

**Student/Parent Handbook  
2025-2026**

**Dixie High School**

300 South Fuls Road  
New Lebanon, Ohio 45345  
Telephone: (937) 687-1366  
Fax: (937) 687-7074

[www.newlebanonschools.org](http://www.newlebanonschools.org)

### **New Lebanon Local School District Calendar**

August 15, 18-19	Teacher's meetings
August 18	Welcome Back Night
August 20	First Day for Students
September 1	Labor Day – No School
September 19	Teacher Inservice Day – No School
October 16	End of 1 <sup>st</sup> Quarter
October 17	Teacher Inservice Day – No School
November 26-28	Thanksgiving Vacation
December 19	End of 1 <sup>st</sup> Semester
December 20-Jan 5	Winter Vacation
January 5	Teacher Inservice Day – No School
January 19	MLK Observance – No School
February 13	Teacher Inservice – No School
February 16	President's Day – No School
March 12	End of 3 <sup>rd</sup> Quarter
March 13	No School - Conference exchange day
March 28- April 6	Spring Break
April 3	Good Friday - No School
May 25	Memorial Day - No School
May 28	End of 2 <sup>nd</sup> Semester and Student's Last Day
May 29	Teacher's Last Day
Make-up days for excess of 5 calamity days: Feb 13; June 1-3	

### **Board of Education Members**

Tonya Lankheit, President  
Ron Moore, Vice President  
Dawn Leonard  
Jeff Miller  
Elizabeth Powers  
Board of Education Offices  
320 S. Fuls Road  
New Lebanon, Ohio 45345

### **Administration**

Dixie High School  
Dr. Katina Childers, Principal  
300 S. Fuls Rd.  
New Lebanon, Ohio 45345  
937-687-1366 Fax 937-687-7074

## TABLE OF CONTENTS

### Topic

Foreword	6
Mission of the District	6
Equal Education Opportunity	6
School Day	8
Student Responsibilities	8
Student Well Being	9
Injury and Illness	
<b>Section I - General Information</b>	
Enrolling in the School	9
Scheduling and Assignment	10
Guidance Philosophy	10
Guidance & Counseling Services	10
Early Dismissal	10
Withdrawal/Transfer from School	10
Immunizations	11
Emergency Medical Authorization	11
Use of Medications	11
Non-prescribed Medications	12
Control of Casual-Contact Communicable Disease	12
Control of Non-casual-Contact Communicable Diseases	12
Individuals with Disabilities	13
Student Records	13
Student Fees and Fines	15
Student Fundraising	15
Student Valuables	16
Meal Service	16
Food Service Guidelines for DHS	16
Lunch Time Activity	16
Fire and Tornado Drills	16
Lockdown Drills and Lockdown Procedures	17
Emergency Closings and Delays	17
Visitors	17
ParentSquare/StudentSquare	17
Student Religious Expression	18
Use of the Library	18
Use of School Equipment and Facilities	18
Lost and Found	18
Use of Telephones	18
Advertising Outside Activities	18
Children of Students	18
Student Aides	18
Hall Passes - SmartPass	18

<b>Section II – Academics</b>	
Field Trips	19
Grades	19
Grade Point Averages	20
Grading Periods	20
Homework	20
Gifted Education	21
Promotion, Acceleration, and Retention	22
Graduation Requirements	22
Regular Diploma	22
Specific Core Requirements	23
Honors Diploma	24
Early Graduation	25
Graduation Ceremony	25
Educational Options	25
Greyhound Alternative Program	25
Edmentum Online Courses	25
CCP – College Credit Plus Program	25
Valedictorian / Salutatorian	26
Passing Standard to Receive Credit for Classes	26
Academic Load	27
Recognition of Student Achievement	27
Exam Exemption Criteria	28
Computers Technology and Networks	28
Curriculum Review	28
Student Network and Internet Acceptable Use and Safety	28
General Monitoring of School-Issued Devices	34
Bullying/Aggressive Behavior Policy	34
Student Assessment/Achievement Testing	37
Student Surveys	38
<b>Section III - Student Activities</b>	
School-Sponsored Clubs and Activities	38
National Honor Society	39
Music	39
Marching & Pep Band	40
Non-School-Sponsored Clubs and Activities	40
Athletics	40
Extracurricular Rules Philosophy	41
Academic Assistance Program (Study Table)	50
Student Employment	51
Student Attendance at School Events	51
<b>Section IV - Student Conduct</b>	
Attendance Guidelines	52
School Day Event Privileges	57

Truancy	58
Student Vacations	59
Tardies	59
Code of Conduct	60
Substitute Teachers	60
Leaving School Grounds/Building	60
Dress and Grooming	61
Discipline	62
Discipline Types	63
Progressive Discipline	65
Due Process Rights	65
Suspension From school	65
Emergency Removal	66
Expulsion From school	66
Discipline of Students with Disabilities	68
Suspension of Bus Riding/Transportation	68
Student Discipline Code	68
Search and Seizure	75
Student Rights of Expression	76
Restraint/Seclusion Policy	76
<b>Section V – Transportation</b>	
Bus Transportation to School	76
Bus Conduct	77
Videotapes on School Buses	78
Penalties for Bus Infractions	78
Self-Transportation to School	78
Student Automobiles/Parking Lot	78
Transportation to MVCTC	79
Local Services/National Services Phone numbers	80

### **Student/Parent Handbook**

To The Students of Dixie High School:

On behalf of the staff, welcome to Dixie High School. This school belongs to you, to your parents, and to this community. We look forward to having a vital part and a positive influence on your future. As this year progresses, keep in mind you are in charge of that official transcript which will become a permanent “track record” of the classes that you take and the grades that you earn during your years at D.H.S. The goal is simply to put forth the effort to do your best. Your hard work and dedication will allow you to join the ranks of our successful alumni who demonstrated their ‘Hound Pride’ in all their endeavors.

We are here to help you, motivate you, to support you, and to inform you. Those are also the purposes of this student handbook. Please read it carefully. If you have any questions, feel free to ask any of our staff. Dixie High School is a school for all students. We believe that this is a learning

place. We also believe that we can have positive and constructive fun as we learn to be the very best that we can be. We sincerely hope you have a successful year.

**Dixie High School and the New Lebanon Local Schools believe that three characteristics are the foundation for a great school with great students:**

**RESPECT + RESPONSIBILITY + ACHIEVEMENT = SUCCESS.**

Dr. Katina Childers, Principal  
Missy Shell, Principal's Administrative Ass't.  
Lori Robinson, Pupil Services Administrative Ass't.  
Adopted by the Board of Education on: May, 2025

Tabitha Justice, Guidance Counselor  
Theo Whitaker, Athletic Director

**FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain New Lebanon Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information 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 to 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 current status of the New Lebanon Board's policies and Dixie HS rules as of June 30, 2018. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2018, the language in the most current policy or administrative guideline prevails.

**MISSION OF THE DISTRICT**

In partnership with the entire New Lebanon community, the mission of the New Lebanon Local School District is commitment to educational excellence that will challenge and prepare all students to reach their potential and meet the demands of the future as responsible citizens. New Lebanon Local School District will establish a foundation of respect, responsibility and achievement to develop successful, lifelong learners who are prepared for college and careers.

**EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the New Lebanon Schools' Compliance Officer identified below.

High School Principal  
300 S. Fuls Road  
New Lebanon, Oh 45345  
(937) 687-1366

Elementary School Principal  
1150 W. Main Street  
New Lebanon, Oh 45345  
(937) 687-3511

For more information on Title IX, please visit the Title IX Information section on our NLLS website under "About the District."

