

**Newton High School and Junior High**

**2024-2025  
Parent/Student Handbook**

**Gavin Spitler**  
Principal

201 N Long St.  
Pleasant Hill, OH 45359  
Telephone: 937-676-2002

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## WELCOME

Dear Students and Parents:

It is our sincere wish you have an exciting school year filled with learning, maturing, enjoyment, and the building of friendships. We want your years at Newton to be both positive and productive. We encourage each student to do their best every day. The Student Handbook contains policies, procedures, and general information that govern school activities. All students have the right to an education in a school that has an orderly environment, which is conducive to learning. By working together, we can make this year your best ever.

Sincerely,  
Gavin Spitler  
7-12 Principal

## 2024-2025 HIGH SCHOOL CALENDAR

AUGUST	15	New teachers Work Day
	16	Teacher In-Service Day
	19	Teacher Work Day
	20	First Day for Students
SEPTEMBER	2	Labor Day –No School
OCTOBER	17	End of 1st Grading Period, 2 Hour Early Release
	17	Parent/Teacher Conf. (2:00-7:00)
	18	No School - Teacher Workday
NOVEMBER	26	2 Hour Early Release
	27-29	Thanksgiving Break
DECEMBER	20	End of 2nd Grading Period, 2 Hour Early Release
DECEMBER	23- JANUARY 3	Christmas Break
JANUARY	6	School Reopens
	20	MLK Day – No School
FEBRUARY	13	Parent/Teacher Conf. (3:00-7:00)
	17	President’s Day - No School
MARCH	13	End of 3rd Grading Period
	14	No School - Teacher Workday
APRIL	11	2 Hour Early Release
	14-21	Spring Break -No School
MAY	18	Graduation
	23	Last Day of School

## ALMA MATER

Hail to our Newton High  
Grateful are we  
Of days we spent with you,  
Our praise we sing to thee.  
May all our friendships be  
Loyal, strong, and true;  
Raise high the red and white  
We’re proud of you.

## FIGHT SONG

Newton thy anthems raise  
For all the praises untold  
We’ll cheer for the red and white,  
Whose colors we uphold.  
RAH RAH RAH  
Fight for the victory  
So we can raise our standards high,  
Play the game both fair and square  
For good old Newton High  
RAH RAH SIS BOOM BAH  
Newton High School RAH RAH

## MISSION OF THE DISTRICT

The mission of the Newton Local School District is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students as they accomplish goals which are significant, durable and transferable.

## MISSION OF NEWTON HIGH SCHOOL

Striving together for excellence, we learn by doing.

## SCHOOL PERSONNEL

<b>NAME</b>	<b>Title</b>	<b>E-MAIL</b>
Gavin Spitler	7-12 Principal	Gavin_Spitler@newton.k12.oh.us
Ryan Fiely	Athletic Director	Ryan_Fiely@newton.k12.oh.us
Mary Jo Prickett	JH/HS Secretary	MaryJo_Prickett@newton.k12.oh.us
Kelly Lavy	Elem. Secretary	Kelly_Lavy@newton.k12.oh.us
Stan Fessler	Computer Tech	Stan_Fessler@newton.k12.oh.us
Michael Cantrell	Computers/Business	Michael_Cantrell@newton.k12.oh.us
Jeff Armentrout	JH/HS Social Studies	Jeff_Armentrout@newton.k12.oh.us
Taylor Stevens	JH/HS Math	Taylor_Stevens@newton.k12.oh.us
Kayla McEldowney	JH/HS Math	Kayla_McEldowney@newton.k12.oh.us
Christina Kenworthy	HS English	Christina_Kenworthy@newton.k12.oh.us
Scott Davis	HS Mathematics	Scott_Davis@newton.k12.oh.us
Kevin Taylor	Band and Choir	Kevin_Taylor@newton.k12.oh.us
Jeff Fryman	HS Science	Jeff_Fryman@newton.k12.oh.us
Rebecca Nunemaker	JH/HS English	Rebecca_Nunemaker@newton.k12.oh.us
Kreg McCullough	Ag/Industrial Tech	Kreg_McCullough@newton.k12.oh.us
Aubrey Hughes	Intervention Specialist	Aubrey_Hughes@newton.k12.oh.us
Susan McKamy	Intervention Specialist	Susan_McKamy@newton.k12.oh.us
Missy Meyer	JH/HS Social Studies	Missy_Meyer@newton.k12.oh.us
Luciano Tacuri	Spanish	Luciano_Tacuri@newton.k12.oh.us
Jane Gearhardt	Media Center	Jane_Gearhardt@newton.k12.oh.us
Sasha Butanis	Elem/JH General Music	Sasha_Butanis@newton.k12.oh.us
Caroline Rhea	JH/HS English	Caroline_Rhea@newton.k12.oh.us
Trina Short	HS Science	Trina_Short@newton.k12.oh.us
Dana Cosby	Art	Dana_Cosby@newton.k12.oh.us
Eric Schindler	JH Science	Eric_Schindler@newton.k12.oh.us
Tab LaFollette	Health	Tab_Lafollette@newton.k12.oh.us
Ryan Fiely	Health	Ryan_Fiely@newton.k12.oh.us

Matt Downing-Board of Education  
Jason Tippie-Board Of Education  
Nate Oburn-Board Of Education  
Lane Robbins-Board Of Education  
Bridget Haines – Board of Education

**School Website:** <http://www.newton.k12.oh.us>

**Phone Number:**  
Newton Local Schools 676-2002

## SCHOOL DAY

7:45	Students may go to lockers and then directly to class
7:50	Warning Bell
7:55 – 8:39	Period 1
8:42 – 9:26	Period 2
9:29 – 10:13	Period 3
10:16 – 11:00	Period 4
11:03 – 11:47	Period 5A
11:03 – 11:33	Period 5A Lunch
11:36 – 12:20	Period 5B
11:50 – 12:20	Period 5B Lunch
12:23 – 1:07	Period 6
1:10 – 1:54	Period 7
1:57 – 2:41	Period 8
3:00	ALL STUDENTS ARE TO BE OUT OF THE BUILDING UNLESS UNDER THE SUPERVISION OF A TEACHER OR OTHER SCHOOL OFFICIAL.

## SCHOOL DELAY SCHEDULE

We will use the following schedules when we have a delay.

