PHONE NUMBERS

Central Office.....	325-7615
Transportation.....	328-6562
Kenton Ridge	390-1274
Northeastern Main Office.....	328-6575
Northridge Middle School.....	399-2852
Northridge Elementary.....	342-4627
Rolling Hills.....	399-2250
South Vienna Elementary.....	568-4038
South Vienna Middle.....	568-4765
Springfield-Clark CTC.....	325-7368
Clark County ESC.....	325-7671

SECTION ONE: ACADEMICS

GRADING PROCEDURES

A grade point average is intended to reflect, as accurately as possible, a summary of a student's entire academic record while in our secondary schools. Grades assigned on report cards and on the permanent records can use a "+" or "-", however, a "+" or "-" should not be a factor in computing the GPA. The standard 4-point scale will be used.

NELSD Grading Scale:

Advanced Placement (AP) Grading

Scale:

A = 92 - 100
B = 83 - 91
C = 74 - 82
D = 65 - 73
F = 0 - 64

A = 88-100
B = 79-87
C = 70-78
D = 61-69
F = 60 & Below

Identical grade point averages may result in multiple rank in class positions, including multiple class valedictorians. Ties will be decided by a committee called by the superintendent only if required for purposes of external awards. GPA will be calculated using semester grades. All letter grades reported for student achievement

will be considered when computing GPA. Grade values of transfer students will be accepted as reported by their previous school, provided the previous school is appropriately accredited. Conversion of transfer credits will be at the discretion of the principal at the time of the transfer. Grades will be differentiated for Advanced Placement courses. The faculty is, as always, expected to appropriately challenge all students and assign grades, which accurately reflect student achievement.

All Post-Secondary Enrollment **option** courses taken for high school credit will be included in grade point average and class rank. The Post Secondary Institution issuing the grade will be the Grading Scale that is followed for all Post-Secondary Enrollment Courses.

INTERIM REPORTS

In approximately the middle of each grading period, all students will be issued an interim report. Please feel free to contact the school if you have a question regarding the issuance of an interim report.

ACADEMIC AWARDS

Each year the Northeastern Student Government sponsors an Academic Awards program for those students who have attained a 3.3 GPA through interim of the 4th Grading Period, receive no grades below a “B”, and are scheduled in an approved curriculum.

INCOMPLETES

The “I” (Incomplete) may be used on the report card in lieu of a passing grade for any period. The “I” indicates that the work can be made up. It is the responsibility of the student to check with the teacher of the missed work and complete the necessary assignments based on the number of days of student absence. The rule of thumb is the number of days the student has been absent plus one.

GRADE LEVEL ASSIGNMENTS

Assignments to Freshman, Sophomore, Junior or Senior class standing are determined by the number of years in attendance. Graduation is determined by meeting the graduation requirements.

Freshman Status-1st Year in High School
Sophomore Status-2nd Year in High School
Junior Status-3rd Year in High School
Senior Status-4th Year in High School
Graduation-(Refer Graduation Requirements Section)

SCHEDULE CHANGES

The courses that students sign up for are considered to be final. There will be one day announced before the start of the school year for students to make schedule changes. Students should not sign up for courses thinking they can drop or reschedule them at a later date. In very few circumstances will schedules be changed. **Schedule changes must be approved by the teacher, guidance office, and principal.**

GRADUATION REQUIREMENTS

Student need to successfully complete minimum requirements in BOTH Section A and Section B:

A. **Required Coursework:** The Northeastern Local School District has established the following as the minimum requirements to be awarded a diploma:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Fine Arts	1 credit
Physical Ed. (Or approved PE Waiver)	0.5 credit
Health	0.5 credit
Financial Literacy Component (covered in Government)	
Electives	5.0 credits
Total Minimum Credits Required:	(21)

B. State Assessment or Alternative Pathway:

Class of 2017-Pass all 5 sections of the Ohio Graduation Test

Class of 2018 and beyond: Meet 1 of the following 3 criteria:

1. **State of Ohio Mandated Assessments:** Earn a cumulative passing score of 18 or higher on the following 7 End-of-Course State Test:

Group A- Algebra I and Geometry

Group B- Biology, American History and American Government

Group C- English I and English II

A minimum of 4 total points must be earned in Group A and C and a minimum of 6 total points must be earned in Group B.

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from

College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. **Industry credential and workforce readiness:** Students earn 12 points through a State Board of Education-approved, **industry-recognized credential or group of credentials** in a single career field and achieve a **workforce readiness score** on the **WorkKeys** assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. **College admission test:** Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

EARLY GRADUATION

A pupil may be considered for early graduation provided the following requirements are achieved and with the approval of the building principal:

- 1) The pupil is 18 years old and has earned the minimum requirements outlined above for graduation.
- 2) The pupil has completed 7 semesters of attendance and special circumstances have been appealed in writing to the superintendent.

EXAM EXEPTIONS

Students may earn the exemption by attendance or academic performance in each semester. Each semester a student may exempt up to two exams; however, a student cannot exempt the same course exam both semesters. (Exam exemptions CANNOT BE used for Post-Secondary Courses or Virtual Courses)

Attendance: Students must meet the following two criteria in each semester:

1. NO MORE THAN ONE EXCUSED ABSENCE (with the exception of field trips and/or school sponsored trips)
2. No more than five EXCUSED late arrivals (tardies) AND/OR early departures before the first scheduled semester exam.