<http://www.newlebanonschools.org/about-the-district/title-ix-information>

Civil Rights Compliance Officers:

High School Principal  
300 S. Fuls Road  
New Lebanon, Oh 45345  
(937) 687-1366

Elementary School Principal  
1150 W. Main Street  
New Lebanon, Oh 45345  
(937) 687-3508

## **SCHOOL DAY**

Teachers Enter Building		7:15 AM		
Students Enter Building		6:55 AM		7:20 students released to academic wing
Period	1	7:30 AM	8:14 AM	
	2	8:18 AM	9:02 AM	
	3	9:06 AM	9:50 AM	
	4	9:54 AM	10:38 AM	
	SRT	10:42 AM	11:10 AM	(Includes Announcements)
	5	11:14 AM	12:44 PM	
	Lunch A	11:14 AM	11:44 AM	
	Lunch B	11:44 AM	12:14 PM	
	Lunch C	12:14 PM	12:44 PM	
	6	12:48 PM	1:32 PM	
	7	1:36 PM	2:20 PM	
			2:35 PM	Students must be out of building unless w/ a teacher, advisor, monitor or coach
Teachers dismissed			2:45 PM	

## **STUDENT RESPONSIBILITIES**

Dixie HS rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow all staff members' directions and to obey all school rules. Students must arrive at school on time, be prepared to learn and to participate.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their childrens' progress in school, parents 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. Dixie High School, however, may use the mail or hand delivery to ensure contact. Parents 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 their educational goals.

## **STUDENT WELL BEING**

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

State law requires that all students have an emergency medical authorization completed 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 Dixie HS 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 Dixie HS emergency procedures.

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.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides; 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. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents 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. The guidance counselor or secretary 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.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to New Lebanon Local Schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the New Lebanon Local School 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 New Lebanon 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 New Lebanon District had the student committed the offense while enrolled in New Lebanon Schools. 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.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor and/or principal. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **GUIDANCE PHILOSOPHY**

The guidance program is responsible for helping all students understand their abilities, aptitudes, and interests. The program should use a variety of methods including referral services to facilitate the growth of each student. Each student has the right to develop their individual talents along with the basic academic and social skills. All students should be afforded the opportunity to utilize the guidance staff, materials, and faculty.

This program will have community and staff input while supplying its services to not only the student body but also the parents, teachers, administrators, and former students. Helping the community is a part of helping the school as the services rendered from the guidance department have an effect on students, parents, and members of the community.

A well-rounded program benefits everyone. The many different services supplied will develop a strong resource area for the community as well as the students.

### **GUIDANCE AND COUNSELING SERVICES**

The general purpose of our guidance and counseling program is to enable students to better understand their abilities, aptitudes, and interests. The function of our guidance program is to assist students with the location of information and provide necessary help with any problems that will subsequently help you make the decisions that are best for you.

Your problem may range from course selections, questions about college, vocational planning to personal social problems. If the information is not available in the guidance office, the counselor will make every effort to help you locate the information.

### **EARLY DISMISSAL**

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

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

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their 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 they is under the age of eighteen (18).

Parents must notify the office personnel 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 as long as all school fees/fines are paid in full.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the New Lebanon Local School District nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the Dixie HS in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular 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.

### **USE OF MEDICATIONS**

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

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the respective building principal and/or their designee 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 office/district nurse 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 office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. 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) 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 a 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 and/or their designee 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**

The high school office will dispense non-prescribed, over-the-counter (OTC) medication to any student with prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent and office authorization, the student will be brought to the office while the student's parents are contacted for authorization. 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 a non-authorized medication is in violation of the Dixie HS 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 Dixie HS is a participant if the appropriate form is complete and on file in the office.

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

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The Dixie HS professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by Local and State Health Departments.

Any removal will be only for the contagious period as specified in the New Lebanon Local Schools Administrative Guidelines.

#### **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

The New Lebanon Local School District 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. Dixie HS 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), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Dixie HS guidance counselor to inquire about evaluation procedures and programs.

### **STUDENT RECORDS**

The New Lebanon Local School District maintains many student records including both directory information and confidential information.

Directory information includes:

student name, address; date and place of birth; photograph; major field of study; participation in officially recognized activities; dates of attendance; date of graduation; awards received; honor rolls; and scholarships.

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 New Lebanon Local Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found by contacting the superintendent's office.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an

appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend 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 their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the New Lebanon Local Schools' curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their 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 their parents;
- B. mental or psychological problems of the student or their 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 student or their 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 the PPRA and Board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents 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 will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The superintendent will provide notice directly to parents of students enrolled in New Lebanon Local Schools of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to 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 for 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 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Dixie High School charges 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 financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges will result in the withholding of grades and credits.

### **STUDENT FUNDRAISING**

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 fundraisers.

- 1) Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- 2) Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' advisor.
- 3) Students should not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

- 4) Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- 5) Students may not sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

#### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc are tempting targets for theft and extortion. Dixie High School will not be liable for any loss or damage to personal valuables.

#### **MEAL SERVICE**

Dixie High School participates in a **closed lunch**. The school participates in the National School Lunch Program and makes lunches and breakfasts available to students for a reasonable fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific permission from the principal. Parents may deliver lunch to the school for their student with prior permission from the administration. If a lunch is being dropped off at school by any person other than a parent/custodian (sibling, friend's parent, etc) the student's parent/custodian should contact the office by phone or email that morning by 11:00 a.m. for approval. Students are not permitted to "charge" lunch.

Applications for the school's free and reduced-priced meal program must be submitted online on the school website [www.newlebanonschools.org](http://www.newlebanonschools.org) using the "Free/Reduced Application." **Breakfast and lunch are free at this time for the 2025-26 school year.**

#### **FOOD SERVICE GUIDELINES FOR DHS**

The New Lebanon Local School District does not allow students at Dixie High School to "charge" school meals. A student must have sufficient balance on their meal account or sufficient funds in hand to buy a school meal if that student does not receive free/reduced meals. If a student does not have sufficient funds to purchase a school meal, that student will be directed to the office to contact a parent for the funds. For students who have forgotten lunch money or whose lunch accounts have insufficient funds, a lunchtime snack (granola bar, crackers, etc.) will be provided from the office upon request free of charge. New Lebanon Local School District's PaySchool Central system can be accessed through the New Lebanon Local School District website to make funds readily available on a student's meal account with a credit card. Payments must be made by 10:00 a.m. for the amount to be posted to the student's lunch account the same day.

#### **LUNCH TIME ACTIVITY**

It is expected that all students cooperate with the lunch supervisors. Students may not leave the cafeteria prior to the end of their lunch period without permission from the lunch supervisors OR principal. Students may use the restroom facilities located near the front entrance hallway.

#### **RESTROOM POLICY**

Loitering in restrooms is not permitted at any time, including before school, between classes, after school, or during extracurricular activities; restrooms are for brief, appropriate use only.

#### **FIRE AND TORNADO DRILLS**

Dixie High School complies with all fire safety laws and will conduct fire drills in accordance with State law. Dixie High School conducts tornado drills during the tornado season (March through June) following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

#### **LOCKDOWN DRILLS AND LOCKDOWN PROCEDURES**

If it is necessary to lock down the building, a code of “**Lockdown**” will be announced over the PA indicating that no one should enter or exit the building; doors of rooms should be locked and secured; all students should enter the closest room; once inside the room, move away from the door, shut off the lights, and wait for further instructions. If the code “**Partial Lockdown**” is announced, doors should be secured; students enter the closest room; and wait for further instructions.

#### **EMERGENCY CLOSING AND DELAYS**

If Dixie High School must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the Dayton area radio and television stations which may include:

WHIO-TV 7	WING-1410 AM	WDTN-TV 2	WONE – 980 AM
WKEF-TV 22	WLQT-99.9 FM	WTUE – 104.7 FMW	WHIO- 1290 AM
WMMX- 107.7 FM			

In addition, a ParentSquare call may be made to the phone number listed for your student. Closings and delays are also broadcast via Twitter when available. Parents and students are responsible for knowing about emergency closings and delays.