### ONE HR DELAY PLAN

Period 1	8:55 - 9:24
Period 2	9:27 - 9:56
Period 3	9:59 - 10:28
Period 4	10:31 - 11:00
Period 5A	11:03 - 11:47
	11:03 - 11:33 5A Lunch
Period 5B	11:36 - 12:20
	11:50 - 12:20 5B Lunch
Period 6	12:23 - 1:07
Period 7	1:10 - 1:54
Period 8	1:57 - 2:41

### ONE HOUR EARLY DISMISSAL

Period 1	7:55 - 8:39
Period 2	8:42 - 9:26
Period 3	9:29 - 10:13
Period 4	10:16 - 11:00
Period 5A	11:03 - 11:47
	11:03 -11:33 5A Lunch
Period 5B	11:36 - 12:20
	11:50 - 12:20 5B Lunch
Period 6	12:23 - 12:47
Period 7	12:50 - 1:14
Period 8	1:17 - 1:41

### TWO HR DELAY PLAN

Period 1	9:55 - 10:26
Period 2	10:29 - 11:00
Period 3	11:03 - 11:34
Period 4	11:37 - 12:08
Period 5A	12:11 - 12:53
	12:08 - 12:38 5A Lunch
Period 5B	12:41 - 1:23
	12:53 - 1:23 5B Lunch
Period 6	1:26 - 1:49
Period 7	1:52 -2:15
Period 8	2:18 - 2:41

### TWO HOUR EARLY DISMISSAL

Period 1	7:55 - 8:23
Period 2	8:26 - 8:54
Period 3	8:57 - 9:25
Period 4	9:28 - 9:56
Period 6	9:59 - 10:27
Period 7	10:30 - 10:58
Period 5A	11:01 - 11:40
	10:58 - 11:28 5A Lunch
Period 5B	11:31 - 12:10
	11:40 - 12:10 5B Lunch
Period 8	12:13 -12:41

## STUDENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education, but the rights of citizenship as well. In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and associations and the privacy of his/her own thoughts. Attendant to the rights guaranteed to each student, however, are

certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the guidelines and rules of the District.

### **ACCIDENTS/ILLNESS**

Every accident in the school building, on the school grounds or at any athletic event sponsored by the school, must be reported immediately to the person in charge. The person in charge will then report the accident to the school office.

Any student who becomes ill during the school day should request permission from the teacher to go to the office. A medical aide is on staff during the school day for further evaluation of any illness or injury.

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school district in which they live, unless enrolling under the District's open enrollment policy. Students that are new to Newton Local School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations
- latest grade report

### **OPEN ENROLLMENT**

Students enrolled in the open enrollment program must submit an application on an annual basis. All district regulations must be followed and time-lines met. Applications are available in the superintendent's office.

### **EMANCIPATED STUDENTS**

To be considered an emancipated person at Newton High School, the student must provide proof of residence that he or she is residing in the Newton School District. Some examples of sufficient proof are considered a rent receipt or utility bill. All emancipation situations are subject to further investigation by the district.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with the State law. A student who withdraws from school shall be reported to the Miami County Juvenile Court and to the Ohio Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of eighteen (18). If a student plans to transfer to another school, the parent must notify the principal and fill out a withdrawal form in the office. School records will be transferred within fourteen (14) days to the new school district.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form 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 extracurricular activities and co-curricular activities. The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school may jeopardize a student's educational program.

In accordance with ORC 9.52 (Immunization), the State of Ohio requires proper documentation of your child's immunization records to be filed with our District for periodic review by the school nurse. The District will notify any parents if these records are not present or incomplete. By law, parents have fourteen days to complete this process and provide the school with the proper documents and records upon notification. The District does reserve the right to disallow any



student entering school at the beginning of the year or continuing to attend school if parents have failed to complete this process.

### **ADMINISTERING MEDICATION**

- A. The school staff, as appointed by the building principal, will administer prescription drugs only:
1. After receiving forms 5920.2 and 5920.3 completely filled out, signed and dated by the proper personnel.
  2. After receiving the drug in the original container in which it was dispensed by the doctor or pharmacist. (No more than the remainder of the week's supply will be accepted.)
  3. After receiving oral prescription medicine in pill form or pre-measured liquid medication.
  4. If there is no other feasible way to administer medicine, all of the guidelines have been followed.
- B. The school staff or students shall not administer, even if requested, any type of over-the-counter medicine. (i.e. aspirin, cough medicine, cold pills, etc.) without the proper paperwork on file.

Copies of forms 5920.2 and 5920.3 are available in the High School Office. If you have any questions after having read this policy please call the school office.

### **COMMUNICABLE DISEASE/INFESTATION**

During the school year, when a student has been determined to have a communicable disease/infestation, the parent(s)/guardian(s) will be contacted and said student will be sent home that day for proper treatment. If the parent(s)/guardian(s) cannot be reached, said student will be separated from other students for the rest of the day.

The said student may not return to school until proper treatment has been conducted for the communicable infestation, incubation period for communicable diseases has expired, or upon a physician's advice. Certain exclusions require certification for re-entry into school by the School Nurse/Health Aide, Miami County Health Department, or family physician.

### **CHILD CUSTODY**

All natural or adoptive parents, legal guardians, or foster parents have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement, unless there is a special court order. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court.

### **STUDENT RECORDS**

The Board of Education is responsible for maintaining records of all students attending school in this District. Records serve a variety of purposes mandated by the State or Federal government. Only "directory information" regarding a student shall be released to any person or parts, other than the student or his/her parents, without the written consent of the parent, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law. In accordance with State law such information shall be released to a recruiting office for any branch of the United States Armed Forces who requests such information. Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in activities and sports; height and weight, if a member of a sports team; or any other information which would not generally be considered a harmful or an invasion of privacy.

Parents and adult students may refuse to allow the District to disclose any or all "directory information" upon verbal or written communication to the District within ten (10) days after receipt of this notice.

Parents and adult students have a right to inspect and review the student's educational records. Requests may be made to amend the records where information is deemed to be inaccurate or misleading. A hearing can be requested if the District refuses to accept such an amendment. If the parent is dissatisfied with the results of the hearing a complaint can be filed

with the Department of Education. Requests to review student records will be honored without unnecessary delay and in no case later than forty-five (45) days from receipt of a request.

### **EMERGENCY EVACUATION**

It is the responsibility of the school staff to be prepared to protect the safety and well-being of the student body in emergency situations. To this end, certain practice drills will be conducted to ensure and evaluate the knowledge of safety procedures for all concerned. To be effective, drills are not announced in advance. No drill should be taken lightly; thus, we will always assume a real emergency does exist.

### **STUDENT FEES**

The Newton Board of Education has adopted the following fees for grades K-12 - \$45.00/year. The fee will cover the costs of workbooks, student handbooks, 7<sup>th</sup> grade calculators, planners, and most supplies and materials needed in a subject or grade level. The fee does not cover the costs of vocational fees or class dues. Your prompt payment is appreciated.

### **CAFETERIA**

The school cafeteria is maintained to encourage good nutrition. A well-balanced lunch is offered at a reasonable price.

### **LUNCH RULES**

1. Students are reminded it is their responsibility to bring lunch money. Students may use the phone during lunch for emergencies.
2. Students are expected to report directly to the cafeteria during the lunch period.
3. Students may enter and exit the cafeteria through the main entrance. Students need permission from the lunchroom monitor(s) to leave the cafeteria for any reason and must sign out.
4. Appropriate student behavior is expected at all times, both in the lunch line and cafeteria.
5. Students are expected to treat all lunchroom facilities and supplies with respect.
6. Students are expected to clean-up after themselves prior to leaving the cafeteria.
7. All food and soda must remain in the cafeteria.
8. Newton Local Schools operate a closed lunch. Any visitors for lunch must be approved by the administration. Students are not permitted to have parties during lunch without administrator permission. Additional guidelines regarding parties during lunch will apply as necessary.

### **PROCEDURE FOR CHANNELING COMPLAINTS**

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected. Parents and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind the following procedure for resolving complaints is established.