Academic: Students must meet the following criteria in each semester:

Earn a 3.5 GPA or higher during the following time:

- a. Beginning of the school year to 2nd Grading Period Interim.
- b. Beginning of 2nd Semester to 4th Grading Period Interim.

CREDIT FLEXIBILITY OPTIONS

Ohio Senate Bill 311 allows alternate pathways for those students who are eligible to receive high school credit through the use of Credit Flexibility Plans. Ohio students are now able to earn high school credit in three ways, or in a combination of ways:

1. By completing traditional coursework.
2. By testing out of or demonstrating mastery of course content.
3. By pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after school/tutorial programs, community service or other engagement projects).

CFP applications must be submitted for approval during the first full school week of May or December to be considered for the following semester. Please see an administrator or guidance counselor for more information.

DIPLOMA WITH HONORS

The criteria established by the State Board of Education to receive an Honors Diploma are as follows. A student must meet seven (7) of the following eight (8) requirements:

1. Four units of English.
2. Four units of Mathematics including Algebra I, Algebra II, and Geometry, and another higher level course.
3. Four units of Science including Physics and Chemistry.
4. Four units of Social Studies.
5. Three units of foreign language including at least 2 units in each language studied.
6. One unit of Fine Arts.
7. A 3.5 grade point average on a 4.0 scale up to the last grading period of the senior year.
8. A composite score of 27 on the ACT or a combined score of 1210 on the SAT. Writing sections of either standardized test should not be included in the calculation of this score.

ADVANCED PLACEMENT (AP)

AP courses adhere to the rigorous national curriculum established by the College Board. They are designed to simulate the content and skills of a first-year college course. Students will take a National AP Exam in May, and those students who score highly enough have the potential to earn credit, advanced placement, or both in most 4-year colleges. NEHS offers AP Calculus and AP Government.

COLLEGE CREDIT PLUS (CCP)

Students enrolled in a CCP-designated course may receive college and high school credit for the course. Students may have to complete and pass a Compass Placement Test by June 1st to be eligible for this course.

SPRINGFIELD-CLARK COUNTY CAREER TECHNICAL CENTER (CTC)

The Career Technical Center is for students in the 11th and 12th grades who have interest and ability to profit from courses designed to acquaint students with specific careers or vocations. The Career Technical Center prepares students for employment in industry, business, and service sectors of the economy. CTC orientation meetings will be scheduled at Northeastern for 10th grade students who are interested. Students wishing to attend the CTC should complete the following credits during their 9th and 10th grade years at Northeastern:

English (2), Mathematics (2), Science (2), Social Studies (2)
Health (0.5), Physical Education (0.5), Elective (2)

CARER BASED INTERVENTION (CBI)

CBI is a program open to students at least 16 years of age or older. The program offers a part-time cooperative work program for students who are not planning to continue their education after high school. The CBI program is divided into two parts: Related and Work Experience. 1) CBI related is a 40 minutes academic class concerning the improvement of basic survival skills, remedial help in the regular academic classes and dissemination and discussion of CBI related material. 2) CBI work experience is a cooperative work program that is set up between employer, student, parent and work coordinator. Interested students should see the CBI Instructor or Guidance Counselor.

GRADUATION – COMMENCEMENT

At the end of the school year, graduating seniors are invited to attend a commencement ceremony to celebrate the completion of the state of Ohio's requirements to receive a high school diploma. Although, it is our hope that all seniors attend, some may be prohibited from participating due to conduct code violations up to the last minute prior to commencement. There is no constitutional right to attend graduation exercises or any other extracurricular activity.

SECTION TWO: STUDENT ACTIVITIES



In an effort to cultivate well-rounded students, a multitude of student activities are available to students at Northeastern High School.

PROGRAM PARTICIPATION

To participate in programs and extra-curricular activities, a student must:

- a. be passing the equivalent of five full credit classes.
(Physical Education does not count toward this requirement)
- b. meet the requirements of the organization.
- c. the NELSD's extra curricular activity guidelines.
- d. meet the eligibility standards of the Ohio High School Athletic Association, if applicable.

Any student who does not attend a full day of school is not eligible to participate in that day's event (i.e. games, practices, concerts, and plays). Exceptions to this are medical appointments and absences excused prior to the fact by the administration.

PAY TO PARTICIPATE

A \$125 pay to participate fee will be assessed for each high school sport. A lower rate of \$75 will be assessed for marching band and cheerleading due to the current expenses students already encounter with these activities. No high school student will be charged more than \$250 in combined participation fees for the academic year. In addition, each household shall not pay more than \$500 in combined participation fees for the academic year.

INTERSCHOLASTIC SPORTS

Fall

Girls Tennis
Football
Girls Soccer

Winter

Girls Basketball
Boys Basketball
Power Lifting

Spring

Girls Softball
Boys Baseball
Boys Tennis

Boys Soccer
Cross Country
Girls Volleyball
Golf
Cheerleading-FB

Wrestling
Bowling
Cheerleading-BB
Swimming

Track & Field

CLUBS

Astronomy Club -

Diversity Club – This organization is committed to providing a place for students to learn about, discuss, and appreciate diversity and others’ backgrounds. The group seeks to support and encourage students’ differences, and to teach and encourage tolerance among all cultures and beliefs. The diversity club typically meets during homeroom.