#### **VISITORS**

Visitors, particularly parents, are welcome at our school. All visitors must report to the office upon entering the school. No visitors will be permitted to classrooms without an appointment and meeting with the building Principal. All visitors will need to sign in and obtain a pass from the office. Any visitor found in the building without a pass shall be reported to the office. **If a person wishes to confer with any 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.**

#### **PARENTSQUARE**

Dixie High School will be utilizing ParentSquare as the main communication method for all building and district news. It is important to note that parents are encouraged to keep their contact information (phone number(s), email, etc.) up-to-date in order to make sure they are receiving all school information. The ParentSquare platform allows parents to choose how they receive their information via email, text message, and app notifications. Beginning of the year forms and other permission slip forms may also be completed through ParentSquare. In addition, this platform will be one of the methods used by teachers to communicate with parents regarding their student's progress.

#### **STUDENTSQUARE**

StudentSquare is a student-friendly version of ParentSquare. Students are encouraged to activate their StudentSquare accounts which will be linked to their student email. Students will be able to see school news and announcements, along with messages from teachers, coaches and advisors.

StudentSquare is available via an app for electronic devices, and this feature can be used to message teachers during teacher set after-school hours.

#### **STUDENT RELIGIOUS EXPRESSION**

Students are allowed up to three religious expression days per school year provided that the parent or guardian provides written notice to the school or district of the selected days within 14 school days of the start of school (or within 14 days of a newly enrolled student's first day in the school or district).

#### **USE OF THE LIBRARY**

The library may be available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of 3 weeks. To check out any other materials, contact the librarian. In order to avoid late fees (\$0.05 per day), all materials checked out of the library must be returned to the librarian within 3 weeks.

#### **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 use of any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

#### **LOST AND FOUND**

Students who have lost items should check in the office and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

#### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls without permission of the office staff. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the office for students to use when they are not assigned to class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

NOTE: All calls made using school telephone systems may be monitored and recorded for safety, security, and quality assurance purposes.

#### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will attempt to respond to a request for approval within twenty-four (24) hours of their receipt.

#### **CHILDREN OF STUDENTS**

Children of students attending Dixie High School are not to be brought to the school during the regularly scheduled school day.

#### **STUDENT AIDES** (Media Center, Teacher Aides, Office Aides)

All student aides must maintain passing grades of C or better or the student will be placed back into study hall. One student aide per period per classroom except for physical education classes.

### **HALL PASSES - SMARTPASS**

All hall passes will be monitored by all teachers with a digital check-in/out system for documentation. Students may be limited to the number of SmartPasses they may use per day. Any student in the hallway that has not created a Smart Pass may receive discipline. All students are to be in their assigned classrooms at all times unless they have permission and pass from their teacher.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of Dixie High School's co-curricular and extra-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. The Student Code of Conduct applies to all field trips.

### **Students may be prohibited from participation in any/all field trips if:**

- 1) Violation of Compulsory Attendance/Truancy Laws
- 2) Violation of school rules
- 3) Parent permission is not obtained.

While the District encourages students' participation in field trips, alternative assignments may be provided to students not participating in the field trip.

### **GRADES**

Dixie High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary knowledge. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how their grade will be determined, they should ask the teacher.

The following components may be used in determining nine week grades:

- |                         |   |
|-------------------------|---|
| 1. Tests and quizzes    | 4. Labs and demonstrations                |
| 2. Homework             | 5. Class and/or performance participation |
| 3. Reports and projects | 6. Portfolios/Binders                     |

Semester grades will be determined by averaging the 2-nine week grades with the semester exam grade such that:

1. All grades in the calculation are expressed as percentages.
2. Each nine week grade counts two times as much as the semester exam grade.
3. After rounding, semester grades are converted to and reported as letter grades using the following scale:

Class Percentage	Equivalent Grade Point
98 to 100 = A+	A+ = 4.33
92 to 97 = A = Excellent Achievement	A = 4.0
90 to 91 = A-	A- = 3.67
88 to 89 = B+	B+ = 3.33
82 to 87 = B = Good Achievement	B = 3.0
80 to 81 = B-	B- = 2.67
78 to 79 = C+	C+ = 2.33
72 to 77 = C = Satisfactory Achievement	C = 2.0
70 to 71 = C-	C- = 1.67
68 to 69 = D+	D+ = 1.33
62 to 67 = D	D = 1.0
60 to 61 = D- = Minimum acceptable achievement	D- = .67
0 to 59 = F	F = 0.0
I= Incomplete	No grade point assigned
P= Passing (Acceptable achievement)	No grade point assigned

*Percentages will be rounded to the nearest whole percentage. For example, a student who has a percentage of 69.5 will have the percentage rounded to 70%. A student who has a percentage of 69.4 will have the percentage rounded to 69%.*

#### **1st Semester Grade**

2 (1st Qtr %) + 2 (2nd Qtr %) + 1st Semester Exam % = 1st TOTAL

1st TOTAL/5 = 1st Semester Grade

#### **2nd Semester Grade**

2 (3rd Qtr %) + 2 (4th Qtr %) + 2nd Semester Exam % = 2nd TOTAL

2nd TOTAL/5 = 2nd Semester Grade

#### **Final Grade**

1st TOTAL + 2nd TOTAL/2 = Final Grade

**PowerSchool:** Individual student grades may be viewed by students/parents using PowerSchool on the New Lebanon Local Schools website. Each parent will be assigned a user name and password so they can sign in to view the grades. If you need a password and sign-in, please contact the office.

#### **GRADE POINT AVERAGE**

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be .5 x 2 = 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year or for a series of school years.

#### **GRADING PERIODS**

Students, through their PowerSchool account, may access report cards at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for achievement tests, Ohio End of Course Tests and high school graduation. Homework assignments can be viewed through PowerSchool.

## **GIFTED EDUCATION**

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Throughout the year, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures.

Schools shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in one or more of the following content areas:
  - 1. Mathematics
  - 2. Science
  - 3. Reading, writing, or a combination of these skills
  - 4. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama.

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted. Parents requesting a gifted assessment for a student may contact the building principal or the district curriculum director.

Placement procedures for District services shall be in conformance with the District's written criteria for determining eligibility for placement in those services.

- A. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, District educator, or the Ohio Department of Education upon request.
- B. Written criteria provided by the District shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible District students, including minority or disadvantaged students, students with disabilities, and students for whom English is a second language.
- C. Services which students receive shall be consistent with their area(s) of identification and shall be differentiated to meet their needs.
- D. Subjective criteria such as teacher recommendations shall not be used to exclude a student from service in the superior cognitive and specific academic areas who would otherwise be eligible.
- E. All District students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service.

Services specified in the gifted services plan may include such options as the following:

- A. a differentiated curriculum
- B. differentiated instruction
- C. cluster groupings
- D. mentorships/internships
- E. whole grade acceleration (see Policy 5410)
- F. subject acceleration (see Policy 5410)
- G. early entrance (see Policy 5112)
- H. early high school graduation (see Policy 5464)
- I. dual enrollment options including, but not limited to, college credit plus
- J. advanced placement
- K. honors classes
- L. magnet schools
- M. self-contained classrooms
- N. resource rooms
- O. independent study/educational options
- P. advanced online courses and programs
- Q. internships
- R. other options identified in the rules of the Ohio Department of Education.

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs. The Written Education Plan shall:

- A. provide a description of the services to be provided;
- B. specify staff members responsible for providing that specific services are delivered;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. specify policies regarding the waiver of assignments and the scheduling of tests missed while participating in any gifted services provided outside the general classroom if different from the District policy detailed below;
- E. specify a date by which the WEP will be reviewed for possible revision.