1. Request an appointment with the teacher(s) to discuss the concern or complaint. It is reasonable to expect the discussion to occur at an early, mutually agreed upon time. At the end of the discussion the teacher will provide an oral response. If a written response is requested it will be provided within three school days unless otherwise mutually agreed upon.
2. If the response at step one is considered unsatisfactory, the parent may refer the complaint to the building principal. Again, the parent may expect a prompt appointment to discuss the issue. The principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent an oral response and, upon request, a written response.
3. Matters that remain unresolved at the building level may be referred to the superintendent's office. The superintendent will review the concern with the parent and, if necessary, with other involved parties.

4. The superintendent will also review the responses made earlier. The superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.
  
5. If the parent remains dissatisfied, he/she may address the complaint and the relief sought, in writing, to the Board of Education. The Board, upon receipt of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested, to deny relief, or to refer the matter elsewhere within the school district for further study and recommendation. The Board's decision will be shared with all parties involved. Discussion of the concern may take place in executive session.

### **SCHOOL VISITORS**

All visitors to the building are to report to the High School Office immediately upon arriving in the building or on school grounds. This is in compliance with ORC 3313.20, ORC 2917.211 (Trespass Law), and ORC 2909.09 (Offense Against Property). All visitors must properly register in the office and wear a visitor pass while in the building. **School-aged visitors are not permitted to attend school in the company of a student except with prior permission from the high school principal.**

### **SIGNPOSTING & DISTRIBUTION OF LITERATURE**

Student leaders and activity advisors must have their signs approved before they are displayed in the hallways and common areas. Notices, advertisements, or written matters of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the principal. Circulation of literature is prohibited in the school or on school property unless the building principal has approved the literature.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning and placement, interpretation of varied test scores, and career information. Other services can include academic intervention, social and emotional concerns, or any additional issues students would like to discuss with a counselor.

Unless coming from a study hall, students needing to see the guidance counselor should schedule an appointment. Emergencies are considered exceptions.

### **CARE OF SCHOOL MATERIALS**

Students will be responsible for school materials (i.e. textbooks, library books, etc.) during the school year. It is the student's obligation to protect these resources. If school materials are damaged or lost, the student will be required to pay the associated fines or replacement costs.

### **LOCKERS**

Each student is assigned a locker at the beginning of the school year for his/her use in storing books, coats and other personal possessions. Students are encouraged to keep their lockers locked. The office is NOT responsible for items stolen from lockers. Do not leave valuables or money in your locker. Students putting locks on lockers must turn the combination into the office. Students must use the locker assigned to them by the office. Lockers will be inspected from time to time. There is to be no marking or damage to lockers. Students are expected to keep their lockers clean and are to refrain from using posters, clippings, etc. which depict any type of drugs and/or paraphernalia (alcohol included), tobacco products, pornographic material, or any other material which might be inappropriate for display at school. THE SCHOOL ADMINISTRATION

RESERVES THE RIGHT TO SEARCH STUDENT LOCKERS AT ANY TIME. Drug searches may occur with the use of dogs in cooperation with the Miami County Sheriff's Department or other agencies.

### **BOOK BAGS**

Bags of various types (i.e. backpacks, synch packs, oversized purses, etc.) may be used to carry books, gym clothes, or supplies to and from school. It is the students' responsibility to safely store any bags brought to school. Bags should not be left in the hallways for any reason. Small bags may be used to transport books to and from class. Blocking hallways or classroom aisles and walkways is not permissible. Bags may be used to carry clothing to and from gym class. Any questions on the issues of size or use of book bags will be referred to the principal or his/her designee.

### **DANCES**

All dances at Newton High School are sponsored by a class or student organization. Most dances are casual, except for special events such as Homecoming or Prom. Homecoming will be open to students in grades 9-12, alumni, and their guests. Prom will include special guidelines approved by the BOE and the administration. The following guidelines for dances include:

1. Newton students may bring a date that is a student at another junior or senior high school. Guests from other schools, including home-schooled students, must be signed into the dance guest book when entering the dance, and have the proper paperwork filled out in advance.
2. Newton students are responsible for any guest they bring to a dance.
3. All school rules apply when attending dances.
4. Students must stay in the designated area throughout the dance.
5. Once a student leaves the dance area he/she may not re-enter and must leave school grounds.
6. Most dances are casual and the normal school dress code applies.
7. Attending dances is a privilege, which can be revoked if one fails to cooperate and follow normal rules and guidelines.

### **WORK PERMITS**

Students under the age of 18 holding a part or full time job are required to have a work permit (ORC 4109.01). The forms for this permit may be picked up in the office. Please note that a work permit is issued for a specific job. Each time a student changes jobs he/she must apply for a new work permit. Work permits are not needed for summer employment.

### **OFFICE PHONE USE**

During the school day students will be permitted to use the office phone for emergencies **only**. Limited use is acceptable before and after school.

### **GRADING SCALE**

A+ = 100% - 97%	B+ = 89% - 87%	C+ = 79% - 77%	D+ = 69% - 67%
A = 96% - 93%	B = 86% - 83%	C = 76% - 73%	D = 66% - 63%
A- = 92% - 90%	B- = 82% - 80%	C- = 72% - 70%	D- = 62% - 60%
F = 59% - 0%			

For high school (9-12): final grades for the semester are determined by averaging the two nine (9) weeks grading periods. Where required, semester exams will count one-seventh of the semester grade. Credits are earned on a semester basis.

For junior high (7-8): course grades are earned on a yearly basis by averaging first semester grades with second semester grades.

### **INTERIM REPORTS**

At the mid-point of each 9-week grading period teachers will compile interim grade reports for all students. This information is available in the Progress Book. Parents may request a hard copy.

### **REPORT CARDS**

Report cards are issued to students each 9-week grading period. Grades, attendance and teacher comments are included on the report cards. (Conference nights are scheduled twice per year for parents to discuss their child's progress.)

### **PROGRESS BOOK PARENT ACCESS**

Newton provides parents with electronic access to their student(s)' grades during any grading period. Grades will be updated regularly (currently every 5 school days).

### **INCOMPLETE GRADES**

Students will not be given incompletes for final quarter grades. The grade is to be recorded as it is at the end of the quarter and if/when the work is completed, the teacher will do a grade change with the office.

### **PLAGIARISM**

Academic honesty is an extremely important and valued principle in every student's education. There is a primary expectation that students present their own ideas and work when completing an assignment. The act of presenting another student's ideas or work, another author's writing, or using sources of information without giving appropriate credit is considered cheating, and/or plagiarism. The consequences for this type of unacceptable behavior include receiving zero credit for the assignment and other potential disciplinary actions.

