

Newark Elementary Schools

8:30 a.m. – 3:30 p.m.

Ben Franklin Elementary

533 Beacon Road
Phone: 740-670-7340
Attendance: 740-670-7343
Fax: 740-670-7349
Principal: Steve Stahley
sstahley@laca.org

John Clem Elementary

Temporary Address
621 Mt. Vernon Road
Phone: 740-349-2350
Attendance: 740-349-2352
Fax: 740-349-2353
Principal: Lynda Nabors
lnabors@laca.org

Carson Elementary

549 East Main Street
Phone: 740-670-7300
Attendance: 740-670-7303
Fax: 740-670-7309
Principal: Sara Brlas
sbrlas@laca.org

Legend Elementary

1075 Evans Boulevard
Phone: 740-670-7100
Attendance: 740-670-7103
Fax: 740-670-7119
Principal: Ellen Cooper
ecooper@laca.org

Cherry Valley Elementary

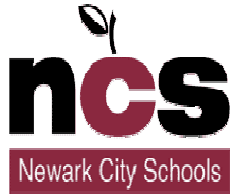
1040 West Main Street
Phone: 740-670-7330
Attendance: 740-670-7333
Fax: 740-670-7339
Principal: Melinda Vaughn
mvaughn@laca.org

McGuffey Elementary

Temporary Address
112 W Main Street
Phone: 740-349-2382
Attendance: 740-349-2386
Fax: 740-328-2172
Principal: Martha Harmon
mharmon@laca.org

Hillview Elementary

1927 Horns Hill Road
Phone: 740-670-7310
Attendance: 740-670-7313
Fax: 740-670-7319
Principal: Barbara Quackenbush
bquackenbush@laca.org



Administrative Service Center
85 East Main Street
Newark, OH 43055
740 670-7000
www.newarkcityschools.org

Dear Students and Families:

Welcome to the Newark City Schools. On behalf of the Newark Board of Education and all our employees, thank you for allowing us to work with your children as we strive to deliver a quality education to 6,500 students in a safe and secure learning environment.

As we kick-off this school year, students from Ben Franklin Elementary will step into their renovated school and see new desks, chairs and bigger classrooms. As you recall, we are renovating or replacing every school, thanks to the bond issue voters passed in 2004.

While Ben Franklin students return to their renovated school, John Clem students will attend classes at Roosevelt during their school's renovation.

At the east end of town, construction of the new Heritage Middle School continues at the site of the former site of Kettering Elementary School, which was torn down in 2008. The project is expected to be completed in November 2010.

The district's landscape is changing, but one thing remains constant - teachers and staff are truly dedicated to student achievement. Whether you are joining us as a kindergartener or entering your senior year in high school, we wish you a successful 2009-2010 academic year.

Major Infractions

Any student who violates one or more of the following rules may be suspended from all bus privileges and are subject to school discipline.

1. Any threat of violence to another student, the driver, bus aide or any other school personnel.
2. Any use of profanity or gestures toward another student, the driver, bus aide or any another school personnel.
3. Any fighting or any assault on another student, the driver, bus aide or any other school personnel.
4. Any use of possession of drugs, weapons, tobacco or alcohol.
5. Any form of vandalism, arson or theft.

- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be silent at all railroad crossings;
- F. be courteous to the driver and to other riders;
- G. not eat or drink on the bus;
- H. not bring animals or bugs (living or dead) onto the bus;
- I. not tamper with the school vehicle or any of its equipment.

Afternoon Drop-Off

Each student shall:

- A. board the bus following the dismissal bell. Students will have seven (7) minutes to board the bus following dismissal;
- B. provide their own transportation if they miss the bus after school;
- C. board the bus only after it has arrived at a complete stop at the school pick-up location(s).

Exiting The School Bus

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Newark Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Minor Infractions

- 1. First violation: Verbal warning from the driver.
- 2. Second violation: Verbal warning from the driver and notification to building principal.
- 3. Third violation: Referral to building principal, which may result in a three-to five day bus privilege suspension.
- 4. Fourth violation: Referral to building principal, which may result in a three-to five day bus suspension. Prior notice will be given to parents, driver and the transportation department.
- 5. Fifth violation: Referral to building principal, which may result in a 10-day bus privilege suspension with consideration for bus expulsion. Prior notice will be given to parents, driver and the Transportation Department.

TABLE OF CONTENTS

Foreword	1
Mission Statement	1
Equal Education Opportunity	1
Individuals with Disabilities	2
Student Responsibilities	2

SECTION I – GENERAL INFORMATION

(pages 3-8)

Advertising Outside Activities	3
Emergency Closing and Delays	3
Fire, Tornado and Lockdown Drills	3
Lost and Found	4
Meal Service	4
Preparedness for Toxic and Asbestos Hazards	4
Student Fees and Fines	5
Student Fund-Raising	5
Student Records	5
Use of School Equipment and Facilities	7
Use of Telephones	8
Use of the Library	8
Visitors	8

SECTION II- CODE OF CONDUCT

(pages 8-22)

Expected Behaviors	8
Zero Tolerance	9
Student Discipline Code (listed alphabetically)	9
Aiding or abetting violation of school rules	9
Bomb threats	9
Care of property	9
Damaging property	9
Displays or affection/sexual activities	9
Disruption of educational process	9
Distribution/sale of unauthorized materials	10
Explosives	10
Extortion	10
False alarms	10
Falsification of school work, identification, forgery	10
Gambling	10
Gangs	10
Harassment and/or bullying	10
Hazing	11
Insubordination	12
Knowledge of dangerous weapons or threats of violence	12
Loitering	12
Misconduct against a school official/ employee/property	12
Misconduct off school grounds	12