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student's absence are to be completed. Exceptions to this policy will be detailed in the student's Written Education Plan.

The District shall report to parents and the Ohio Department of Education that a student is receiving gifted education services only if the services are provided in conformance with the Operating Standards for Identifying and Serving Gifted Students.

**PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade level is based on the following criteria:

Freshman = Promotion or Assignment from 8<sup>th</sup> Grade

Sophomore = Earned 5.0 credits

Junior = Earned 11.0 Credits

Senior = Earned 16.0 Credits

## **GRADUATION REQUIREMENTS**

### **REGULAR DIPLOMA**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must meet the state graduation testing requirements, meet the school requirements for basic course-work, and earn the total number of a minimum 21 credits. For students enrolled in special education, the criteria for graduation and the extent of participation in state assessments will be determined by their IEP team.

### **State Graduation Testing Requirement**

#### **Class of 2023 and Beyond (Entered grade 9 on or after July 1, 2019)**

- **BASICS** : Continue to need a minimum of 20 credit hours including Economics and Financial Literacy and 2 semesters of Fine Arts  
**and**
- **SHOW COMPETENCY:**
  - Earn a passing score on State tests Algebra 1 and English II (ELA 10)
    - If a student does not get a passing score
      - Competency is set at 684 for both tests
  - Option 1- Demonstrate Two Career-Focused Activities\* : Foundational Proficient scores on WebXams A 12-point industry credential A pre-apprenticeship or acceptance into an approved apprenticeship program Supporting Work-based learning Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal or
  - Option 2- Enlist in the Military Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation. or
  - Option 3 -Complete College Coursework Earn credit for one college-level math and/ or college-level English course through Ohio's free College Credit Plus program.  
**and**
- **SHOW READINESS:** Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.
  - At least one of the two must be Ohio-designed: OhioMeansJobs Readiness Seal (Ohio) Industry-Recognized Credential Seal (Ohio) College-Ready Seal (Ohio) Military Enlistment Seal (Ohio) Citizenship Seal (Ohio) Science Seal (Ohio) Honors Diploma Seal (Ohio) Seal of Biliteracy (Ohio) Technology Seal (Ohio) Community Service Seal (Local) Fine and Performing Arts Seal (Local) Student Engagement Seal (Local)

#### **SPECIFIC COURSE REQUIREMENTS - Total 21 Credits**

English	4 credits
Health	1/2 credit
Phys. Ed.	1/2 credit

Mathematics	4 credits
Science	3 credits
	(must include 1 credit of Physical Science & 1 credit of Biological Science)
Social Studies	3 credits
	(must include 1 credit each of American History, World History, and of Government)
Fine Art	1 credit
Electives	5 credits

### **HONORS DIPLOMA**

Dixie High School shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum or completed the student's individual education program;
2. achieved the minimum state graduation testing requirements.
3. completed the college preparatory program by meeting at least seven (7) of the following eight (8) criteria:
  - a. four (4) units of English;
  - b. four (4) units of Mathematics which shall include Algebra I, Algebra II, Geometry, or a three (3) year sequence of courses which contains equivalent content
  - c. four (4) units of Science which develop the concepts for physical, life, and earth and space sciences; including two (2) units of Advanced Science;
  - d. four (4) units of Social Studies;
  - e. three (3) units of one (1) Foreign Language or two (2) units each of two (2) Foreign Languages;
  - f. one (1) unit of Fine Arts
  - g. overall high school grade point average of at least 3.5 on a four (4) point scale up to the last grading period of the senior year;
  - h. a composite score of twenty-seven (27) on the American College Testing (ACT) Tests or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT);
4. **-OR-** completed at least two (2) years of an intensive vocational or technical education curriculum and at least seven (7) of the following eight (8) criteria:
  - a. Earn four (4) units of English
  - b. Earn four (4) units of mathematics which will include algebra, geometry, and algebra II or a sequence of courses that contain equivalent content;
  - c. Earn four (4) units of science, including two (2) units of Advanced Science
  - d. Earn four (4) units of social studies
  - e. Earn four (4) units in the student's vocational or technical education curriculum
  - f. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year;
  - g. Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

- h. Obtain a composite score of twenty-seven (27) on the American College Testing (ACT) tests or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT).

It is the student's responsibility to maintain contact with their counselor to ensure that their graduation requirements are being met.

### **EARLY GRADUATION**

If all graduation requirements have been met, a student may graduate at the end of their sixth semester. Students who plan to graduate early must file an Early Graduation Petition two terms in advance with the principal.

### **GRADUATION CEREMONIES**

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Dixie High School. Student participating in the ceremony must meet the following requirements:

1. All requirements established by the State Department of Education and the New Lebanon Local Board of Education must be met. This includes collecting appropriate points on the Ohio EOC tests or meeting the end of course assessments determined by the state of Ohio.
2. Students graduating early must have filed the required application papers.
3. All financial obligations to the high school or Board of Education must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is mandatory for participation in graduation exercises.
6. Students participating in the ceremony must wear the prescribed cap and gown.

### **EDUCATIONAL OPTIONS**

Dixie High School provides alternative means by which a student can achieve the goals of the district, as well as their personal educational goals. A list of the approved Educational Options is available in the guidance office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance shall be evaluated as either pass or fail, or by awarding letter grades.

### **GREYHOUND ALTERNATIVE PROGRAM (GAP)**

In the previous school year, students who have failed core academic courses, have had habitual absenteeism, or have been suspended excessive days due to behavior may be placed in GAP the next school year. Special education students will be placed based on the recommendation of the IEP team. GAP is a self-contained classroom with an online course component. Students assigned have been identified as at-risk academically, by absenteeism, and/or behaviorally by a high school assessment team including teachers and administrators.

### **EDMENTUM ONLINE COURSES**

Students requiring make-up courses enabling them to graduate with their class may request the opportunity to enroll in on-line courses offered through Dixie High School. Students must meet with the counselor or principal to determine an on-line learning plan that will meet the student's academic needs.

### **CCP-COLLEGE CREDIT PLUS PROGRAM**

The College Credit Plus Program is a program offered in Ohio schools. Students in grades 9-12 will have the opportunity to earn high school and college credit simultaneously. In order for students to participate in the program, the following steps must be followed:

- a) Attend mandatory informational meeting which is held in February.
- b) Sign and turn in a CCP "Intent Form" to the counselor by March 1<sup>st</sup>.
- c) Complete a college application to the college by April 1st
- d) Complete college required admission assessment examination
- e) Attend college orientation program
- f) Meet with school counselor to schedule classes

All deadlines must be adhered to in order to participate. Students may choose to take college online courses at Dixie HS during a study hall. All grades received through CCP will count toward their high school and college GPA. Any student, who fails a CCP course or does not complete the course, will be responsible for all fees associated with the course.

#### **VALEDICTORIAN AND SALUTATORIAN \*2 AP CLASSES**

Student grade point average and student class ranking are calculated at the end of each school year and include grades 9-12. The first official calculation of class rank and grade points average will occur following a student's sophomore year. Student grade point average is determined based on the end of course grade earned by the student. All courses completed at Dixie High School, MVCTC, CCP, Summer School and through approved Educational Options are included in determining grade point averages and class rank. Grades transferred from a chartered school will be awarded the same quality point values available at Dixie High School. All grade point averages will be carried out to three decimal places. The valedictorian(s) will have a class rank of 1, the salutatorian(s) will have a class rank of 2 and the remaining students in the senior class will have a class ranking that corresponds to the number of students who are ranked before them as measured by grade point average.