### **GRADUATION REQUIREMENTS**

#### **For Graduating Classes of 2019 and Beyond:**

- |                    |  |
|--------------------|--|
| 1. English         | 4 Credits (Including English 9, 10, 11 and 12)   |
| 2. Math            | 4 Credits (Including 1 credit of Algebra II or the equivalent.)  |
| 3. Science         | 3 Credits (Including 1 credit of Life science, 1 credit of Physical Science, and 1 credit of advanced study.)  |
| 4. Social Studies  | 3 Credits (Including ½ credit of American History and ½ credit of American Government.) The Class of 2021 is required to have ½ credit of World History. |
| 5. Computer        | 1 Credit   |
| 6. Health          | ½ Credit   |
| 7. Phys. Education | ½ Credit   |
| 8. Economics       | Each student will receive instruction in Financial Literacy to a level of adequacy as determined by the Ohio Dept. of Education.                         |
| 9. Fine Arts       | 2 Semesters during grades 7-12   |

#### **To graduate, a student must meet credit, course and Ohio end of course testing requirements in addition to meeting the Ohio Competency and Readiness requirements.**

The minimum number of credits necessary to qualify for each grade level is as follows:

**Sophomore – 5 Credits; Junior – 10 Credits; Senior – 15 Credits.** In addition to having earned 10 Credits, a student must be in **his/her third year of high school to be considered a Junior.** 22 credits are required for graduation.

### **PROMOTION/PLACEMENT/RETENTION-GRADES 7 AND 8**

Students are promoted to the next grade level unless they fail two or more core subjects. Core subjects include reading, mathematics, English, social studies and science. Students not meeting these academic requirements may be retained. Under certain circumstances a student not being promoted may be placed (assigned) in the next higher grade level.

The decision to promote, retain, or assign each student is determined individually. This decision is made by a team including the student, teachers, school counselor, and the principal. Among the factors considered are the student's age, intellectual ability, academic achievement, physical maturity, social and emotional development, handicapping conditions, previous retentions, work habits, motivation, and the results of intervention strategies.

### **DROPPING A COURSE**

Students are expected to remain in classes they have chosen. The student will have up to 3 days from the start of the class or program. Any other changes must be approved by an administrator.

### **RULES SET FOR HONORS DIPLOMA**

A student may be awarded an honors diploma by completing the college prep curriculum in high school. The student must meet any six of the following seven criteria:

1. four units of Mathematics, which shall include Algebra I, Geometry, Algebra II, Statistics, Algebra III, Pre-Calc, or Calculus.
2. four units of Science, including Physics and Chemistry or Anatomy.
3. four units of Social Studies
4. three units of one foreign language or two units each of two foreign languages
5. one unit of fine arts (must be a HS credit, JH band and Choir does not meet this requirement.
6. a 3.5 grade average on a 4.0 scale up to the last grading period of the senior year or
7. obtain a composite score of 27 on the ACT test or an equivalent composite score of 1280 on the SAT

**Students in the vocational education curriculum must meet nine of the following ten requirements:**

1. Math 4 units
2. Science 4 units, including 2 units of advanced science
3. Social Studies 4 units
4. World Languages 2 units of one world language
5. Electives 4 units of career-technical courses
6. GPA 3.5 on a 4.0 scale
7. ACT/SAT/WorkKeys ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
8. Field Experience Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
9. Portfolio Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
10. Additional Assessments Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

### **PRINCIPAL'S LIST/HONOR ROLL**

To be named to the Newton's Principal's List, a student must have all A's for the grading period.

To be named to the Honor Roll, a student must have all A's and B's for the grading period.

College credit plus students must obtain their grades from their college instructor(s) during the first and third grading periods. Students are required to use the necessary form from the high school guidance counselor for completion of this process.

### **VALEDICTORIAN/SALUTATORIAN**

At the end of each school year the graduate in attendance at Newton High School, for at least two complete years in grades 9-12, with the highest academic average over a seven semester period will be appropriately recognized as Valedictorian. The graduate with the second highest academic average over a seven semester period will be appropriately recognized as Salutatorian. If there is more than one Valedictorian, no Salutatorian will be recognized. Student grade point average will be based upon a four-point system using grades earned in all courses except those using pass-fail.

### **College Credit Plus**

Any student in grades 7-12 may enroll in a postsecondary program providing the student meets the requirements established by Ohio law and by the Newton District. A mandatory meeting for interested parents and students is held in February. For further information, contact the guidance office.

### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary school.

Students are scholastically eligible for membership when they have completed the third quarter of their sophomore year and have an accumulative GPA of 3.5 or higher for Juniors and Seniors and 3.75 or higher for Sophomores. However, three other criteria – leadership, service and character – are equally important in the selection of members.

Students who are scholastically eligible for membership will be notified in writing and invited to complete a Student Activity Information Form. These candidates are evaluated on the information they provide. Selection for membership is made by a five-member Faculty Council, members of which are appointed by the high school principal.

Once a student becomes a member of the Newton Chapter of the National Honor Society, he/she must maintain the high standards of membership. The chapter advisor(s) regularly review each member for compliance with the Society's standards and obligations.

Membership is more than an honor. It incurs a responsibility and an obligation to demonstrate daily academic integrity, character, leadership and service.

## **ACCEPTABLE USE OF TECHNOLOGY**

District  
Student Internet Acceptable Use Agreement

Revised 5/16/23

A signed copy of the Student Authorization Form containing the "Handbook Agreement Form" agreement must be on file in the office prior to a student's use of the Internet or Network System.

This agreement is between the Student and the Newton Local School District hereinafter referred to as "District".

The purpose of this agreement is to provide Network and Internet access for educational purposes to the student.

As such, this access will:

1. Assist in the collaboration and exchange of information,
2. Facilitate personal growth in the use of technology, and
3. Enhance information gathering and communication skills.

The intent of this agreement is to ensure that students will comply with all Network and Internet acceptable use policies approved by the District.

## **INTERNET SAFETY POLICY**

The District has taken precautions to restrict access to controversial or undesirable materials. Faculty members monitor students while they use our Network and Internet resources. Our Information Technology Center (ITC) META Solutions (META) provides Internet filtering services for us that exclude students from accessing undesirable Internet sites. This constitutes our Technology Protection Measure as specified by the Federal Children's Internet Protection Act, CIPA. However, on a global network it is impossible to control all materials and an industrious user may discover such information or materials. It is also possible that a user might accidentally stumble upon such material that was not filtered out by the District's or META's filters.

The District does not permit students to use instant messaging, to visit chat rooms and bulletin boards, or to participate in file sharing programs and/or Apps. The District provides an internal Gmail account for use within the District Network Domain for use within classroom activities. In addition, the District does not disclose, use or disseminate personal information regarding students on any Internet or Network location.

## **STUDENT RESPONSIBILITIES**

In exchange for the use of the Network resources at School, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized



information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions. The student will be liable for any and all repair costs to make the Network, once again, fully operational and may be subject to other disciplinary measures as determined by the administration.