Drama Club – Each Spring the drama club puts on a school musical. Students interested in drama and theatre should see Mr. Wilson regarding auditions and other ways to be involved with drama at NE.

FCCLA – (Family Community Career Leaders of America) A national organization in which members participate in activities in the school and community, providing service for others and recreational activities for themselves. The program at the district and state levels includes leadership training and competitions in a variety of community and career related interests.

FFA – (Future Farmers of America) A youth organization that works hand-in-hand with the Agriculture Science classroom work. Members participate in judging contests, parliamentary procedure competitions, and public speaking contests. The organization also offers a very extensive awards program to all students involved. Membership allows students to exhibit their projects at the county and state fairs.

Leo Club-

National Honor Society – This organization is organized through the National Association of Secondary School Principals in Washington, D. C. Its purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service to our school and community, to promote worthy leadership, and to encourage the development of character in all students at Northeastern High School. The society holds initiation in the fall and sponsors a student-tutoring program.

Quick Recall – This group competes in general knowledge "game-show-like" competitions against other OHC schools. Members are assigned to the varsity or

reserve team based upon their performance in practice and at competitions.

Spanish Club – This club plans activities using resources such as speakers and films (when available) to present students with an updated view of life in Spanish-speaking countries. The Spanish Club offers scholarships for post-high school study and holds various moneymaking activities to fund this project. Due to the size of the club, most activities are held after school or on weekends.

Student Government – The representative organization for students and faculty at NEHS. Each class elects four officers and three representatives to serve on the Stu. Gov. In addition, up to seven faculty members may be appointed to serve. Programs and activities include: Homecoming and the presentation of the Golden Wing Award, Domestic Student Exchange or Student Government Trip, Career Day, Blood Donor Day, the Academic Awards Program, and the salad and sandwich bars at various county festivals. This organization also provides an annual scholarship for deserving members.

WJET – Senior students, selected by application, prepare the daily announcements for the school. Students must either be or have shown the same qualities that are found in our student ambassadors. These students come to school by 8:00AM to record the announcements.

CO-CURRICULAR ACTIVITIES

Band – a co-curricular course offering students an opportunity to gain performance skills while exploring a wide variety of music on wind and percussion instruments.

Marching Band: will perform at all football games, various parades, and band contests/festivals throughout the fall. Concert Band: occupies the remainder of the year. Students will develop their musical skills and present concerts throughout the year. Pep Band: Students are expected to perform at a specific number of basketball home games. Jazz Band: Jazz Band is an optional activity for all interested students.

Choir – a co-curricular course offering students the opportunity to sing in a choral setting. The choir performs in contests and presents concerts throughout the school year.

Yearbook – a co-curricular course designed to familiarize students with the concepts necessary to produce the high school yearbook. These skills include investigating, feature writing, editing, computer page layout and design, photography skills, coverage, working within a budget, marketing, selling and designing advertising.

SECTION THREE: POLICIES AND GUIDELINES



NEHS Attendance Policy

Arrival/Dismissal

Northridge - 7:30am/2:10pm
Rolling Hills – 7:25am/2:10pm
South Vienna – 7:25am/2:10pm

ARRIVAL AND DISMISSAL

The building will be open for elementary students at 7:35 a.m. Students are asked not to report to school before 7:25 a.m. If a child must arrive at school before 7:25 a.m., please contact the elementary office. There is a Latchkey Program available to help meet the needs of parents. Elementary students will be dismissed at 2:10 p.m. If your child is not picked up by 2:25 p.m. they will be sent to our Latchkey Program and charged the registration fee and hourly rate, or the proper authorities will be contacted. It is very important to let your child know where to go or what to do after school to avoid confusion at the end of each school day. Parents picking up their child/children are asked to wait outside the exit door where their child enters the building. Please do not wait inside or at the classroom door.

ATTENDANCE

In order for a student to be successful at school they must maintain regular attendance. According to the Ohio Revised Code, the following absences are to be considered a legal absence – personal illness, critical illness in the family, death of a relative, quarantine of the home, observance of a religious holiday, or any other reason which the principal may deem justifiable. Parents / Guardians are to notify the office by 9:00 a.m. if the child will not be attending

school. The child upon their return to school must also bring in a written excuse. This note should also indicate the reason for the absence. If a student is absent from school due to illness, they are not permitted to participate in or attend after school programs.

ATTENDANCE POLICY, EXCESSIVE ABSENCE, & TARDIES

The Northeastern Board of Education has adopted an attendance policy for all students in the district. We are trying to be proactive and make sure students and parents are well aware of the policy:

When a student's accumulated absences amount to either 3 consecutive days or 12 or more days in a year, the principal may require the parent / guardian to provide a signed statement from a physician verifying that the student was unable to come to school for reason of illness. Failure to do so may result in the absence being deemed unexcused.