The Valedictorian(s) is defined as the graduating senior(s) who has a grade point average over 4.0 who has also taken at least two Advanced Placement courses. Beginning with the class of 2027, the Valedictorian(s) will be defined as the graduating senior(s) who has a grade point average over 4.0 who has also taken at least TWO Advanced Placement courses. If there are not any seniors who meet the definition, then the Valedictorian(s) will be the senior(s) with the highest weighted grade point average. The Salutatorian(s) is defined as the graduating senior(s) who have the highest weighted grade point average who did not meet the qualifications of Valedictorian.

Students who graduated in less than the normal four years will not be considered for Valedictorian or Salutatorian honors. In addition, students must have completed five entire terms (including both terms of their Senior year) as a Dixie High School student in order to be considered for Valedictorian or Salutatorian honors. Students whose curriculum has been significantly modified are not eligible to receive Valedictorian or Salutatorian honors.

#### **PASSING STANDARD TO RECEIVE CREDIT FOR CLASSES**

Students must receive a passing average for the year (or semester in a semester course) in order to receive credit for a class. The principal may assign a half credit to students who failed one semester but passed the other in year long classes. Students must appeal in writing to receive this credit.

**Board of Appeal** - A Board of Appeal shall consist of the three teachers selected on a rotating basis. Students or parents may request the appeal board to review their case, if in their opinion, there are extenuating circumstances that cause them to receive an "F" in the second quarter of a semester course or the fourth quarter in a year-long course. The appeal must be received within ten days of receiving notification of not receiving credit for the course (report cards posted).

The appeal board will meet within 5 days of the principal receiving written notification of the appeal. The appeal board will notify the student and parent of their decision within two days after hearing the appeal.

Upon receipt of the appeal board's decision the parents and/or student shall have the right to a hearing with the Superintendent or their designated representative.

#### **ACADEMIC LOAD – HIGH SCHOOL**

A. All students must carry a minimum of 5 academic subjects per quarter. Physical Education is required in addition to these for freshmen and sophomores.

B. Class Change Policy - The student must use a class change form and obtain signatures from teachers and parent or guardian. A note from a parent or guardian permitting the change must be returned with the class change form. The change will not occur until all requirements have been made and returned to the guidance office. This procedure must take place by the end of the second week of the semester. No change will be made after the second week of the semester unless requested by a teacher or unless a student needs to meet a graduation requirement with approval from the principal.

C. A subject started must be continued until permission to drop is secured from the guidance counselor. The student must carry a drop/add form, properly signed, to all teachers involved.

D. Class Drop Policy - A full year course cannot be dropped after the second week of the school year without administrative approval. A semester course cannot be dropped after the second week of the semester. Drops after the designated time will result in an "F" as an end of year grade for full year courses or as a semester grade for semester courses. Courses meeting graduation requirements cannot be dropped. Physical Education may be dropped for a health concern with a physician's excuse. Special administration consideration with input from the guidance office may be given.

1. School fees must be paid before the grade card can be given to the student.
2. A student may not have more than 1 study hall per day; unless prior approval from the principal.

#### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements 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. Recognition for such activities is initiated by the staff and coordinated by the Office.

#### **Academic Honors**

Academic Honors are calculated at the conclusion of each 9-week grading period. Three types of honors are awarded to the students using the following classifications:

Principal's List	3.75 – 4.00+ GPA
Honor List	3.50 – 3.749 GPA
Merit List	3.25 – 3.499 GPA

### **EXAM EXEMPTION CRITERIA**

Exam Exemption #1:

- No more than 3 days of unexcused absences for the SEMESTER
- Behavior referrals not to exceed one 1-hour detention for the SEMESTER
- All A's & B's in all classes in current quarter

Exam Exemption #2:

- No more than 3 days of unexcused absences for the SEMESTER
- Behavior referrals not to exceed lunch detention for the SEMESTER
- No more than 1 missed assignment in the class to be exempted in current quarter
- All A's & B's in all classes in current quarter

Bonus Exemption:

- In order to qualify for the BONUS exemption at the end of the year, the student would have to receive an A in ALL exams taken in the previous semester. (This year, that would mean the student got all A's on EOC exams in the 1st semester in order to be eligible for the bonus exemption at the end of the year.

### **Curriculum Review**

Parents have the opportunity to review the selection of textbooks and reading lists, instructional materials, and the academic curriculum used by schools in the district upon request.

### **COMPUTER TECHNOLOGY AND NETWORKS**

The following sections outline Dixie High School's computer network and the internet agreement that defines the conditions under which the student may participate in the use of technology. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

#### **Administrative Guidelines for Policy 7540.03**

Students are encouraged to use the Board's computers, network, and Internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using

the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards. Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

1	Students are responsible for their behavior and communication on the Network.
2	Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access
3	Students may only access the Network by using their school-issued device. Use of a personal laptop/tablet is prohibited.
4	Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
5a	Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
5b	Students may not use the Network to harass others. Foul and abusive language, the posting of obscene images or texts, posting of information that injures another, sexual comments or images, racial slurs, gender-specific comments or any comments that would reasonably offend someone on the basis of age, sexual orientation, religious or political beliefs, national origin, disability is prohibited.
6	Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

7	Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited
8	Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" is defined as the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey ( <a href="http://www.cyberbullying.ca">http://www.cyberbullying.ca</a> )]

Cyberbullying includes, but is not limited to the following:

1	posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2	sending e-mail or instant messages that are mean or threatening.
3	using a camera phone to take and send embarrassing photographs/recordings of students or staff;
4	posting misleading or fake photographs of students on web sites.
5	Students are expected to abide by the following generally-accepted rules of network etiquette:
5a	Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
5b	Do not engage in personal attacks, including prejudicial or discriminatory attacks.
5c	Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student must stop.
5d	Do not post information that, if acted upon, could cause damage or a danger of disruption.

5e	Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
5f	Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
5g	Never agree to get together with someone you "meet" on-line without parent approval and participation.
5h	Check email frequently, and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
5i	Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
6	Use of the Network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, they should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that they intentionally violated this provision.
7	Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, building principal, or other administrator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
8	All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
9	Downloading of information onto the Board's hard drives is prohibited, without prior approval from the teacher or principal. If a student transfers files from information

	services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
10	Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
11	Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.
12	Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
13	The following notice will be included as part of the computer log-on screen:
13a	"Unauthorized or improper use of this computer system and/or network is strictly prohibited. This computer system is the property of the School District. Use of this computer system, network and Internet connection must comply with the District's Computer and Internet Acceptable Use and Safety Policy/Agreement. This computer system, including all related equipment, networks, and network devices (specifically including Internet access), are provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. These systems and equipment are subject to monitoring for all lawful purposes including, but not limited to, to ensure proper functioning and management of the system to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security. Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes."
14	Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the

	functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
15	Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
16	Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
17	File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
18	Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
19	Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
20	Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the principal. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:
20a	Class work, assigned and supervised by a staff member.
20b	Class work, specifically assigned but independently conducted.
20c	Personal correspondence (email – checking, composing, and sending).
20d	Training (use of such programs as typing tutors, etc.).
20e	Personal discovery ("surfing the Internet").
20f	Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal or teacher.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
 as amended  
 18 U.S.C. 2256  
 18 U.S.C. 1460  
 18 U.S.C. 2246  
 Revised 1/06

#### **GENERAL MONITORING OF SCHOOL-ISSUED DEVICES**

Please be aware that the District, either directly or through a technology provider, is electing to generally monitor all school-issued devices (as that term is defined by R.C. 3319.325). The monitoring will include the following features: location tracking and student interactions with school-issued devices (e.g., keystrokes and web-browsing activity). The District generally monitors these features for the purpose of noncommercial education, such as instruction, technical support, and/or exam proctoring. Additionally, these features are generally monitored as a necessary precaution for preventing and/or responding to threats to life or safety. Parents have the right to inspect any agreements with technology vendors that have access to student information to ensure compliance with privacy and security standards. Please see the following for more information on the above mentioned information