- B. The District reserves all rights to any material stored in files and will remove any material, which the District, at its sole discretion, believes, may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District approved computer access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial, for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account password and/or access privilege. Any problems, which arise from the use of a Student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for discipline.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - b. Misrepresenting other users on the Network.
  - c. Disrupting the operation of the Network through abuse of the hardware or software.
  - d. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - e. Interfering with others' use of the Network.
  - f. Unauthorized playing of online computer games.
  - g. Use for non-curriculum related communication.
  - h. Illegal installation of copyrighted software.
  - i. Unauthorized down-sizing, downloading, copying, or use of licensed or copyrighted software.
  - j. Unauthorized use of streaming music, video or data software, Apps or other tools that allow streaming of internet content. Including, but not limited to, Spotify, Pandora, iTunes, YouTube, NETFLIX, Amazon.
  - k. Allowing anyone to use an account other than the account holder.
  - l. Using the account in an unethical manner.
  - m. Using any software, process, App, Google Extensions or other method to purposely bypass the Districts' Internet filters including but not limited to VPN.
- F. The Student may only log on and use the Network under the supervision of a Staff member and only with his/her authorized account.
- G. The use of District computer resources are strictly for the completion of School related activities.
- H. Bring Your Own Device (BYOD) refers to tablets, laptops, Chromebooks, cellphones, iPods, iPads or other devices capable of accessing the District's Network brought in by the Student and not owned by the District. Except for cell phones and iPods,

BYOD items are NOT allowed unless specifically authorized by the Principal, Technology Director or their designee. Authorized devices must be reviewed by the Technology Dept. and a record of the items' MAC address recorded for purposes of tracking on the network.

- I. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- J. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable use practice. The District and/or Network reserve the right to log computer and Internet use and to monitor technology utilization by users including any and all devices connected to the Districts' internet wifi.
- K. The Student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the District Administration. The Student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.
- M. The purchase or solicitation of either services or merchandise using the School network is strictly prohibited. The District and its administration shall not be a party to such transactions or be liable for any costs or damages arising out of violations of this policy.

In consideration for the privileges of using the District and/or Network resources and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use, the District and/or Network resources.

To the extent that proprietary rights in a work product would rest in the Student upon creation, I agree to assign those rights to the District.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network. These rules will be available in hardcopy form in the Principal's office.

This policy will be in effect for a period of one year. Due to the continual changes that occur to governmental regulations, this acceptable use policy may need to be updated. Students, and if appropriate, the student's parents/guardians, may be asked to provide new or additional registration and account information or to agree to a new Policy. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. This process will be repeated at the beginning of each school year.

If, at the discretion of the parent/guardian or the user, if older than 18 years of age, it is requested that this policy agreement be revoked, it may be done by the written request of the parent/guardian or user. At such a time, the student will be denied access and their account removed from the network.

The student will be required to sign the "Handbook Agreement Form" section on the Student Contact and Medical Info form that is provided to the Student at the beginning of each school year.

### **DISTRICT ATTENDANCE POLICY**

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

As used in this policy, "parent" shall include a parent, guardian, or other individual having care of the student. Parents will be notified if the student is absent with or without legitimate excuse from school for 38 or more hours in a month, or 65 or more hours in a school year. Under HB 410, "habitually truant" students whose absences are unexcused must be assigned a "district intervention team." The team is required to develop an intervention plan to help the student improve their attendance. Failure to cooperate could result in a court complaint being filed. Parent involvement in the plan is required.

### **CALL-IN PROCEDURE**

**Parents must notify the high school office by 8:00 a.m. of a child's absence by calling 676-2002.** For your convenience, the voice mail system operates when the phones are unattended or the office is closed.

### **EXCUSED AND UNEXCUSED ABSENCES AND TARDIES**

When a student is absent from school, a parent is to phone the school as early as possible to explain the reason for the absence. If this phone call is not made, upon returning to school the student must bring a written excuse from the parent/guardian and present it to the office/attendance office. Failure to provide an appropriate excuse within five school days will classify the absence as unexcused. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

The Board of Education reserves the right to verify reasons given and to investigate the cause of each single or prolonged absence.

All make-up work will be completed within the same number of school days as absences plus one school day.

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness.
2. Illness in the family.
3. Quarantine of home.
4. Death of a relative.
5. Work at home due to absence of parents or guardian. Any absence arising from this shall not extend beyond the period for which the parents were absent.
6. Observance of a religious holiday.
7. Medical or dental appointment.
8. Traveling out of state to attend a Board-approved enrichment or extra-curricular activity (applies to absences up to 24 hours).
9. Emergency set of circumstances that in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension. This would also include, but is not limited to:

- a. College visitations – seniors are permitted two days to visit colleges before the end of the third grading period. Juniors are permitted to take one college day during the second semester. Arrangements for these visits must be completed in advance and be approved by the counselor and principal or his designee. College visits count as excused absences.
  - b. Planned Absences/Family Vacations – The parent/guardian must provide a phone call and note to the office to obtain permission for a planned absence (family vacation, etc.), and it **should be obtained one week prior to the absence period**. Depending on the academic standing of the student, the administration reserves the right to deny the request. It is District policy that the number of days allowed for make-up to equal the number of days missed with one additional day (with a limit of FIVE days of absence being allowed under normal circumstances). Responsibility for making up work lies entirely with the student. He/she is responsible for meeting with the teacher prior to the planned absence. The individual teacher will determine the details for make-up work. It is possible that students will be required to stay after school to make up their work. **However, the loss of instructional time may negatively impact a student's grade. The days absent during the vacation will count towards the ten total days of excused absences allowed before a student is required to present a doctor's note for each additional absence. If the days missed for vacation cause the student to exceed the 65 hours of excused absences then they will be counted as unexcused absences.**
  - c. Court appearances.
  - d. Other special circumstances deemed excused by the superintendent of schools.
10. **After 65 hours of excused absences, the Board of Education will require a doctor's statement/note for further absences due to personal illness.** Doctor's notes are to be provided within three (3) days of a student's return from an absence unless the High School principal determines extenuating circumstances justify additional time for providing the said doctor's excuse.

**The Board considers the following factors to be UNEXCUSED absences for time missed at school:**

- 1. Truancy.
- 2. Suspension.
- 3. Trips not approved in advance.
- 4. Any absence deemed unexcused by the building administration including:
  - a. Accompanying a friend or relative on non-emergency.
  - b. Alarm clock difficulties.
  - c. Babysitting job.
  - d. Cutting class.
  - e. Expulsion.
  - f. Hair appointments, haircuts.
  - g. Missed the bus.
  - h. No call or note from parent or guardian.
  - i. Prom arrangements.
  - j. Sleeping in.
  - k. Shopping.
  - l. Working on cars, picking up cars, cars that won't start.
  - m. Non-emergency work at home.
  - n. Other reasons not listed under excused absences.

*Any unusual or extenuating circumstance will be subject to building administration inquiry/approval.*

Attendance need not always be within the school facilities; a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

In accordance with statutes, the superintendent shall require from the parent or responsible adult of each student who has been absent from school or class for any reason, a written statement of the cause of such absence. Failure to provide a written excuse within five days will classify the absence as unexcused.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

**Excessive unexcused absences and unexcused tardiness may be grounds at the District's discretion for intervention and/or disciplinary action as appropriate, which ultimately may result in unruly charges being filed in juvenile court.**

### **TRUANCY**

Students are considered "habitually truant" when the student is absent for at least:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

When a student becomes "habitually truant" the parent will be required to attend a parent involvement program (Attendance Intervention Meeting) and help develop an Absence Intervention Plan. Failure of the student to make satisfactory progress per the plan will require further court involvement. After 65 hours of excused absences the Newton Board of Education may require a doctor's statement for further absence due to personal illness. If a past history of poor attendance exists, a doctor's note may be required before the 65 hour threshold.