If there is a medical condition that may require a child to miss more than the policy allows, **then a doctor's note must be on file in the school records indicating the medical condition.** A student's make up work can be requested by a parent or guardian if a child is absent from school. The staff will not be able to have that work ready until the end of the day (2:30). The student will have the number of days he/she is absent plus one extra day before the assignments are considered late or missing.

ATTENDANCE-ABSENCE (PARTIAL)

Absence from school for more than two hours, and less than five, shall be considered a half day absence. Absence for more than five hours shall be considered a full days absence.

ATTENDANCE-EARLY DISMISSAL

If it is necessary for a student to leave school early, a parent/guardian should write a letter informing the classroom teacher. A parent must sign out their child in the office before the child leaves the school.

ATTENDANCE-TARDY POLICY

The school day at begins at 7:45 a.m. Students who are not in their classrooms by 7:45 a.m. are considered tardy. Students who arrive late to school are to report to the office for a pass. (Without a note from the Doctor/Dentist, all students will be counted tardy if they arrive after 7:45 a.m. and before 9:45 a.m.) Students who are tardy multiple times in a 9 weeks period will be given a letter and two phone contacts by the tardy coordinator and/or principal. If the tardy problem continues, further student discipline action may result, a report made to the Clark County Juvenile Court Mediator, or a complaint filed to the Clark County Juvenile Court.

REPORTING AN ABSENCE

24-Hour Phone Number: (937) 328-6575
E-Mail Notification: denisegruden@nelso.org

All students are expected to be in attendance every day that the school is open for instruction. The ultimate responsibility for having the student in school rests with the parent. Any student who is absent from school MUST have a phone call /parent or guardian note//e-mail made to the office within a 48 hour period of the absence in order for the absence to be CONSIDERED an excused absence.

It is preferable for the office to receive a call on the day of the absence. If it is impossible to call, a note from the parent listing the student's full name, date of absence, reason for absence, and the parent's signature must be sent to the school office. Medical statements will also suffice. A student will be considered in legal attendance (or present), when he/she is attending regularly assigned classes or school sponsored activities during the school day.

EXCUSED ABSENCE

The statutes governing school attendance, which are set by the State of Ohio, are very specific and leave little option for school authorities to excuse students from school. In accordance with the Ohio School Standards and the Northeastern Local Board of Education, only the following absences from school will be considered as legal:

- A.. Personal Illness
- B. Illness in the family
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observance or celebration of a bona fide religious holiday
- G. Out-of-State Travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- H. Such good cause as may be acceptable to the Superintendent

I. Medically necessary leave for a pregnant student in accordance with Policy

5751

SPECIAL ABSENCES

Every effort should be made by parents or guardians to schedule vacations during the summer or when school is not in session. A special absence request form, which can be obtained in the front office, must be completed and submitted at least five days in advance in order for the request to be considered for a legal absence. Academic, attendance, and behavior records will be taken into consideration when determining requests for legal absences for vacations. **A student may be required by the teacher to complete work to be missed prior to departure.** Students with current failing averages, or who are on pace to exceed twelve absences (both excused and unexcused) in the school year (4+ abs. in 1st Q; 7+ abs. in 2nd Q; 10+ abs. in 3rd Q; 12+ abs. in 4th Q) will not be excused and failure to follow procedure will result in an unexcused absence.

NORTHEASTERN POLICY FOR CAMPUS VISITATION

Beginning with the second semester of their junior year, students, accompanied by a parent/guardian, are permitted to visit college campuses during the school day without being charged with an absence, provided the following conditions are met:

1. The student picks up a permission form in the Guidance Office prior to the visit
2. The student returns the completed form to the Main Office prior to the visit
3. The student provides confirmation of the scheduled college visit
4. A Parent/Guardian must accompany the student on the campus visit.

Failure to follow procedure will result in an **unexcused** absence.

EXCESSIVE ABSENCES

A student will be considered excessively absent when the student has accumulated more than (3) absences in the first quarter, (6) absences in the first semester, (9) absences through the third quarter, **OR** a student has accumulated more than twelve (12) absences in a school year. The following procedure will be followed to help prevent students from accumulating excessive absences:

Attendance letters-Letters concerning possible attendance issues will be sent periodically to the student's parents/guardian explaining the NEHS attendance policy as it complies with the Ohio Revised Code Concerning School Attendance.

N.P.S. (Needs Professional Statement) At twelve absences, a letter will be mailed to the parent/guardian to notify them of the Need for a **Professional Statement** to excuse further absences from any part of the school day. A student who is absent

and on the N.P.S. list will be marked unexcused from school until the official documentation has been submitted to the office (within 48 hours). Students who continue to miss without a medical statement will be referred to the county attendance officer or juvenile court for appropriate legal action. (Other official documentation will be sufficient as well such as legal notes)

The medical statement must be a note, card, or letter from a competent medical authority listing the day or days that the student was deemed unable to attend school and be signed by the medical authority or his designee. Any time missed not covered by the statement is unexcused.

MAKE-UP WORK

Arrangements for make-up work are the responsibility of the student. A student shall have the number of days absent, plus one additional day to make-up any missed work. A parent/guardian who contacts the school for make-up work must provide the teacher one day to prepare missed assignments. The school will not compile homework to be picked up until your child records 2 consecutive days absence. If you would like to pick up your child's homework on the 2nd day, please call the school before 8:30 a.m. for pick up after 2:15.