<https://www.newlebanonschools.org/dhs/dhs-info-and-resources>

#### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

*The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.*

*Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently*

*severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.*

*Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).*

*Teen Dating Violence - "Harassment, Intimidating, or Bullying" also includes violence within a dating relationship. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education. "Electronic act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device. For purposes of this policy the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.*

*Any student or student's parent/guardian who believes they have been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.*

*All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such reports shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report. If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and*

*contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.*

*Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.*

*This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying. If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding when disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.*

### **Complaints**

*Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.*

*Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.*

*Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to*

*address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying. When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that their report be anonymous.*

#### **PRIVACY/CONFIDENTIALITY**

*The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.*

#### **REPORTING REQUIREMENT**

*At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.*

#### **IMMUNITY**

*A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.*

#### **NOTIFICATION**

*Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.*

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 11/26/07

#### **STUDENT ASSESSMENT/ACHIEVEMENT TESTING**

Unless exempted, each student must achieve the minimum State testing requirements for graduation. The test will be administered according to the State of Ohio regulations. Students are only required to retake those parts of the test they have not yet passed. While the school district does schedule make-up dates for testing, students should avoid unnecessary absences. 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 interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the guidance office.

### **Student Surveys**

No student shall be required to participate in a survey that reveals information about topics protected in board policy 2416. Students will be allowed to "opt out" before being asked to complete a survey on restricted topics. Parents have the right to inspect survey instruments on restricted topics before a student completes a survey.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Dixie High School provides 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. Extra-curricular activities do not necessarily reflect Dixie High School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and clubs.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. \*Per Board Policy a pay-to-participate fee must be paid prior to participation. The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

**Academic Team \*\$10**  
**Drama Club \*\$20**  
**Muse Machine \*\$10**  
**Project Charlie**  
**Renaissance**  
**Students Against Destructive Decisions (SADD)**  
**Peace Patrol**  
**STAND**  
**National Honor Society \$30 (Dues to NHS)**  
**Archery Club**

**Battle Bots**  
**Fishing Club**  
**Bird Club**  
**Student Council \*\$10**  
**Acapella Group \*\$60**  
**Band \*\$60**  
**Varsity Hound Club (purchase of VHC t-shirt)**

### **National Honor Society**

#### **I. Candidacy**

All students who wish to become members of the Dixie High School chapter of the National Honor Society must complete an application. Each year the following minimum requirements are necessary to be considered for membership:

- A. Have a cumulative grade point average (GPA) of 3.5 or higher on a 4.0 scale.
- B. Have been enrolled full-time at Dixie High School at least 1 semester.
- C. Earned at least 5.5 credits towards graduation.
- D. Have been in at least 2 school activities or work experiences.
- E. Have been in a leadership position of at least 1 activity.
- F. Have participated in 2 community service projects.
- G. Have been involved in 1 community activity.
- H. Must submit one character reference from a person who is not a family member or DHS faculty member.

**Having the above accomplishments and a completed candidate application does not guarantee membership.**

#### **II. Acceptance**

- A. All new applicants will be subject to an evaluation open to all members of the faculty. Applicants will not be told the names of the faculty who evaluate individuals.
- B. The Faculty Council, consisting of 5 staff members selected by the principal and advisor, will affirm the application for membership received by the advisor based on uniform evaluation criteria.
- C. The DHS principal will hear/investigate specific student appeals stemming from non-acceptance into NHS. The principal will respond to the appeal with a decision within 5 school days of appeal. Student/Parent will not be advised of who evaluated the student during the appeal process.

#### **III. Inductions**

- A. Dixie High School National Honor Society induction will be held in the Spring of the school year.
- B. Students must earn eligibility for membership to the Dixie High School National Honor Society prior to the Spring induction of members.
- C. Once inducted, the members have the rights and privileges of a National Honor Society member as stated in the Chapter By-Laws for a period of time leading up to the following year's induction.
- D. Seniors must meet eligibility requirements and be re-inducted into the Dixie High School National Honor Society in the Spring of their senior year to earn the privilege of wearing a NHS stole at graduation.

### **MUSIC**

This is a co-curricular activity subject to the rules and regulations set forth in the Music Department Handbook. Participation in these activities is not guaranteed. Students' grades are mostly based on participation in activities inside and outside of the normal school day.

### **MARCHING BAND**

This band performs at both home and away football games. The band also participates in other selected activities. Members must attend a mandatory summer band camp. Rehearsals begin in the summer and continue throughout the school year. There is a \$60 pay to participate fee for band that must be paid prior to any band performance.

### **PEP BAND**

The pep band is a select group of students who perform at basketball games and pep assemblies.

### **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 Dixie High School office. 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. The club or activity must have a faculty sponsor who will attend events within the school.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

***All groups must comply with Dixie High School rules and must provide equal opportunity to participate.***

### **ATHLETICS**

Dixie High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the District and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

A well-rounded athletic program is provided for each student to be able to fulfill their needs for competition in one of the activities offered. The program consists of football, cross country, basketball, wrestling, golf, tennis, track, softball, volleyball, soccer, swimming and baseball. The Ohio High School Athletic Association governs all interscholastic athletic contests involving high school students and includes guidelines for eligibility and behavior of various personnel. Students

wishing to participate in athletics must meet the scholarship standards set forth by the New Lebanon Board of Education.

### **SCHOOL MASCOT**

The spirit of Dixie High School is symbolized by the mascot, the greyhound. The mascot is an integral part of Dixie. The mascot is selected by tryouts each spring.

### **CHEERLEADERS**

The Dixie High School cheerleaders are chosen on the merits of their academic standards, ability to cheer, coordination, enthusiasm, and a willingness to serve their school. The cheerleaders incite and direct school spirit and show enthusiasm in support of the athletic teams. The cheerleaders are selected by tryouts each spring.

### **EXTRACURRICULAR RULES PHILOSOPHY**

The New Lebanon Board of Education strongly believes that a student participating in sports, pep/marching band, drama, A Capella group, student council, eSports, or academic team (herein referred to as extracurricular activities) is a person who has strong influences both in the community and in the student body. All students of New Lebanon Local Schools are encouraged to participate in school activities. Participation fosters student growth related to the development of important life-long skills, habits, and practices. Through involvement in school activities, students learn the true meaning of respect, responsibility, achievement, and success. Further, students are exposed to valuable lessons related to socialization, goal setting, time management, and leadership. Those who choose to participate will undoubtedly receive a more balanced, comprehensive, and enjoyable education than those who choose not to become involved in school activities.

Participating in and representing Dixie High School in extracurricular activities is a great privilege. Students in extracurricular activities are highly visible and are seen by many in the general public as representative of New Lebanon Local Schools; for many they are the public image of the schools. In addition, their conduct forms both the model and the standard for the conduct of their peers and countless young children in the community.

Therefore, the New Lebanon Board of Education believes that any student involved in extracurricular activities has an obligation to always exhibit moral and responsible conduct and to provide wholesome, positive leadership in the school community. With this philosophy in mind, higher standards are placed upon these students concerning character, dependability, and leadership.

### **EXTRACURRICULAR RULES**

**Risk of Participation:** Participation in extracurricular activities can lead to possible serious injury. While most injuries are minor in nature, the possibility exists that an injury can occur that is severe enough to cause the student to become a paraplegic, quadriplegic, or even result in death. While the staff takes precautions to prevent injury, the risk does exist.