A student shall not be considered truant under this policy if:

1. he/she is enrolled in and attending another public or non-public school;
2. he/she is receiving an approved program of home instruction;
3. he/she is fourteen years of age or older and performing necessary work directly and exclusively for his/her parents or guardian; or
4. he/she has been suspended or expelled from school.

### **EARLY DISMISSALS**

Students must receive prior permission from the principal or district designee to leave school early for any reason. Students must sign out in the High School office with the principal or district designee present. **A note shall be given to the High School office prior to the beginning of the school day stating the time of the early dismissal.** This note must come from a parent/guardian. If this procedure is not followed and an appropriate note is not received, the office must speak directly with a parent/guardian to grant permission for the student to leave school. Persistent violations may result in the student being given an unexcused absence for the missed class periods and potentially considered truant.

### **TARDIES**

A pupil is tardy to school if he/she is not in his/her seat at the designated time when school officially begins. Most cases of tardiness to school are considered to be unexcused, including car trouble and over-sleeping.

Students who arrive at school after the school day has begun through the first thirty (30) minutes of their school day will be counted as tardy.

Note: Hours of school missed due to tardiness may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (b) (17) AND hb 410.

Students who violate this policy face consequences, which include:

**Penalty/Procedure:**

- A. 2nd unexcused tardy - warning
- B. 3rd unexcused tardy - detention
- C. 4th unexcused tardy - 2 detentions
- D. 5th unexcused tardy - Saturday School
- E. 6th unexcused tardy - Saturday School and official District letter/phone call – High School principal/letter and/or phone call – Miami County Truancy officer

Any further unexcused tardies can result in additional consequences, and ultimately at the discretion of the administration, the District can deem this pattern of tardiness excessive and grounds for charges being filed in Miami County Juvenile Court. **This attendance policy recycles at the end of each semester.**

**Note: Hours of school missed due to tardiness may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410.**

## **RULES OF CONDUCT**

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in, or material interference with, any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or rights of other students or staff is prohibited. Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee or the property of such official or employee. Nothing herein is intended to restrict the exercise of legitimate First Amendment Rights, however students must be responsible for their actions. Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including (but not limited to) corporal punishment, suspension, expulsion, or emergency removal from class or from school. These rules are not meant to be all-inclusive; the building administrator may use/approve other options if they are deemed more appropriate.

As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult; possession or involvement with a deadly weapon; trafficking in drugs; murder, involuntary manslaughter, assault, or aggravated assault; rape, gross sexual imposition or felonious sexual penetration on school grounds, at a school event or when the victim is an employee of the District; complicity, regardless of where the complicity occurs, of any of the above crimes.

- a. Vandalism and/or Destruction of Property: A student shall not commit, nor be party to, the act, or attempted act, of willful destruction or defacement of school or private property (including vehicles board owned or private). This includes the deletion of computer files, introducing viruses to computer systems, tampering with or changing computer settings without permission, or any act of destruction of technology hardware or software.
- b. Theft: A student shall not steal nor attempt to steal personal or school property either on the school grounds or during school activities, functions or events off school grounds.

- c. Fighting, Assault and/or Threat: A student shall not physically attack nor threaten to attack any person on school property or at school related events off school grounds.
- d. Dangerous Weapons and Instruments: A student shall not possess, handle, transmit or conceal any firearms, knife, explosive, fireworks or other object which might be considered a dangerous weapon or instrument capable of harming another person.
- e. Extortion/Harassment: A student shall not obtain or attempt to obtain another person's property either by implied or expressed threat while on school property, including buses, or at any school related activity. Furthermore, harassment of other students whether it be sexual, or any form of improper physical contact or sexual remark, as well as other forms of harassment including any speech or action that involves racial or ethnic slurs, or creates a hostile, intimidating, or offensive learning environment are strictly prohibited.
- f. Disruption in School: A student shall not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including curricular and extracurricular activities.
- g. Insubordination: A student shall not willfully fail to respond to, or carry out, any reasonable request by authorized school personnel.
- h. Disrespect: A student shall not speak to, nor act toward, any school personnel in a discourteous, disrespectful, insulting or threatening manner.
- i. Profanity, vulgarity and/or Obscenity: A student shall not, by written, verbal, gesture or other means, annoy or humiliate others or disrupt the educational process by using profanity, or by being vulgar, indecent or obscene.
- j. Tobacco: School rules prohibit the POSSESSION OR USE of any type of tobacco or tobacco products, including e-cigarettes, by students on school property or at any school activity. This rule specifically forbids smoking on buses, in restrooms, in the building and upon all school grounds or property as well as at any school activity conducted away from school property.
- k. Marijuana, Narcotics, Alcoholic Beverages and Drugs: A student shall not possess, handle, transmit, conceal, use, buy, sell, provide, or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change while on school property or at any school activity. (\*\* NOTE – Whenever a student is suspended or expelled from school for possession or use of alcohol or drugs the superintendent may notify the registrar of motor vehicles and the Miami County Juvenile Judge of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the driver's license or temporary permit of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student the registrar is prohibited from issuing one. ORC 3321.13: 4507.061\*\*) Drug searches may occur with the use of dogs in cooperation with the Miami County Sheriff's Department or other agencies.
- l. False Alarms: A student shall not cause a fire or tornado alarm to be set off unless an emergency exists. Nor shall a student initiate a report warning of a fire or an impending bombing or other catastrophe without cause.
- m. Forgery: A student shall not falsify, in writing, the name of another person nor falsify times, dates, grades, addresses, or other data on school forms, or correspondence.
- n. Gambling: A student shall not engage in the act of illegal gambling for money or valuables on school property or at any school activity.
- o. Truancy and Tardiness: A student shall comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned school activity. Repeated tardiness is considered a serious offense.
- p. Look Alike or Counterfeit Drugs: A student shall not possess, make, sell, offer to sell, or deliver any substance that looks like, or is claimed to be, a controlled substance or a counterfeit controlled substance.
- q. Hazing: A student shall not engage in any type of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Section 2307.44 of the Ohio Revised Code allows a person who is subjected to hazing to sue for injury or damages.

- r. Inappropriate Dress: A student shall not dress or appear in a fashion that interferes with the student's health or welfare or that of others nor in a manner that causes disruption or interferes with the educational process.
- s. Trespassing or Loitering: A student shall not be present in the school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function or the educational process.
- t. Breaking and Entering: A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
- u. False Identification or Pass: A student shall not use, nor attempt to use, false identification or another student's pass to mislead school personnel.
- v. Violations of the law: A student shall not be involved in any conduct while on school property or at any school activity which violates any local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to health, welfare or safety of students, teachers or other employees, or visitors.
- w. Persistent Disobedience: A student shall not be repeatedly disobedient nor engage in any other gross misconduct not otherwise herein defined.
- x. Public Display of Affection: Students are to refrain from handholding, kissing, etc. on school property during the school day.
- y. Unruly behavior may result in charges being filed with the proper authority.
- z. Excessive or repeated violation of school rules.
- aa. Failure to comply completely with the established acceptable use of technology policy for Newton School. A complete understanding of this policy is the sole responsibility of each student prior to use of any form of technology supplied by Newton School.
- bb. Failure to comply properly with the Administering Medications policy and guidelines. A student shall not possess, handle, transmit, conceal, or use any form of medication or drug, whether over the counter or in prescription form except in strict accordance with the established procedures.