SECTION II – CODE OF CONDUCT (con’t)
(pages 8-22)

Persistent Absence Or Tardiness	12
Physically Assaulting A Staff Member/Student/Person	12
Possession Of Electronic Equipment	12
Prescription Or Non-Prescription Drugs	12
Profane, Obscene Or Vulgar Language/Gestures	13
Purposely Setting A Fire	13
Refusing To Accept Discipline	13
Repeat Offenses	13
Student Complaints And Grievances	13
Theft	14
Trespassing	14
Unauthorized Use Of School Or Private Property	14
Use And/Or Possession Of A Firearm	14
Use And/Or Possession Of A Weapon	15
Use Of An Object As A Weapon	15
Use Of Drugs And/Or Alcohol	15
Use Of School And State Property	15
Use Of Tobacco	15
Verbally Threatening A Staff Member/Student/Person	16
Violation Of Bus Rules (See Section VII – Transportation)	
Violation Of Individual School/Classroom Rules	16
Violent Conduct	16
Visiting Other Schools	16
Discipline	16
Informal – Detention	16
Formal – Removal From School	17
Due Process Rights	17
Suspension From School	17
Emergency Removal	18
Expulsion From School	19
Permanent Exclusion	19
Discipline Of Students With Disabilities	20
Search And Seizure	20
Student Interrogation	21
Student Rights Of Expression	21

SECTION III – DRESS CODE
(pages 23-25)

Footwear	23
Pants	23
Shorts	23
Skirts	23
Shirts, Tops & Sweaters	23
Dresses	24
Hats	24
Jewelry	24
Jewelry Piercings	24
Hair	24

SECTION VIII – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The Newark City Schools provide transportation for all students in preschool through eighth grade who live farther than two (2) miles from school. Students who live less than two (2) miles from the school must walk to school or obtain their own transportation. The transportation schedule and routes are available at www.newarkcityschools.org or by contacting the bus garage at 740-345-4315 or 8524

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

The principal may approve a change in a student’s regular assigned bus stop to address a special need, upon the principal’s approval of a note from a parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior To Loading (on the road and at school)

Each student shall:

- A. be on time at the designated loading zone (10 minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school bus is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. go immediately to a seat and be seated.

It is the parents’ responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During The Trip

Each student shall:

- A. remain seated while the school bus is in motion;
- B. keep head, hands, arms, and legs inside the school bus at all times;
- C. not litter in the school vehicle or throw anything from the vehicle;

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many after-school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

School rules apply at both home and away events for all Newark students.

Newark Schools participate in the “Respect the Game” program developed by the Ohio High School Athletic Association:

“*Respect the Game*” is not telling you to behave in a “sporting” manner, whatever that might be. It’s not about telling you what to do at all.

“*Respect the Game*” is just a reminder of what you already know” school athletics is important and valuable

As such, it’s worthy of respect. And when people involved in high school sports treat each other badly, disrupt games, or generally behave in a manner unworthy of the game itself, they are devaluing what you, and all of us, care so much about.

When you remember this, you don’t need anyone else to tell you how to behave. You’ll know. With courtesy, dignity, and pride.”

BIRTHDAY PARTIES

Please check with your child’s teacher regarding his/her birthday party policy. Students may not distribute invitations to personal birthday parties (held outside school time) unless every child in the class receives an invitation.

SECTION III-DRESS CODE (con’t)

(pages 23-25)

General Grooming & Dress	24
Dress Requirements For Groups & Special Activities	24
Enforcement	25

SECTION IV-ENROLLMENT & ATTENDANCE

(pages 26-30)

Enrolling In School	26
Withdrawal/Transfer From School	27
Attendance	27
Early Dismissal	27
Absences	27
Notification Of Absences	27
Excused Absences	28
Homebound Instruction	28
Make-Up Of Tests And Other School Work	28
Truancy	28
Unexcused Absences	29
Suspension From School	29
Tardiness	30
Vacations During The School Year	30

SECTION V-ACADEMICS

(pages 31-36)

Curriculum Programs	31
Field Trips	31
Grading System	31
Promotion, Acceleration, And Retention	33
Homework	34
Computers Technology And Networks	34
Student Assessment	36
Recognition Of Student Achievement	36

SECTION VI-HEALTH & WELLNESS

(pages 37-40)

Student Well-Being	37
Injury And Illness	37
Immunizations	37
Emergency Medical Authorization	37
Illness At School	37
Bee Stings And Other Allergies	38
Head Lice	38
Use Of Medications	38
Non-prescribed Medications	39
Control Of Casual-Contact Communicable Disease	40
Control Of Non-casual-Contact Communicable Diseases	40

SECTION VII-ACTIVITIES

(pages 41-42)

School-Sponsored Clubs And Activities	41
Non-school-Sponsored Clubs And Activities	41
Student Attendance At School Events	42
Birthday Parties	42

SECTION VII-TRANSPORTATION

(Pages 43-44)

Bus Transportation To School	43
Bus Conduct	43
Videotapes On School Buses	44
Penalties For Infractions	44

SECTION VII – ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Newark City Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. The board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school, curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Newark Board of Education authorizes the superintendent, principals, and assistant principals and other authorized personnel employed by the district to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic, sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing or appeal rights.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

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

Only a district-sponsored organization may use the name of the school or school mascot on any materials or information.