**The Extracurricular Code of Conduct policy will be in effect beginning August 1st of 7th grade year for 7/8th grade students and August 1st of 9th grade year for 9-12th grade students.**

**The New Lebanon Board of Education believes there is no place in school extracurricular activities for alcohol, drugs, tobacco, violence (including hazing), community pride violations, or any behavior which reflects negatively on the student or the schools.**

No student involved in or wishing to be involved in extracurricular activities at New Lebanon Local Schools will use, have in his/her possession, or participate in the transportation or furnishing of illicit drugs or toxic materials. The student shall not use or consume alcohol, use any tobacco products (even if the student has reached the age of 18) including eCigarettes and “vape pens,” or violate the Community Pride Policy.

It is the student’s responsibility to be aware of the presence of drugs and/or alcohol at gatherings/parties of young people. The student must make a reasonable attempt to know if alcohol and/or drugs are present at the gathering and leave immediately if the substances are present. If a student is present at a gathering that is later determined to have drugs and/or alcohol present, the student will be held in violation of the extracurricular code of conduct even if the student claims not to have knowledge of the presence of drugs or alcohol.

This section of the policy is not meant to include adult events such as family gatherings, public events, and other activities where it is acceptable/legal for adults to have alcohol and a student may be present. Consumption of alcohol/drugs is never allowed for students, regardless of the event. Determination of the nature of the gathering will be at the discretion of school authorities.

Any student participating in extracurricular activities in grades 7-12, representing New Lebanon Local Schools, will be subject to the following penalties for **violation of school policies including but not limited to the alcohol, drugs, tobacco, violence (including hazing), community pride violations, or any behavior which reflects negatively on the student or the schools.** Middle and High School violations will be considered separately.

**First Violation (7-8th grade or 9-12th grades)**

**The student will be denied participation in extracurricular activities for a minimum of 10% up to 50% of his or her regular and postseason contests or events.** During this time, all students participating in extracurricular activities are still expected to attend all practices and team functions and are still under the direction of their coach. All students will be denied participation in practices and/or performances but will still be under the guidance of their advisor.

Should fewer contests or performances than the decided penalty of the student’s current season remain, the remaining time on the removal will carry over to the student’s next regular season. **If the student participates in more than one extracurricular activity during the same season, the student will receive 10% to 50% suspensions in all extracurricular activities in which he/she participates.**

If a student is not participating in an extracurricular activity when he/she violates the policy, the suspension will be carried forward to the next relevant extracurricular activity. A student who receives a suspension or commits an act that may lead to a suspension while not currently participating in an extracurricular activity may not join an extracurricular activity during the season in which the infraction occurred after the official start date of that activity. In addition, if a student

with a pending suspension elects to participate in an extracurricular activity that the student has not participated in previously, the athletic director may modify the suspension to include a portion of another extracurricular season (Grade 8, 10-12).

In addition to the above, the student may also be assigned community service hours, athletic work assignments, etc. as restitution for the code of conduct violation.

If the student has violated the drug, alcohol, or tobacco policy, the student may be required to meet with the intervention counselor, complete an assessment and/or treatment program, and follow the recommendations of the counselor.

The student, his/her parents/guardians, the advisor/coach, the athletic director, and the intervention counselor (if applicable) may meet to discuss the implications of any further violations of this policy.

The athletic director and/or a school administrator will investigate any allegations of student violations of the extracurricular code of conduct and make a recommendation for the consequences the student should receive. Once the investigation is completed, a disciplinary committee will be formed to decide if there is sufficient reason to believe that the student violated the code of conduct and determine the consequences for the violation(s). The disciplinary committee will be composed of a district administrator, a teacher, and a coach. None of the members of the disciplinary committee will have direct supervision of the student during that school year. District staff will decline membership on the disciplinary committee if they have a conflict of interest in the situation.

#### **Second Violation (7-8th grade or 9-12th grades)**

**The student will be denied participation in extracurricular activities for a minimum of 50% up to 100% of his or her regular and postseason contests or events.**

During this time, all students participating in extracurricular activities are still expected to attend all practices and team functions and are still under the direction of their coach. All students will be denied participation in practices and/or performances but will still be under the guidance of their advisor.

Should fewer contests or performances than the decided penalty of the student's current season remain, the remaining time on the removal will carry over to the student's next regular season. **If the student participates in more than one extracurricular activity during the same season, the student will receive 50% to 100% suspensions in all extracurricular activities in which he/she participates.**

If a student is not participating in an extracurricular activity when he/she violates the policy, the suspension will be carried forward to the next relevant extracurricular activity. A student who receives a suspension or commits an act that may lead to a suspension while not currently participating in an extracurricular activity may not join an extracurricular activity during the season in which the infraction occurred after the official start date of that activity. In addition, if a student with a pending suspension elects to participate in an extracurricular activity that the student has not participated in previously, the athletic director may modify the suspension to include a portion of another extracurricular season (Grade 8, 10-12).

In addition to the above, the student may also be assigned community service hours, athletic work assignments, etc. as restitution for the code of conduct violation.

If the student has violated the drug, alcohol, or tobacco policy, the student may be required to meet with the intervention counselor, complete an assessment and/or treatment program, and follow the recommendations of the counselor.

The student, his/her parents/guardians, the advisor/coach, the athletic director, and the intervention counselor (if applicable) may meet to discuss the implications of any further violations of this policy.

The athletic director and/or a school administrator will investigate any allegations of student violations of the extracurricular code of conduct and make a recommendation for the consequences the student should receive. Once the investigation is completed, a disciplinary committee will be formed to decide if there is sufficient reason to believe that the student violated the code of conduct and determine the consequences for the violation(s). The disciplinary committee will be composed of a district administrator, a teacher, and a coach. None of the members of the disciplinary committee will have direct supervision of the student during that school year. District staff will decline membership on the disciplinary committee if they have a conflict of interest in the situation.

**Third Violation (7-8th grade or 9-12th grades)**

**The student will be denied participation in extracurricular activities for the remainder of the school year up to one full calendar year following the date of the violation.**

In addition to the above, the student may also be assigned community service hours, athletic work assignments, etc. as restitution for the code of conduct violation.

If the student has violated the drug, alcohol, or tobacco policy, the student may be required to meet with the intervention counselor, complete an assessment and/or treatment program, and follow the recommendations of the counselor.

The student, his/her parents/guardians, the advisor/coach, the athletic director, and the intervention counselor (if applicable) may meet to discuss the implications of any further violations of this policy.

The athletic director and/or a school administrator will investigate any allegations of student violations of the extracurricular code of conduct and make a recommendation for the consequences the student should receive. Once the investigation is completed, a disciplinary committee will be formed to decide if there is sufficient reason to believe that the student violated the code of conduct and determine the consequences for the violation(s). The disciplinary committee will be composed of a district administrator, a teacher, and a coach. None of the members of the disciplinary committee will have direct supervision of the student during that school year. District staff will decline membership on the disciplinary committee if they have a conflict of interest in the situation.

**Fourth Violation in a Student's Career (7-8th grade or 9-12th grades)**

**The athlete may be denied participation for the rest of his/her entire career in the New Lebanon Local School District at the discretion of the disciplinary committee.**

In addition to the above, the student may also be assigned community service hours, athletic work assignments, etc. as restitution for the code of conduct violation.

If the student has violated the drug, alcohol, or tobacco policy, the student may be required to meet with the intervention counselor, complete an assessment and/or treatment program, and follow the recommendations of the counselor.

The student, his/her parents/guardians, the advisor/coach, the athletic director, and the intervention counselor (if applicable) may meet to discuss the implications of any further violations of this policy.

The athletic director and/or a school administrator will investigate any allegations of student violations of the extracurricular code of conduct and make a recommendation for the consequences the student should receive. Once the investigation is completed, a disciplinary committee will be formed to decide if there is sufficient reason to believe that the student violated the code of conduct and determine the consequences for the violation(s). The disciplinary committee will be composed of a district administrator, a teacher, and a coach. None of the members of the disciplinary committee will have direct supervision of the student during that school year. District staff will decline membership on the disciplinary committee if they have a conflict of interest in the situation.