### **STUDENT DISCIPLINE**

The Newton Board of Education and the school administration acknowledge that conduct is closely related to learning. We believe that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The administration requires each student of this district to adhere to the rules and regulations formulated by the administration and to submit to the disciplinary measures that are assigned for infractions of school rules. Students shall conform to reasonable standards of acceptable behavior, respect the person and property of others, preserve the degree of order necessary to maintain quality education, respect the rights of others, obey constituted authority, and respect those who hold that authority.

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in any type of school provided transportation, or at any school-sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, counseling, parent conference, student-teacher conference/classroom detention, suspension, expulsion, Saturday School, emergency removal, expulsion or removal from a curricular or extracurricular activity, or other appropriate actions permitted by State law or as deemed necessary.

### **DISCIPLINE PROCEDURE**

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, on school transportation and on property not owned or controlled by the Board but that is connected to activities of incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee or



the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal'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.

### **METHODS OF DISCIPLINE**

Students who violate the discipline code adopted by the Newton Board of Education are subject to disciplinary action. Disciplinary methods used with students will include, but not be limited to, the following:

**Counseling** – A student may be referred to guidance counselors, parental conferences or other special services

**Removal from Class** - A student may be removed from a specific class if they are interfering with or disrupting the educational environment and process. This may result in further disciplinary measures at the discretion of the teacher and/or principal.

**Detention** - A student may be detained before or after school or during lunch as a disciplinary measure provided the student is given notice a day prior to the date the detention is to be served. The school assumes no responsibility for transportation of a detained student. The room location and duration will be assigned by the teacher or principal. If a student is given a lunch detention, the said student will be provided lunch access during its duration.

**Saturday School** - 9:00 a.m. – 12:00 p.m.

Rules:

1. Students must provide their own transportation to and from Saturday School.
2. Students are not permitted to come late or leave early.
3. Tardy students admitted after 8:05 a.m. will remain in the Saturday School and be assigned additional time.
4. Students are not permitted to go to their lockers.
5. Students are responsible for bringing sufficient schoolwork to keep them working on school material for the entire time.
6. No talking is permitted except to the staff supervisor.
7. No movement is permitted from the assigned seat without the permission of the staff supervisor.
8. Students will not be allowed to put their heads down or sleep.
9. All Student Code of Conduct rules apply.

Violations of a Saturday School Rule will result in an additional Saturday School(s), In-School Suspension, and/or Out-of-School suspension. An Unexcused Absence from Saturday School will result in any of the above or other appropriate punitive measures.

An Unexcused Absence from Saturday School will result in an out-of-school suspension.

**In-School Suspension** - The principal has the authority to use in-school suspension based on such factors as the severity of the offense, previous record of the student and best interest of the total school community.

**In-School Suspension/Time-Out Room (TOR)** - When a student is assigned an in-school suspension, he/she will be assigned to a specific location within the school where the student will complete his/her assignments. The student will receive credit for the day, but will be socially removed from relationships with other students throughout the day.

### **OUT-OF-SCHOOL SUSPENSION AND EXPULSION**

**Suspension** is defined as temporary exclusion, by the school principal, of a student from the regular school program. A student suspended from school may not participate in any extra-curricular activities during the period of suspension. A suspension may last from one to ten days. Suspension may continue beyond the current semester

The building principal will implement the following steps of due process in the case of a suspension from school:

1. An "intent to suspend" notice will be issued to the student. This notice will state the reasons for the suspension.
2. An informal hearing with the student will be held by the principal, or the principal's designee.
3. A written notification of the suspension will be hand delivered or mailed to the parents within 24 hours of the suspension.
4. School officials will make a reasonable attempt to inform the parents by telephone that their child has been suspended.
5. The building principal shall inform the student of the right to appeal a suspension to the Superintendent or school board's designee.

**Expulsion** is defined as the exclusion of a student from the schools of the district. The superintendent has the authority to expel.

Expulsion may last up to eighty (80) days or the remainder of the semester and carry over to the next semester. Rights of appeal and a hearing will be explained to the student upon expulsion. The student has the right to appeal the expulsion to the school board.

## **VIOLATIONS**

The following section is to provide and inform students, parents/guardians, and staff of the probable outcomes of various infractions of the student Code of Conduct. It also is designed to provide consistency for all students. It should be noted that repeated offenses increase the severity of the penalties. Violations that involve criminal acts may involve law enforcement and court action. These guidelines are for referrals made to the Principal.

### **Violation I**

Students behaving in an inappropriate manner as described may receive a warning, counseling, removal from class, call home, and up to a detention (2) from the staff and/or principal. Examples of such violations include but not limited to:

- Persistent minor school infractions
- Public Display of Affection (PDA)
- Violation of the dress code
- Insubordination
- Use of inappropriate language
- Leaving class without permission
- Persistent tardiness to class
- Abuse of hall pass
- Misuse of technology or electronic devices
- Littering
- Misbehavior on the bus
- Other like inappropriate behaviors

### **Violation II**

Students behaving in an inappropriate manner as described may be given an Afternoon School (2) up to a Saturday School (1) from the principal. Examples of such violations include but not limited to:

- Repeated infractions of the Violation I level
- Lying to school personnel/plagiarism/cheating
- Harassment/hazing
- Skipping class
- Forgery/falsification of school-related documents
- Leaving school grounds without permission
- Disrespect of school staff or student
- Disruption of school and/or activities
- Other like inappropriate behaviors

### **Violation III**

Students behaving in an inappropriate manner as described may be given a Saturday School (2) up to an In-school Suspension (1), and/or Out-of-School Suspension (not exceeding 10 days) from the Principal. Upon an Out-of-School Suspension, a recommendation for Expulsion may be forwarded to the Superintendent at the discretion of the Principal. Examples of such violations include but not limited to:

- Repeated infractions of Violation II level
- Theft
- Extortion
- False Accusation of a staff member
- Severe disrespect toward a staff member or student
- Fighting/threats/severe harassment
- Vandalism/destruction of school, staff, or student property
- Other like inappropriate behaviors

### **Violation IV**

Students behaving in an inappropriate manner as described may be given an Out-of-School Suspension (not exceeding ten days) from the Principal. A recommendation for Expulsion may be forwarded to the Superintendent at the discretion of the Principal. Examples of such violations include but not limited to:

- Repeated infractions of Violation III level
- Possession of dangerous weapons and look-alikes
- False alarms/Inducing panic
- Breaking and entering school property and facilities
- Possession and/or transmission of tobacco, drugs, alcohol, and any other illegal substances/paraphernalia
- Under the influence of illegal substances- i.e. drugs, alcohol, etc.
- Assault/severe threat
- Any other inappropriate behaviors and criminal acts

## **HARASSMENT**

Students have the right to attend school in an environment free of harassment of a verbal, physical, emotional or sexual nature. Harassment could include but not be limited to the following examples:

1. Threats or inappropriate physical contact.
2. Harassment because of his or her sex.
3. Sexual jokes, comments, insults, pictures.
4. Touching of a sexual nature.
5. Spreading sexual rumors about other students.
6. Verbal abuse or ridicule.
7. Sexual advances for sexual favors.
8. Repeated unwanted sexual advances.
9. Non-verbal harassment.