A student who is authorized to possess and use a metered-dose or dry-powder inhalers may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Newark City Schools recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to efficient District operation.

For the purposes of this policy, “casual-contact communicable disease” shall include diphtheria, scarlet fever and other strep infections, staph infections, whooping cough, mumps, measles, rubella, chicken pox, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statues and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the nurse, the teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the nurse is not present in the building when the decision needs to be made.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

Newark City Schools has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student’s health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

As required by federal law, parents may be requested to have their child’s blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions you and your parents may have during the school year and to provide specific information about certain Newark Board of Education policies and procedures.

This handbook contains important information that you should know. Please take time to become familiar with the following and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the board’s policies and the school’s rules as of June 2009. If any of the policies or administrative guidelines referenced herein are revised after June 2009, the language in the most current policy or administrative guideline prevails. Current copies of board policies are available online. Log on to the district’s website, www.newarkcityschools.org, and click on “board of education” at the bottom of the page.

MISSION STATEMENT

The mission of Newark City Schools, a district offering a diverse education to a diverse population, is to ensure a quality education for all students to become productive citizens in a global society. To accomplish this, we will provide superior resources, rigorous and relevant programs, a safe and secure learning environment, and a highly skilled and caring staff in partnership with students, parents, and community members.

EQUAL EDUCATION OPPORTUNITY

This district provides equal educational opportunities for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district’s compliance officer identified below.

David C. Altepeter
Director of Classified Personnel & Support Services
740-670-7045

Complaints will be investigated in accordance with the procedures described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

INDIVIDUALS WITH DISABILITIES

Public schools must adhere to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) which prohibit discrimination on the basis of disability. Section 504 ensures that students with disabilities have equal access to an education through reasonable accommodations and modifications. This protection applies to students as well as to those individuals who have access to the programs and facilities in the district.

The Individuals with Disabilities Education Improvement Act (IDEA) assures services to children with disabilities. IDEA governs how states and public agencies provide early intervention, special education and related services to infants, toddlers, children and youth with disabilities. The law requires that students with disabilities have access to and progress in the general curriculum.

Section 504 and IDEA require an evaluation to determine the handicapping condition impacting educational performance as well as the services, modifications, and/or accommodations required. Parental involvement is essential to and required in the evaluation process.

Contact the Newark City Schools Special Education Department at 740-670-7025 to learn more about intervention and evaluation processes, special education programming, and procedural safeguards in the district.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate.

In addition, if a new student resides in the district with a grandparent and is the subject of a: 1) power of attorney designating the grandparent as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with duly executed and a notarized copy of a power of attorney or caretaker authorization affidavit.

In order to keep parent(s)/guardian(s) informed of their child's progress in school, parent(s)/guardian(s) will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Our schools, however, may use the mail or hand delivery to ensure contact. Parent(s)/guardian(s) are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s)/guardian(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

Non-prescribed (Over-The-Counter) Medications

No staff member will dispense Non-prescribed, over-the-counter (OTC) medication to any students without prior physician and parent authorization. Forms that must be signed by both physician and parents are available from the principal's office.

Parents, or students authorized in writing by physician and parents, may administer medication or treatment, but only in the presence of another adult.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is complete and on file in the principal's office.

Parent(s)/guardian(s) are responsible for providing the school with telephone numbers where they can be reached during the day. Parent(s)/guardian(s) are also responsible for providing the names and phone numbers of persons who can be contacted in the event of an illness or emergency, should the school not be able to reach a parent.

BEE STINGS AND OTHER ALLERGIES

Parent(s)/guardian(s) are responsible for informing the school of any allergies their child may have to foods, medications, bee stings, etc. If your child is allergic to bee stings, please provide the school with bee sting medication along with medical authorizations from the child's doctor to administer the medication.

HEAD LICE

Head lice are a common problem among school-age children. They are spread through close, personal contact with an infested individual, most commonly through sharing combs and brushes; sharing hats, caps, wigs or coats; or through a mix of these items at home, school or other public places. It is not true that only persons who are unclean become infested with head lice. Frequent bathing will not prevent or eliminate head lice.

When a student is sent to the office or clinic for a head lice check, the following procedures are followed:

1. If live lice are discovered, the child is sent home immediately.
2. If nits (lice eggs) are discovered, the student will be sent home. The parent(s)/guardian(s) will be notified and instructions for eliminating the lice will be provided.
3. Students may return to school after the lice are abated; Parents must accompany the child to school to ensure the lice are completely gone.

USE OF MEDICATIONS

Student who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parent(s)/guardian(s) should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the principal's office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request.

SECTION I - GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

Announcements or advertisements for posting outside activities must receive prior approval from the superintendent of schools. The superintendent will attempt to respond to requests for approval within one (1) school day of their receipt.

EMERGENCY CLOSING AND DELAYS

When school officials make the decision to close or delay school, the superintendent or his designee will utilize the AlertNow system to notify parents. AlertNow has the ability to deliver messages to your telephones, and/or cell phones at the rate of up to 6,000 per minute.