FIELD TRIPS

Field trips are scheduled throughout the school year, and are recognized as an educational opportunity. A "special absence form" must be completed and turned into the main office before a student may go on the field trip, without the completed form the student will not go on the field trip. Behavior, attendance or academic concerns may prevent a student from going on the field trip. Field trips are for the student in the particular class or grade. Siblings are not permitted on these trips. Students must ride the bus to and from the school when the trip is during the normal school day.

**SECTION FOUR:
GENERAL INFORMATION**

ADMINISTRATIVE OFFICE AREA

Students sent or called to the Administrative Offices are expected to proceed directly there. If it is necessary that students wait, they are expected to be

courteous and quiet. **Students are not to leave until dismissed by school personnel.**

ANNOUNCEMENTS

Announcements important to staff and students will be made over the intercom in the morning and the afternoon. Additional announcements will be made as needed. **Students have a responsibility to remain quiet during these announcements. Select announcements will be posted daily on the website.**

CHANGE OF INFORMATION

Any changes or corrections of address, telephone number, or guardianship should be reported as soon as possible to the Office. Due to unforeseen circumstances or emergencies, which may arise during a school day, accurate records are a top priority.

CLOSED CAMPUS

Northeastern Local School District is a closed campus. Students at no time will leave school without signing out in the proper manner. Any student who leaves the school campus without permission will be considered truant and the appropriate consequences will be given. Any student leaving campus without permission (either driving and/or riding) may surrender driving privileges for a specified period of time.

CAFETERIA / FOOD / DRINK

The high schools offer 3 lunch periods throughout the school day, each 30 minutes in length. Students are expected to comply with the following guidelines:

1. Trays, dishes, drink containers and other waste are to be placed in the proper areas and receptacles.
2. Throwing food or any other item is prohibited.
3. No food or drink is permitted outside the commons.
4. Students are expected to be courteous and considerate of the cafeteria staff, lunchroom monitors and each other.
5. No student is permitted to be in the hallways during his/her lunch period without permission from a lunch monitor.
6. Outside food deliveries must have prior administrative approval.
7. Students are able to use electronic devices unless they become disruptive

(i.e. communicating with students in a classroom, loud music/sound, inappropriate video)

CELL PHONES AND ELECTRONIC DEVICES

A student may possess a cell phone or other electronic communication device (ECD) in school, on school property, at school activities and at school-related functions, provided that during school hours and while on school vehicles the cellular phone or other ECD remains off and is **not visible**, unless otherwise approved by the building administrator.

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of the policy may result in discipline and confiscation of phone/ECD.

COMPUTER USAGE AND INTERNET ACCESS

We are pleased to offer our students access to the building computer network including access to the Internet. Access to the Internet will enable students to explore innumerable resources otherwise unavailable to them. Users should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While our intent is to further educational goals and objectives via responsible resources located on the Internet, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The computers and network are provided for the students to conduct research. In using them, students are to behave responsibly just as they would in any other school activity. General school rules apply. Access to computers is a privilege that will be removed from students who act irresponsibly. Students should understand that all stored information is district property. Network administrators and other school staff may review files and communications to maintain system integrity.

The following behaviors are examples of prohibited computer use:

Sending or displaying offensive pictures or messages

Using obscene language

Harassing, threatening or insulting others

Damaging computers, computer systems, or computer networks

Importing or placing in the system “viruses”/other destructive programs
Violating copyright laws
Plagiarism
Using another’s password, trespassing in another’s files or work
Intentionally wasting limited resources
Employing the network for commercial purposes
Stealing of computers or parts

Violations **will** result in loss of access/other disciplinary or legal action.

DANCES

Students who do not attend NEHS are required to sign a dance policy before tickets may be purchased to attend the event.

Students must arrive within one hour of the dance’s scheduled start time, or they may be denied entry.

DETENTIONS

A staff member/administrator will determine detention dates and times. You will be given 24 hours notice so you can adjust your personal and work schedule. Very few exceptions will be made. You must contact the office before the fact. Example: doctor’s appointment, funeral, court appointment, or a major family problem. The absence of a ride or work will not excuse you from your obligation. You have 24 hours to make arrangements, attend assigned detention, or receive more discipline. Example: multiple detentions, I.L.P., Saturday School(s). Be where you are supposed to be **ON TIME**.

DIGITAL DRIVER’S LICENSE

Students who register and complete training necessary to receive a Digital Driver’s License will be encouraged to bring personally owned devices such as iPads, tablets, laptops, eReaders, etc. to school to assist with their learning if they comply with school and district policies around the use of these devices.

EMERGENCY DRILLS

Emergency drills are required by law and regularly scheduled throughout the year. Teachers will give specific instructions to each class. Emergency drills are to be carried out as if they were real emergencies. Students and staff are to move **quickly** and **quietly** to the point of safety. For any other emergency situations, instructions will be given over the public address system. Cooperation of all is expected.