Any person feeling that he/she is being harassed by another student, teacher, administrator or any other personnel associated with Newton Local School should report so immediately to a teacher or guidance counselor and the school principal or superintendent.

## **STUDENT DRESS**

Students are expected to dress appropriately during the school day. Any item of clothing that interferes with the welfare, safety, and health of the student body is not to be worn. Student dress should not interfere with schoolwork or create classroom disruption.

The following items of clothing should not be worn at Newton High School:

1. Pants/shorts with holes above the knees. Clothing which is cut-off, excessively frayed, written upon, see-through, or in disrepair (i.e. excessive patchwork, dragging material from hems, etc.).
2. Tops which expose shoulders, midriffs, or cleavage. Shirts that do not cover a student's back and stomach while sitting. Shirts that do not have hemmed sleeves. Sundresses that are narrower than two inches. Muscle shirts (even those layered) and spaghetti straps are prohibited.
3. Apparel that exhibits or implies illegal substances, profanity, obscenity, vulgarity, sexually suggestive statements, alcoholic beverages, tobacco products, gang related and drug related paraphernalia are prohibited.
4. Hats, headbands, hoods, and bandannas are prohibited. The student's head must be exposed at all times.
5. Oversized clothing including baggy and sagging pants, flannel nightwear pants, and hip huggers or low riding pants.
6. Coats will not be worn in the classroom. All coats will be put in your locker at the beginning of the day.
7. Spandex and shorts that are shorter than mid-thigh.
8. Skirts and dresses that are shorter than mid thigh (which may include tights underneath).
9. Body coverings or alterations (tattoos, body piercings, etc.) that are distracting or detract from the learning process should be covered or removed while at school.
10. No sunglasses or tinted eyeglasses may be worn except for medical reasons.
11. Footwear will be worn at all times. Teachers may require students to wear a specific type of footwear for labs or other related classroom functions.
12. Exposed undergarments.

In addition, students are cautioned to not have distracting hairstyles or color, carry chains, wear spiked or studded accessories, or other unsafe jewelry.

*Students not abiding to the dress code will be required to change and parents will be notified. Any time missed from class for this offense will be unexcused. Repeat offenses will result in more severe disciplinary action.*

Clothing styles change often and it should be understood that the dress code may be modified at any time to cover examples that may be deemed inappropriate for the school environment. All students are reminded to take a modest approach to dressing for the school day.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones, other wireless communication devices, MP3 players, iPods, radios, disc players, cameras (photographic and/or video), laser pens or pointers etc. may not be used during the school day unless the use is for academic purposes and is under the direct supervision of a teacher, counselor or principal. The use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Any such devices which are brought to school must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight during the day.

Students who violate this policy will be assigned consequences ranging from after school detention to suspension. The device will be confiscated for a period of time to be determined by the Principal and permission to bring the device on to school property may be denied.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day only with the Principal's permission.

See also Newton Board of Education Policy 5136.01 and 5136V1

## **STUDENT AIDES**

A student's main responsibility during his/her time in school is to secure a premier education by utilizing all available opportunities. Any student (grades 8-12/grade 7- second semester only) who desires to assist a teacher during the regular day must follow these guidelines: first, the student must carry a 2.5 GPA assessed each quarter; second, the student may only aide for one period daily; finally, if the student is found not meeting these requirements, he/she will be returned to study hall until the above criteria are reviewed. Aides are limited to one student per teacher per period. Serving as a student aide is a privilege that can be taken away at any time for discipline, disruption, poor academic performance or other reasons deemed necessary by the counselor or principal.

## **STUDY HALL**

The purpose of Study Hall is to provide an opportunity for quiet uninterrupted study. To insure all students this opportunity the following rules will be in effect:

1. Seats will be assigned and students are to be in their assigned seats when the bell rings. Students may not leave assigned seats without permission.
2. Students may not talk without permission. If students are given permission to talk, the study hall teacher will determine a reasonable time limit for the conversation.
4. Students wishing to leave study hall must bring a pass with them at the beginning of the period. Passes to leave study hall must be signed and dated by a teacher or the office and must state the destination of the student.
5. Students should bring materials necessary to do meaningful work for the entire study hall period. Students not having specific assignments to complete may be allowed to read quietly.
6. Students will be allowed to sign-out to use the restroom on a limited basis -- one student at a time and a limited number of times per quarter.
7. No food, drinks, candy, gum, cards, headphones, or any other electronic devices will be permitted in the study hall, without permission.

## **STUDENT BEHAVIOR FOR SUBSTITUTE TEACHERS**

Substitute teachers are guests in our school. They have a very difficult job to perform and students are expected to give them the utmost respect and cooperation. Students misbehaving for substitute teachers will be disciplined accordingly.

## **SCHOOL GROUNDS RESTRICTIONS**

Once Students arrive on school property, they may not leave until they are dismissed at the end of the official school day. To leave at any other time during the day, a student must receive permission from the office.

## **BUS RULES**

1. All school rules apply while riding a bus including to and from extra-curricular activities and field trips.
  2. Be courteous and cooperative with the driver.
  3. Do not eat or drink on the bus.
  4. No littering.
  5. Students must stay seated.
  6. Keep head, hands and feet inside the bus.
  7. Loud noise or loud talking is not allowed.
  8. Bus drivers may assign seats.
  9. Shoes with metal or rubber cleats are not to be worn on the bus.
- Failure to follow these rules may result in warnings, detentions, and/or suspension from either the bus and/or school or other disciplinary action deemed necessary by either the driver or principal.

### **EXPECTATIONS OF STUDENT DRIVERS**

1. All student vehicles must be registered in the office and have a parking permit visible in their car at all times.
2. Vehicles are parked at the driver's own risk. The school is not liable for any loss or damages to vehicles parked on school property.
3. After a vehicle has been parked and students have entered the building in the morning students must obtain permission from the office to return to the parking lot and/or enter a vehicle.
4. Pedestrians and buses have the right of way at all times. When buses begin to move in the afternoon all car traffic must stop until the buses have left the school grounds.
5. Please be considerate of practices on the fields and do not create distractions.
6. Students are expected to operate their vehicles in a safe and considerate manner at all times.
7. Driving and parking on school property is a privilege that will be denied if students do not fulfill these expectations.

### **TRANSPORTATION OF UVCC STUDENTS**

Students attending the Upper Valley Career Center will be transported to and from that school each day; however, when no one is transported on the AM route to the UVCC there will be no bus service for the PM route. UVCC students driving to school are to park either in the student area of the Newton parking lot if riding the UVCC bus, or in the student area of the UVCC parking lot if driving directly to the UVCC. All those UVCC students parking in our lot must obtain a parking permit. Newton will transport UVCC students back to Newton for selected Newton school events.