The school will also notify the following media organizations:

Radio Stations:

WBNS (1460 AM)	WBNS (97.1 FM)
WBZX (99.7 FM)	WCLT (1430 AM)
WCLT (100.3 FM)	WCOL (92.3 FM)
WTDA (103.9 FM)	WHTH (790 AM)
WJFX (105.7 FM)	WMNI (920 AM)
WNCI (97.9 FM)	WNKO (101.7 FM)
WSNY (94.7 FM)	WZWN (1230 AM)
WTVN (610 AM)	

Television Stations:

NSN19 (channel 19)
Ohio News Network (channel 36)
WBNS TV (channel 10)
WCMH TV (channel 4)
WSYX TV (channel 6)
WTTE TV (channel 28)

Web sites:

www.newarkcityschools.org
www.NewarkAdvocate.com

Parents and students are responsible for knowing about emergency closings and delays.

FIRE, TORNADO AND LOCKDOWN DRILLS

The Newark City Schools comply with all fire safety laws and will conduct fire drills in accordance with state law. Teachers will provide specific instructions on how to proceed in case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Newark City Schools will also participate in annual lockdown safety drills as required by state law.

LOST AND FOUND

Check the office for the lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

MEAL SERVICE

It is our belief that children cannot learn when they are hungry. Our food service offers well-balanced, nourishing breakfast and lunch meals for students at reasonable prices. The food service supervisor oversees the operation of a central kitchen and deliveries to all Newark City Schools and other nearby schools. The kitchen provides more than 4,000 meals daily to students and staff.

Students not buying a hot lunch may bring a sack lunch and purchase milk in the cafeteria. Pre-payment is accepted at any time for meals. The school food service program of Newark City Schools is part of the National School Lunch Program, meeting all nutritional standards and criteria for federal and state reimbursement. NCS Food Service also participates in the Free & Reduced Price Lunch Program, providing meals at no cost or a reduced price of 40 cents to students whose families meet certain income guidelines.

As an added convenience, a debit system is available where funds may be deposited on meal accounts for use by students and staff in lieu of carrying cash. This system allows lunch lines to move quickly and efficiently.

The Newark City School District provides free and reduced-price meals for children who are unable to pay the full price of meals served under the National School Lunch and School Breakfast Programs. Parent(s)/guardian(s) should complete the application and return it to school. Forms are sent home at the beginning of the school year; however, families may apply to the program at any time. Forms are available in school offices or by contacting Julie VanDine at 740-328-2036.

Applications for free and reduced price meals are confidential. They will be used only for determining eligibility. They may be verified at any time during the school year by school or other program officials.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Newark City Schools' Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan will be made available for inspection at the board office, 85 E. Main St. upon request.

SECTION VII- HEALTH & WELLNESS

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the state immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. A list of the required immunizations can be found in the kindergarten registration section of the district's Web-site, www.newarcityschools.org. Click on "links/downloads" at the bottom of the main page.

EMERGENCY MEDICAL AUTHORIZATION

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

ILLNESS AT SCHOOL

A student who becomes ill at school can be better cared for at home by their parent(s)/guardian(s). If a student's temperature is 100 degrees or higher or if he/she shows outwards signs of illness such as excessive coughing, vomiting, etc., the parent(s)/guardian(s) will be called to pick up their child.

The school will only release the child to the child's custodial parent/guardian or to the parent's designee.

The board designates the superintendent and technology coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the network and the Internet for instructional purposes.

STUDENT ASSESSMENT

2009-2010 Testing Schedule

Grade	Achievement Test	Dates
3	Reading	October 5-9, 2009
3	Reading & Math	April 19-May 7, 2010
4	Reading, Math, & Writing	April 19-May 7, 2010
5	Reading, Math, Science, & Social Studies	April 19-May 7, 2010

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievement during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, Newark schools charge specific fees for activities and materials used in the course of instruction.

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

Fees may be waived in situations where there is a financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in fund-raising activity for a group in which they are members without the approval of the student’s counselor(s).

Student may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT RECORDS

Newark City Schools maintains many student records including both directory information and confidential information.

Directory information includes the student’s:

- Name Awards received
- Address Scholarships
- Telephone number Honor rolls
- E-mail address Date of graduation
- Date and place of birth
- Major field of study
- Participation in officially-recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. *Parents may refuse to allow the board to disclose any or all of such "directory information" by filling out a "Do Not Disclose" form available in the school office.*

Other than directory information, access to all student records is protected by the Family Education Rights and Privacy Act (FERPA) and Ohio law. Except in limited circumstances as specifically defined in state and federal law, schools are prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have entered a postsecondary educational institution at any age. The board will provide access to or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

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

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

Parent(s)/guardian(s) and adult students have the right to request an amendment to a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the students or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with PPRA and board policy parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent's office to inspect such materials.

First, and foremost, the board may not be able to technologically limit access to services through the Newark City Schools Board's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic or harmful to minors. The board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent(s)/guardian(s) are advised that a determined user may be able to gain access to services on the Internet that the board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent(s)/guardian(s) assume risks by consenting to allow their child to participate in the use of the Internet. Parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The superintendent is directed to prepare guidelines to address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The board expects that staff members will provide guidance and instructions to students in the appropriate use of the Internet. All Internet users (and their parent(s)/guardian(s) if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the board's computers/network and the Internet just as they are in classroom, school hallways and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. The board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users granted access to the Internet through the board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this board policy and its accompanying guidelines.

HOMEWORK

Homework is any assignment to be prepared outside of the school by the student or independently while in attendance at school. Homework is considered an important part of learning.