FIELD TRIPS

Field trips scheduled on school time will require permission slips signed by all of the student's teachers, the parent/guardian, and be turned in for principal approval prior to departure. **A telephone call is not sufficient.**

HALLWAYS

No student is to be in the hallway without an appropriate pass. Students have 12 passes per quarter allocated in their planner (pages 3-4) to be used at their discretion. It is recommended that students use them discreetly, because **once they are gone, they are gone!!!** Students must have their OWN planner WITH them in order to use a pass. Students are to travel quietly and directly to and from assigned destinations. Students are not to sit or congregate in the hallways.

INSTRUCTIONAL MATERIALS CENTER (IMC)

The Instructional Materials Center (IMC) is the school library at NEHS. It is a place for reading, studying, reference work, and other types of research. In the IMC students have access to on-line resources throughout the district as well as traditional printed material. The IMC contains over 7000 books and has subscriptions to over 70 magazines. Books may be signed out for a two-week period. There are no fines levied for overdue materials; however, students are charged for lost or damaged items. Students having an overdue item at the end of a grading period may have their grade cards held until the item is returned. A limited number of students are sent to the IMC from Study Hall each period. **Students whose are receiving below a C- will not be permitted to go to the IMC without a teacher pass with a task to be completed.** Students who misbehave in the IMC may lose their IMC privilege or face other disciplinary action.

LOCKERS

All lockers are the property of the school and by the order of the principal may be opened at any time. It is strongly suggested that you acquire a lock. Students are not to share lockers. No stickers or decorations are to be placed on the inside or the outside of the locker except those placed there by school organizations; these are to be removed on the following day. Any illegal materials or substances found in your locker will be assumed as your property and responsibility. Locker changes are very rare and only granted in the direst circumstances.

LOST AND FOUND

Any article found should be taken to the Office. If you lose something, check with the Office as soon as you discover your loss. Items that are not claimed by the end of each semester will be donated to needy individuals in the community.

MEDICATION

Any medication, which a child is to take at school, must be brought to the school nurse and will be dispensed to the child by the nurse. Medication must be brought in

the original prescription bottle, clearly marked with the child's name. A medication form must be on file in the office, signed by the parent or guardian and the doctor before any medication can be given. These guidelines apply to all medication including aspirin, cough syrup, and over the counter cold remedies.

PDA

Public Displays of Affection are not permitted among students. PDA is defined as anything more than hand-holding.

SCHOOL FEES

The School Board adopted fee for Northeastern High School students is \$75.00 for the 2013-2014 school year. Extra fees may be assessed for participation in sports, special programs and/or events.

RESTROOMS

No student is to be in a restroom during class periods without an appropriate pass. Students are afforded restroom passes via their planner each grading period. Students are to use the restroom closest to the classroom from which they are excused. Restrooms are not provided as student lounges or meeting places. **Students feeling ill are to report directly to the Clinic, not to the restroom.**

SCHOOL CLOSINGS

In the event of inclement weather or other unforeseen emergencies, school closings will be reported on local radio and television stations and posted on the district web site. In addition, **the district's computerized calling system, PreK -12 Notification, will be activated to alert parents / guardians as soon as such decisions have been made.** To insure the safety of our students, a school closing due to inclement weather automatically cancels all school activities

STUDY HALL

Study hall provides students with a quiet period during the school day to do school work or read. The following guidelines allow students to make the best use of their time:

- Students must be actively engaged in schoolwork or reading; **sleeping is not permitted.**
- A quiet and orderly environment, conducive to study, will be maintained at all times.
- Students are permitted restroom passes and locker passes via the planner each grading period.
- **Passes to be released to another classroom must be obtained before coming to Study Hall.**
- Passes to the IMC from a teacher are to include an assignment of specific work.

- As in all classrooms, no food, candy, or drink is permitted.

TELEPHONE USAGE

Office telephones are for school business and are not to be used by students for personal calls unless approved by office personnel. Parents/Guardians should not call students at school unless it is an emergency. The school cannot guarantee messages will be delivered due to limited clerical help and class disruptions. Only emergency messages will be delivered. **The policy regarding cell phones is explained under the section titled, “Electronic Devices”.**

TEXTBOOKS / PLANNER

Textbooks loaned to you by the Board of Education are very expensive, so please handle them with care. You are responsible for each book assigned to you, so if the book becomes lost or stolen, you will have to pay for it. Students may also be charged book fines, at the discretion of the teacher, for damage done to a book while signed out to you. This also includes this planner, which will be treated as a textbook. A nominal fee will be charged to replace a lost or damaged planner. Passes will be prorated, based upon where we are in the quarter (Ex. 3rd week of quarter = 10 passes given in replacement planner).

VALUABLE PROPERTY

Students are encouraged not to bring expensive items to school. The school will not accept responsibility for the loss of personal property. This includes electronic items, cell phones, IPODS, etc.

VISITORS

ALL parents and visitors must report to the main office upon entering the school building. Those who do not report will be asked to leave. **There will be no student visitors permitted in the building at any time.**

SECTION FIVE: STUDENT CONDUCT CODE



All students have the responsibility to pursue their education in the Northeastern Schools in a manner that shows respect for other students, staff, parents and

citizens, and to abide by the Student Conduct Code. Students should be aware that they have a responsibility to cooperate with/assist the staff in the orderly and efficient conduct of the school.