Rules for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience and data gathering, and integration of knowledge and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the student.
- E. As a valid educational tool, homework should be assigned with clear direction.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Homework is also part of the student's preparation for the achievement tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The board is pleased to provide Internet services to its students. The board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that will be essential to life and work in the 21st Century. Instructional use of the Internet will be guided by the board's policy on instructional materials.

The Internet is an electronic highway connecting computers and users in the district with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

Further, parent(s)/guardian(s) have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent(s)/guardian(s) will have access to the survey/evaluation within a reasonable period after the request is received by the building principal.

The superintendent will provide notice directly to parent(s)/guardian(s) of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy. In addition, the superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
www.ed.gov/offices.OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT PICTURES

Pictures and/or videotape of students may be used in district publicity such as the district Web site, newsletters and/or television station (NSN19). These photos and/or videos are used to highlight the programs, activities and achievements in the Newark City Schools. If you would prefer your student not be photographed for these purposes, please contact your building principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

USE OF TELEPHONES

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

While students may possess cellular phones on school property, students are prohibited from turning their phones on or allowing them to be visible during the school day. Cell phones can be confiscated from the student by school personnel and disciplinary action taken.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books and other materials may be checked out for student use. Loan periods vary by school.

In order to avoid late/lost fees, all materials checked out of the library must be returned before the due date.

VISITORS

Visitors, particularly parent(s)/guardian(s), are welcome at our schools. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the principal.

SECTION II – CODE OF CONDUCT

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Grade Averaging in Grades 4-8

When averaging grades to arrive at a yearly average, the following scale will be used:

A = 4 points	O = 2 points
B = 3 points	S = 1 point
C = 2 points	U = 0 points
D = 1 point	
F = 0 points	

When grades are averaged for the year, the following scale is to be used when recording letter grades:

.0 - .59	= F
.60 - .74	= Teacher Option F or D
.75 - 1.49	= D
1.50 - 2.49	= C
2.50 - 3.49	= B
3.50 - 4.00	= A

Incomplete Grades

A student whose work is incomplete ("T" grade) at the end of a grading period must complete the work within two (2) weeks. Additional time may be allowed by the teacher and building principal/assistant principal for extenuating circumstances. If, at the end of two (2) weeks, or additional time given, the required work has not been made up, a final grade will be calculated with all incomplete work calculated as zeros. An incomplete may not be given for the last grading period of a school year.

Students in Special Education Classes

Grades in special education classes are based on individual student ability, progress, achievement, and effort.

PROMOTION, ACCELERATION, AND RETENTION

Promotion/placement/retention to the next grade (or level) is based on the following criteria:

- current level of achievement,
- potential for success at the next grade level,
- attendance, and/or
- if the student has failed two or more curriculum/subject areas.

Emotional, physical, and/or social maturity may also be considered for placement at a grade.

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subjects areas in the current grade.

A student in the sixth, seventh or eighth grade may be retained at current grade level if the student scored at the below basic level on any state-mandated achievement or assessment test.

Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

included in determining the criteria for satisfactory achievement whenever possible. Performance-based/authentic tasks, written or oral discourse, portfolios and self-assessment, as well as more traditional evaluation methods, should be used.

When evaluating student progress and, consequently, assigning an evaluation mark, the teacher should recognize that:

- A. quality tasks motivate students to do quality work;
- B. the welfare of the student and the student's needs and abilities are primary considerations;
- C. positive comments and encouragement results in increased academic achievement;
- D. the student should meet the standards for their grade level in a subject area by the end of the school year.

Before the school year begins, each teacher will establish and communicate expectations for all classes they teach and all students in those classes regarding how student's grades could be affected by the items below. Teacher practices in the items below will be sent home in writing to parent(s)/guardian(s), with a separate sign-off sheet for the parent to sign and return. The parents will keep a copy, provided by the teacher, for future reference. All such expectations shall have the building principal's approval before they are communicated to the parent.

- A. Attendance;
- B. participation in class activities;
- C. absences for class and procedures for make-up work;
- D. disciplinary procedures in the classroom if class work or homework is not complete;
- E. failure to bring materials to class;
- F. elements of the class that require parent collaboration and support

Grading Scale For 4-12 Grades

A	= 90-100	Superior, excellent achievement
B	= 80-89	Good, above-average achievement
C	= 70-79	Average achievement
D	= 60-69	Average, borderline achievement
F	= 0-59	Failing/Unsatisfactory achievement
I	= Incomplete	The student has not completed required work – or – Improving (Grades K,1)
O	= Outstanding	
S	= Satisfactory (K-8) S = Honors (9-12)	
U	= Unsatisfactory	
N	= Needs to improve	
TR	= Trying but progressing slowly	
*	= Works below grade level	

No Mark= Not evaluated at this time (Grades K,1)

ZERO TOLERANCE

No form of violent, disruptive or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action. The following behaviors are examples of misconduct; however, the list is not limited to those described below.

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

Aiding Or Abetting Violation Of School Rules

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

Bomb Threats

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

Care Of Property

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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

Damaging Property

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

Displays Of Affection/Sexual Activities

Affection between students is personal and not meant for public display. This includes touching or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Disruption Of The Educational Process

Disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Distribution/Sale Of Unauthorized Materials

A student shall not distribute or sell unauthorized materials on school property.

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, and poppers are forbidden and dangerous. Use of possession of explosives may subject a student to disciplinary actions.