We recognize that students may, from time to time, display conduct that is unacceptable in a school situation. Students with initial and/or minor violations of school rules may be dealt with at the building level using a variety of age appropriate penalties. These may include parent conference, detention, Isolated Learning Placement, Saturday School, suspension, or expulsion. The building principal may formulate additional consequences to deal with inappropriate behavior.

It is impractical to provide an all-inclusive student handbook in a planner of this size. If a specific behavior or action is not listed, it should NOT be assumed that there is no consequence. More complete explanations of policy and due process are available in the Student Rights and Responsibilities Handbook located on the district website.

6522. **DRESS CODE GUIDELINES**

We emphasize moderation in dress and appearance. Dress that constitutes a threat to student health or safety, disrupts the educational process, damages school property or blatant exhibitionism, shall be prohibited. Guidelines for appropriate dress may be altered at the discretion of the administration. The following guidelines are offered:

1. Students shall wear clothing that is clean, of appropriate fit, and free of holes, tears, and frays above 3 inches from the students knee. Patches are permissible, provided their purpose is to repair the article of clothing and they blend in with the garment.
 - a. Shorts and skirts should be no shorter than 3 inches from the students knee, even if some form of leggings is worn as well.
 - b. Form-fitting pants such as leggings, yoga pants, etc. are not permitted unless a knee-length garment is worn over top of them.
 - c. Shirts and blouses must have factory-finished sleeves that go over the shoulder.
 - d. Halter tops, tube tops, see through / open weave clothing, half shirts, open midriffs, and muscle shirts are not permitted.
 - e. Pajama pants are not to be worn.
 - f. For safety reasons, clothing with chains and metal attachments are prohibited (NO CHAIN WALLETS).
 - g. Shoes are required at all times in the building.
 - h. Drug culture jewelry is not permitted.
 - i. Pants should fit properly and not sag.

- j. Proper undergarments are to be worn but not seen.
 - k. Hats, hoods, bandanas, sweatbands or similar items are not to be worn inside the building during school.
 - l. Clothing will be free from inappropriate pictures or inscriptions (ex. confederate flags, alcohol and tobacco advertising, “Hooters” shirts, etc.)
 - m. Sunglasses during school hours are not permitted unless the wearer has medical authorization.
2. Additional dress and grooming regulations may be required in certain classes and activities where personal safety is a factor.
 3. Inappropriate dress is open to interpretation of the administration.
 4. Guidelines for dress may be altered with prior permission of the principal for special occasions or special circumstances.
 5. Violation of Dress Code may result in the following actions:
 - First Offense** - referred to the office, the guidelines will be reviewed and clothing changed before returning to class (detention may be assigned and the student will be unexcused from classes until clothing is changed).
 - Second Offense** - unexcused from classes until clothing is changed and at least a detention (or two detentions or ILP) may be assigned.
 - Third Offense** - placed in the ILP room for the day.
 - Fourth Offense** - treated as a habitual behavior problem.

6523. **STUDENT DRIVING**

Students are required to register vehicles with the office in a timely fashion, at which time they must present a valid Ohio Driver’s License.

- a. Students shall park only in the areas designated as the student parking area. No parking is permitted in the traffic lanes, next to the weight room, or in made-up parking spaces.
- b. Students may not return to their vehicles during the regular school session without permission from the office.
- c. Discipline for driving infractions include: documented warnings, assigned parking spaces, temporary suspension of driving privileges, permanent removal of driving privileges.
- d. Reasons for discipline include: violation of parking regulations, reckless driving, excessive absenteeism/tardiness, substance abuse, and violation of the Student Conduct Code.

6524. **DISRUPTIVE CONDUCT**

Pupils whose conduct distract from or disturb a positive learning environment are subject to a 24-hour removal from the classroom by the teacher with the permission of the principal. The student may also be subject to the suspension process (6571).

6524.01 **LANGUAGE**

The use of profane, vulgar, threatening, demeaning, or indecent language is prohibited and will likely result in Saturday school.

6524.02 **TOBACCO**

Student use or possession of smoking paraphernalia is prohibited. All types of tobacco use are prohibited. Confiscation of tobacco and smoking material will take place.

6524.04 **HAZING**

Hazing shall not be permitted under any conditions. Hazing is any act or coercion of another into an act that causes or creates a substantial risk of causing mental or physical harm to any person.

6524.05 **GAMBLING**

All forms of gambling are not permitted.

6524.06 **THEFT**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another student, teacher, visitor or employee of the school district. Full restitution is expected.

6524.07 **INSUBORDINATION**

A student shall not disregard or disobey reasonable directions given by school personnel. This includes refusal to leave a class or report to the office when directed by a staff member.

6524.08 **FORGERY**

A student shall not verbally or in writing use the name of another person, or falsify times, dates, grades, addresses, or other data or correspondence directed either to the school or school personnel.

6524.09 **CHEATING**

A student shall not declare the work of others to be his own, nor shall a student interfere with the integrity of an assignment. Academic dishonesty will likely result in zero credit on the assignment and ILP.

6524.10 **OBSCENE / OBJECTIONABLE MATERIALS**

A student shall not have in their possession, or disseminate to another, materials (written, printed, pictorial, video, digital, etc.) that are of an obscene or objectionable nature.