Extortion

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

False Alarms And False Reports

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

Falsification Of Schoolwork, Identification, Forgery

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

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

Gambling

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

Gangs

Gang that initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidation or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Harassment And/Or Bullying

The harassment and/or bullying of other students or members of staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

SECTION V- ACADEMICS**CURRICULUM PROGRAMS**

Newark City Schools provide comprehensive programs to serve the educational needs of students. The Newark Board of Education has the responsibility for establishing what students should learn. As a result, the board adopts a district curriculum that, to the extent possible, reflects the desires of the community, the needs of society, and the requirements of law.

The instructional programs meet the standards prescribed by the State Board of Education. For more information about Ohio's Academic Content Standards, visit www.OhioAcademicStandards.com.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Not attending a field trip does not constitute an absence.

Students who violate school rules may lose the privilege to go on field trips.

GRADING SYSTEMS

The Newark Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the district's program.

The board believes that the district's grading system should be a reliable system and one that ensures each student's grade signifies accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The periodic issuance of grades and interim reports serves to promote a process of continuous evaluation of student performance that informs the student, parents, pupil services personnel, and school administrators of student progress and is a basis for intervention necessary to bring positive student behaviors to increase student achievement.

It is the responsibility of each teacher, at the beginning of a course, to discuss the possible methods for determining course grades. Students should be

The student will be given half credit for properly completed assignments and will receive a grade for any made-up tests.

TARDINESS

A student who is not in his/her assigned location by school start time shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

VACATIONS DURING THE SCHOOL YEAR

Parent(s)/guardian(s) are encouraged not to take their child out of school for vacations. However, students may be excused for vacation purposes a maximum of five (5) days during one school year. Parent(s)/guardian(s) must submit a written request prior to the date of absence and a review of the student's attendance history. No student shall be excused for vacation during the last five days of each semester. Make-up work may not be available prior to the vacation.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district, or by third parties should contact the principal, a teacher or staff member.

The student may report his/her concerns to the principal or a teacher either by a written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and/or bullying and the nature of the harassing/bullying incidents(s). The complaint coordinator will promptly compile a written summary of each such report that will be forwarded to the principal.

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as a witness, victim or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment/bullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment/bullying or its recurrence.

Given the nature of harassing/bullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment/bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

Under no circumstances will the school tolerate threats or retaliation against anyone who makes a harassment/bullying complaint or participates in an investigation. Individuals who engage in retaliation will be subject to disciplinary action.

Hazing

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

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

Insubordination

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

Knowledge Of Dangerous Weapons Or Threats Of Violence

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

Loitering

A student shall not loiter or delay in any way that may cause disruption of some activity or function.

Misconduct Against A School Official Or Employee Or The Property Of Such A Person, Regardless Of Where It Occurs

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

Misconduct Off School Grounds

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

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

Persistent Absence Or Tardiness

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

Physically Assaulting A Staff Member/Student/Person Associated With The District

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

Possession Of Electronic Equipment

The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of school personnel. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD players, portable TVs, electronic games/toys, cell phones, pagers, beepers, other electronic devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

Prescription Or Non-Prescription Drugs

A student shall not use, sell, or distribute, buy or possess prescription or non-prescription drugs without following the procedures for use of such drugs at school.

R.C. 3321.04

1. personal illness (a written physician's statement verifying the illness may be required);
2. illness in the family;
3. quarantine of the home;
4. death in the family, close friend;
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
6. observation or celebration of a bona fide religious holiday;
7. such good cause as may be acceptable to the superintendent;
8. pre-approved college visitation, or

C. the student has received an age and schooling certificate.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state.

No credit shall be given for any schoolwork not completed because of truancy.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the judge of the juvenile court in compliance with state law and Board Policy 5200.

In order to address the attendance practices of a student who is habitually truant, the board authorizes the superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program;
- B. require the student's parent to attend a parental involvement program;
- C. require a parent to attend a truancy prevention mediation program;
- D. notify the Registrar of Motor Vehicles of the student's absences;
- E. take appropriate legal action;
- F. assignment to an alternative school.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an unexcused absence.

Assignments may be obtained from the school upon request by parents.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the school office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04 or,
- C. the student has received an age and schooling certificate.

Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Special Education Department at 740-670-7025.

Make-Up Tests And Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact the school office and/or teacher(s) as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he may arrange with the teacher to take the test at another time. If s/he misses a state mandated assessment test or other standardized test, the student will be given the opportunity to make up the test(s) on mandated make-up dates.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for missed schoolwork. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district
- B. the student was excused from attendance in accordance with:

Profane, Obscene Or Vulgar Language/Gestures

A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school-sponsored event or activity.

Purposely Setting A Fire

Nothing, such as fire, that endangers school property and its occupants will be tolerated. Arson is a felony.

Refusing To Accept Discipline

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

Repeat Offenses

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

Student Complaints And Grievances

A complaint is an objection to a condition or a circumstance related to an act of discrimination regarding an individual based upon race, national origin, religion, creed, gender or disability. A parent or a student has the right to initiate a complaint. Normally, a complaint is oral; however, any party to a complaint may at any time request the complaint be reduced to writing. A grievance is a means by which a person may seek to resolve a complaint.

The following procedures are to be used by a person filing a grievance regarding a complaint. Failure to follow the procedures may result in no action being taken to resolve the grievance.

Level 1-Within ten (10) school days of the grievable incident, the student and/or parent must discuss the incident with the person who originally took the action upon which the complaint is based indicating this is a grievance. The person shall reconsider his/her original plan of action and give his/her decision to the complainant. If the complainant is not satisfied with the decision, the complainant may carry his/her grievance to Level 2. Students in eighth grade and under must have their parent or guardian carry the grievance to Level 2.

Level 2-If the grievance is not resolved at Level 1, it must be submitted in writing to the immediate supervisor of the person who took the original action within five (5) school days following the receipt of the response in Level 1. If it is not submitted to the immediate supervisor within five (5) school days following receipt of the Level 1 decision, the complaint is considered resolved. If the grievance is directed at a teacher, the immediate supervisor is the building principal or designee. If the grievance is directed at a principal, the immediate supervisor is the Certified Personnel Director.

Level 3- If the grievance is not resolved at Level 2 within five (5) days, the superintendent may elect to hear the grievance or direct it to an appropriate person for disposition. The superintendent or designee will review the grievance and will issue a decision regarding the grievance.

When a person wants to initiate a grievance, the procedure outlined under complaints must be followed. Failure to follow the procedure shall result in no action being taken to resolve the grievance.

Theft

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal and/or teacher. The school is not responsible for personal property.

Trespassing

Although schools are public facilities, the law allows the board to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

Unauthorized Use Of School Or Private Property

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

Use And/Or Possession Of A Firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) on to school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free School Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

- B. a report of the student's behavior while in DYS custody
- C. the student's current Individualized Education Program (IEP), if an IEP has been developed for the child
- D. a summary of the instructional record of the child's behavior.

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 state law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

ATTENDANCE

It is imperative that students attend each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic that will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the Newark schools want to help students develop as early as possible.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either; (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian(s) without written permission signed by the custodial parent(s) or guardian(s).

ABSENCES

Notification of Absence

If a student will be absent, the parent(s)/guardian(s) must notify the school and provide an explanation. Please call your school's attendance phone number to report your child's absence no later than the time school begins. School attendance phone numbers are listed in the building directory at the front of this handbook.

When no report is made, the parent(s)/guardian(s) should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day(s). If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

SECTION IV – ENROLLMENT & ATTENDANCE

ENROLLING IN THE SCHOOL DISTRICT

In general, state law requires students to enroll in the school district in which their parent or legal guardian reside, unless enrolling under the district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document;
- B. custody (if applicable) or court papers allocating parental rights and responsibilities;
- C. proof of residency (i.e. a paid utility bill, lease or rental agreement);
- D. current immunizations record.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parent(s)/guardian(s) will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio will be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

If a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records required to be released by DHS to the superintendent have been received:

- A. an updated copy of the student's transcript

Use And/Or Possession Of A Weapon

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

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

Use Of An Object As A Weapon

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

Use Of Drugs And/Or Alcohol

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Use Of School And State Property

Students will be careful in their use of all school property including school-owned books. Students are required to return material loaned to them in the same condition as existed at the time of the loan, subject to reasonable wear and tear. Students are required to pay for damage whether specifically caused by the student or not.

Use Of Tobacco

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

Verbally Threatening A Staff Member/Student/Person Associated With The District

Any statement or non-contact action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault that may subject a student to discipline.

Violation Of Bus Rules

Please refer to Section VIII – Transportation for Bus Rules

Violation Of Individual School/Classroom Rules

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

Violent Conduct

Students may face expulsion for up to one school year for committing an act of violence that would be considered a criminal offense if committed by an adult or that results in serious physical harm to one or more persons. Any act committed at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or an act directed at a board official or employee is subject to expulsion.

Visiting Other Schools

Students of one school SHALL NOT visit the building or grounds of another school while school is in session except with the permission of the principals of both schools.

DISCIPLINE

It is important to remember that the school’s rules apply at school, on school property, at school-sponsored events and on school transportation. Also, school rules apply 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. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a school 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.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes change of seating or location; and/or before school, lunchtime and/or after-school detention.

ENFORCEMENT

All school staff will be involved in the dress code enforcement. Students who may be considered in violation of the dress code will be referred to the principal or his/her designee for final decisions. A student found to be in violation of the dress code will not be permitted to return to class until the dress code issue is corrected. Students refusing to comply with the dress code policy may have increasing levels of punishment under the standards of the Student Code of Conduct.

Students may be required to wear some school-provided clothing to complete a school day.

If you have any questions about what is permitted, please see the building principal.

DRESSES

Dresses may not be shorter than the mid-thigh area. Strapless dresses are prohibited at school. All dresses must have a minimum of “lasagna straps” and must cover to the under arm area.

HATS

Hats and head coverings are not to be worn in the buildings. Hats promoting sex, drugs, racial slurs and ethnic intimidations, alcohol, tobacco, profanity and violence are prohibited at all times. Hats may be worn on special days established through the principal’s office and, if permitted, those that are in the school spirit area are encouraged.

Bandanas and “do rags” are prohibited at all times.

JEWELRY

Please limit jewelry worn to school, particularly necklaces and chains so that it does not get lost or cause injury. Excessive, bulky, or extreme jewelry is not permitted. Jewelry or accessories with spikes or other potentially dangerous features are prohibited.

JEWELRY PIERCINGS

Extreme and or excessive piercing is not appropriate at school. Excessive and/or extreme piercing can lead to health issues with potential for infection and injuries.

HAIR

Hair color is not to be extreme and must stay in the natural hair color ranges. Extreme coloring is limited to special events as approved by the principal.

GENERAL GROOMING AND DRESS

Hairstyles that are extreme and that cause a disruption to the learning environment are prohibited.