6525. **DANGEROUS CONDUCT**

Pupils whose conduct may be dangerous to themselves or to others are subject to emergency removal under the due process clause (6575). The principal may also begin the suspension procedure (6571) for the violations, and may also recommend that the superintendent begin the expulsion procedures (6573).

6525.1.a BULLYING / AGGRESSIVE BEHAVIOR

Harassment, bullying, and all other forms of aggressive behavior will not be tolerated. These actions threaten the Board of Education’s commitment to providing a safe, positive, productive, and nurturing educational environment for all of its students. This aggressive behavior includes but is not limited to any intentional written, verbal, graphic, electronic (i.e. internet, email, cellular telephone, PDA, or other wireless device), or physical act that a student exhibits to any other student.

Students shall not intimidate, threaten, degrade, physically assault or exhibit disgraceful acts toward a teacher, fellow student, visitor, administrator, or member of the School Board by written, verbal or gestural means.

No student shall be involved in the use of insulting, degrading, or ridiculing language towards other persons on school property or at school functions. Such slurs may come through the use of the written word, verbal statements, aggressive actions, symbols or other forms of communication.

6525.1.b HARASSESSMENT / SEXUAL INTIMIDATION

Sexual intimidation means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender. Sexual harassment means (1) unwelcome/welcome sexual advances, (2) requests for sexual favors, and/or (3) other verbal, written or physical conduct of a sexual nature. Disciplinary action for sexual harassment will be administered by the principal or designee and may include, but is not limited to consultation and up to ten days suspension with possible recommendation for expulsion.

6525.2 DANGEROUS SUBSTANCES / DEVICES

Students shall not be under the influence or have the odor of, nor have in their possession: alcoholic beverages; non-prescribed or illegal drugs; volatile or intoxicating substances; counterfeit drugs; deadly or dangerous weapons; smoke bombs; fireworks (any explosive device sold commercially as fireworks)

6525.3 FIGHTING

No student shall actively participate in a fight or altercation.

6526. BUS CONDUCT

Conduct on buses shall be similar to classroom conduct. Refusal to submit to the authority vested in the bus driver may be grounds for refusing said student transportation, in which case parents are responsible for transportation.

6526. **PROPERTY DAMAGE**

Damage to or loss of textbooks, library books, materials or equipment, and other school property, other than reasonable wear from use, will be paid for by the person involved with care of such items.

6526. **HABITUAL OR MULTIPLE OFFENDERS** of any portion of the school conduct code may be subject to emergency removal, suspension and/or expulsion.

6526. **GANG RELATED ACTIVITY**

The NELSD has adopted a policy of zero tolerance for those students involved in gang related activity during school hours or at school sponsored events. The extensive policy may be found in the Student Handbook, as this is simply a short summarization. The policy prohibits wearing, selling, promoting, etc. symbols related to gang affiliation; speech, verbal or nonverbal (gestures, hand signs, handshakes, etc.) showing membership or affiliation with a gang; and acts of recruitment, intimidation (physical or verbal), disruption, congregation or placing or displaying graffiti during school hours or at school sponsored activities or events on the school, school property, property of others or personal property. Students who violate the provisions of the policy will be subject to disciplinary action up to and including suspension and expulsion.

6531. **ISOLATED LEARNING PLACEMENT (ILP)**

A student may be assigned to an isolated learning placement by the administration. In ILP, individual teachers will assign relevant course work. These assignments will be graded and included in the student's average quarterly grade.

6531. **SUSPENSION**

Suspension is a removal from school of a student for ten days or less. Section 3313.66 of the Ohio Revised Code permits a Superintendent or Principal to suspend a pupil. In the absence of the principal, the assistance principal shall serve as acting principal.

6532. **EXPULSION**

Expulsion is any removal of a student from school for more than ten days. Only the Supt. may expel a student. A pupil may be expelled up to 80 school days.

6533. **EMERGENCY REMOVAL**

Section 3313.66 of the Ohio Revised Code provides that pupils may be immediately removed from curricular activities, or from school premises, if a pupil’s presence “poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process whether in a classroom or elsewhere on the school premises.”

6534. **PHYSICAL RESTRAINT**

Section 3319.41 of the Ohio Revised Code provides that teachers, administrators, or other district employees, may apply reasonable force or physical restraint to pupils to preserve discipline in a pupil.

6535. **STUDENT DUE PROCESS**

Due process is a course of legal proceedings in accordance with the rules established for the protection of individual rights.

STUDENT AGREEMENT

Every student, regardless of age, must read and sign below. Then return this signed form, after parents' / guardians' have signed as well, to your homeroom teacher. I have read and understand the policies as explained in this planner. I am aware of the consequences should I choose not to follow these guidelines established by administration and staff of Northeastern High School and approved by the Northeastern Local Board of Education.

 Student's Name (Print clearly)

 Grade

Student's Signature _____

Date _____

PARENT AGREEMENT

I have read and understand the policies as explained in this planner. I have read and understand the Attendance Policy found on pages 19-22. I am aware of the consequences should my son / daughter choose not to follow these guidelines established by administration and staff of Northeastern High School and approved by the Northeastern Local Board of Education.

 Parent's Name (Print clearly)

Parent's Signature _____

Date _____