Chains worn on belts and out of pockets are prohibited. Chain necklaces that are extreme are prohibited.

Clothing, jewelry and tattoos of any kind that depict gang affiliation or ethnic slur or intimidation are prohibited. This would include, but is not limited to, medallions and tooth grills.

Students are urged to give proper attention to their personal hygiene and cleanliness. Personal hygiene and cleanliness have a very strong impact on student self-image as well as acceptance among their peers.

Makeup is not appropriate for elementary school.

DRESS REQUIREMENTS FOR GROUPS AND SPECIAL ACTIVITIES

Students who are representing the school at official functions or public events may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, band, orchestras and choirs. This would include students representing the school on field trips as well as involvement in civic/government events.

Detentions

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

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for as many as three (3) school days, suspension for as many as ten (10) school days, expulsion for as many as eighty (80) school days, or the number of days remaining in a semester, whichever is larger, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student’s attitude and behavior that contributed to the incident that gave rise to the student’s expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of school rules.

If a student commits a crime while under the school’s jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

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

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

Suspension From School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the principal (or assistant principal or other administrator) will determine whether to suspend the student. If the decision is made to suspend the student, s/he and his/her parent(s)/guardians will be given written notification of the suspension within one (1) day setting forth the reason for the

suspension, the length of the suspension and the process for appeal. The suspension may be appealed within ten (10) days after receipt of the suspension notice to the superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Newark Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative request otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal, superintendent or a designee and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved by reinstatement, suspension or expulsion.

SECTION III- DRESS CODE

The purpose of the dress code is to establish limits on extremes in student appearance and to promote a safe and friendly environment that accepts all students. We want the focus of attention to be on student learning, not what the student chooses to wear to school. We all recognize the impact of clothing designers and while some things may be looked upon as attractive, those items are not always appropriate to the school environment.

Students are expected to maintain a neat and well-groomed appearance. This expectation can be met at any income level. We suggest that students can meet this expectation with school spirit wear. We also suggest that students can meet this with clothing that fits well, is clean and maintains a positive self-image for the student.

FOOTWEAR

All students must wear some type of soled foot covering at all times. This is a safety and health issue. Shoes with laces are to be tied. Shoes should be comfortable and safe for all school activities. Closed-toes shoes need to be worn for safety during recess and physical activities; otherwise, sandals may be worn. Rollerskates, rollerblades and shoes with wheels are not permitted.

PANTS

Pants must be properly fitted to stay on at least the hip area. Underwear of any kind should not be visible. Holes in pants should not be revealing and no holes are to be above mid-thigh area. Excessively baggy fitting pants and jeans are not to be worn to school. Students would meet this requirement with cloth twill pants, jeans or dress slacks.

SHORTS

Shorts are to be no shorter than mid-thigh. Shorts, like pants, should be properly fitted at least at the hip area. Shorts should not be excessively baggy or excessively tight. Underwear must not be visible.

SKIRTS

Skirts may not be shorter than the mid-thigh area.

SHIRTS, TOPS AND SWEATERS

Low cut, see-through, mesh tops and shirts are prohibited. Underwear must not be showing.

Sleeveless shirts and sweaters may be worn. The shirt must be "lasagna strap" at a minimum and armholes must fit to the underarm area.

Showing the midriff area even with arms raised, is prohibited.

Shirts, blouses, and sweats that promote, sex, drugs, alcohol, tobacco, profanity, racial slurs and ethnic intimidation and violence are prohibited. School spirit wear is encouraged in shirts, blouses, and sweaters.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Expulsion From School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parent(s)/guardian(s) may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parent(s)/guardian(s) will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the rights of the student, or the student's parent(s), guardian(s) or custodian(s) to appeal the expulsion to the board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the board or its designee and the right to request that the hearing be held in executive session.

After the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Newark Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's drivers license. When a student is expelled, the superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. Permanent exclusion may be considered if the student is a convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons on school property or to school function;

- B. possessing deadly weapons on school property or at a school function;
- C. carrying a concealed weapon on school property or at a school function;
- D. trafficking in drugs on school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school ground/property or at a school function
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school ground, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (IDEA), and, where applicable, the American with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student’s consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas, including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

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

STUDENT INTERROGATIONS

All student interrogations will follow board policy that states in part, “The Newark Board of Education has responsibility for the control and management of students during the school day and during approved extra-curricular activities.” In addition, the board policy provides, “The schools have legal custody of students during the school day and during approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control.”

Newark City Schools will ensure student’s and parent’s/guardians' rights and civil liberties are protected at all times. The school will do this by acting “in loco parentis.” In loco parentis means “In the place of a parent; instead of a parent; charged with a parent’s rights, duties and responsibilities.”

Where it is necessary to maintain the safety of a student by conducting an investigation/interrogation, the school district will question the student.

When outside agencies wish to question a student, all authority to conduct the interview resides with the building administrator(s). The building administrator(s) will determine the necessity of immediate access to the student and whether there must be parent permission to move forward with the questioning/interrogation.

If Children Services requests an interview with a student, they will be allowed to question/interview the student only in the presence of a school administrator and or/designee.

If law enforcement requests an interview with a student, they must obtain permission from the building administrator. The building administrator will contact the parent to receive permission/approval from the parent(s)/guardian(s).

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 1. is obscene to minors, libelous, is pervasively indecent or vulgar;
 2. advertises any product or service not permitted to minors by law;
 3. intends to be insulting or harassing; intends to incite fighting; or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.