#### **REPORTING VIOLATIONS**

**It is the responsibility of the student and/or his/her parents/guardians to report any violations of the Dixie Extracurricular Code of Conduct to the athletic director. The Statute of Limitations is the duration of a student's high school career.**

#### **OUTSIDE PARTY PENALTIES**

Any penalty or punishment imposed on the part of a parent/guardian or law enforcement agency will not substitute for or replace any part of the penalty phase of the Dixie Extracurricular Code of Conduct.

#### **ATHLETIC TEAM PARTICIPATION**

**Team Sports-** A member of a school team in the team sports of baseball, basketball, football, soccer, softball, and volleyball may not participate in an athletic contest, a tryout or any type of team or group training or practices (including open gyms/fields) with a non-school team in that same sport during the school team's season.

**Note:** This regulation applies to students invited to participate in a tryout, group training, or practice at a college or in contests, tryouts, group training or practices with any non-school program or team.

**Individual Sports-** A member of a school team in the individual sports of cross country, golf, swimming, tennis, track & field, and wrestling may not participate in an athletic contest with a non-school team or in non-interscholastic competition in that same sport during the school team's season.

### **COMMUNITY PRIDE**

A student participating in extracurricular activities shall not take part in crimes, major acts against individuals or property, or acts by which their nature violates the sense of propriety or decency of the community (whether in or out of school).

A student may be declared ineligible or subject to the disciplinary actions above if the student brings discredit upon the school for continued violations of community or school rules or regulations. Behavior, which reflects negatively on the student or program includes, but is not be limited to, offenses such as:

- Repeated truancy from school or class
- Repeated infractions of school rules or chronic incorrigible behavior
- An act of vandalism or abuse of persons or property
- Posting inappropriately on social media
- Underage drinking, smoking, vaping, etc.

**A student violating the community pride policy will be subject to receive the minimum or maximum punishment as outlined in violating extracurricular rules which is listed above. It should be noted that the community pride is in effect year round beginning with the first day of 7th grade year (for 7-8th grade) or the first day of 9th grade year (for 9-12th grade).**

A student on suspension from school is ineligible to participate in or attend practices, events, contests, or performances during the term of the suspension.

### **QUITTING EXTRACURRICULAR ACTIVITY AFTER THE OFFICIAL START DATE**

If a student participating in Activity A quits the activity, he/she is not eligible to join or go out for Activity B until other members of Activity A are eligible to join the activity. This policy also applies to the student who becomes academically ineligible for Activity A. If a student quits Activity A he/she may not be eligible to join Activity B if Activity B has a schedule in the same season as Activity A. EXAMPLE 1: A student may not join wrestling if he/she quits basketball. EXAMPLE 2: A student may not be a member of the drama tech crew if he/she has quit cheerleading. This policy does not apply to the student who is "cut" from the activity by the advisor/coach following a tryout. Any exceptions to this policy must be approved by the advisor/coach of Activity A, Activity B, and the athletic director.

### **SPORTS & ESPORTS SEASON PARTICIPATION**

A sports season shall be defined as the time span from the first practice, as defined by the OHSAA, until the coach releases the participants following the last team involvement. A single member of the team participating, as in wrestling, track, or golf, is interpreted as team competition. In addition, all equipment drawn must be returned (or paid for if lost or stolen) before a participant is released or awards are given. Participation is defined as team membership and involvement in practice; membership on a team does not guarantee any minimum amount of playing time in a contest.

### **ACADEMIC TEAM, A CAPELLA, DRAMA, MARCHING BAND, & STUDENT COUNCIL PARTICIPATION**

A season shall be defined as the time span from the first practice until the coach/ advisor releases the participants following the last event. All school- issued equipment must be returned (or paid for if lost or stolen) before a participant is released or awards are given. Participation is defined as

team membership and involvement in practice; membership on a team does not guarantee any minimum amount of participation in a contest or performance.

### **VACATIONS**

Vacations by team members during the season are discouraged, as they are very disruptive to the team. In the event that a family vacation cannot be avoided, a student must:

- Notify the head coach/ advisor in advance of the trip.
- Be accompanied by his/her parents/guardian.
- Be willing to accept a change in status (i.e.; 2nd team/reserve team, part in play, chair) when returning to the team.

### **ADVISOR/COACH SUPERVISION**

On any trip or activity, students will be required to meet expectations for conduct and dress as specified by the coach/ advisor.

All participants will be under the direct supervision of the coach, advisor or designee to and from contests/ performances. The only exception would be if a coach, advisor or designee would release the participant directly to the parent or guardian of the student with a signed note.

### **SCHOOL ATTENDANCE**

Students are expected to be in school all day.

**Students missing school for unexcused reasons must be in attendance by 9:00 a.m. to be eligible to participate in practice, games, or performances on that day. Students who leave school before the end of the day will not be eligible to participate in practice, games, or performances on that day without the permission of the principal and the athletic director (both must agree).**

Students missing school for excused reasons may be excused by the principal or the athletic director in order to participate that day.

**NOTE: These extracurricular rules are minimum standards. Each coach may have additional rules established and approved by the administration prior to the beginning of his/her sport season.**

### **ROLE OF THE ADVISOR/COACH**

The advisor/coach will be responsible for overseeing all aspects of the team/group. Decisions regarding playing time, positioning, strategy, performance roles, and other competitive judgments are solely at the discretion of the coaching/advisory staff. Decisions regarding minor violations of community pride such as challenging authority, disrespecting teammates, and using vulgar language are not permissible and should be addressed by the coaching/advisory staff.

### **ROLE OF THE STUDENT**

Students participating in an extracurricular activity are expected to give substantial effort at practices, performances, and contests. Attendance at practices, meetings, or events is required as scheduled by the coach/ advisor and is a condition of participation at contests/ performances. Students are also expected to devote their time and attention to improving skills and learning strategies as instructed by the advisor/coach. While students (and family members) may request to meet with the advisor/coach to discuss the individual student's areas of strength and areas for

focused improvement, **discussions of playing time, performance decisions, etc. and/or comparisons to other students are not appropriate for such meetings.**

As active participants in extracurricular activities, students are not only accountable for their performance but also for their conduct. It is imperative that students uphold standards of respect, sportsmanship, and integrity, both during and outside of events. This includes behaving in a manner that is becoming and prideful to the community at events, practices, contests, and other school-related activities. By exemplifying these values, students not only enhance their own experiences but also contribute positively to the collective spirit of our school community.

#### **CHAIN OF COMMAND**

Any disagreement between a student and an advisor/coach that cannot be resolved by a student/coach or advisor meeting should be followed by a meeting including the student, the student's parents/ guardian and the advisor/coach. The matter may be brought to the attention of the athletic director if the meeting between the previous parties does not resolve the issue. If this does not solve the problem, it will then be taken to the building principal or his/her designee. Any further disagreements with regard to discipline will then be subject to the appeal process.

**Disagreements regarding playing time, positioning, strategy, performance roles, and other competitive judgments of the advisor/coach are not subject to appeal.**

#### **EXTRACURRICULAR APPEAL PROCEDURE**

In the case a student is denied participation or dismissed from an extracurricular activity, the advisor/coach or athletic director will inform the student of his or her status. The advisor/coach or athletic director will provide the student with a written report within twenty-four (24) hours of the decision.

If the student is not satisfied, he/she has a right to appeal. This appeal is to be requested by the student within twenty-four (24) hours after the advisor/coach or athletic director has given the written report to the student. The request to appeal should be delivered to the athletic director.

**The student has the right to appeal the discipline decision to an Extracurricular Activity Appeal Board. This appeal board shall consist of a building administrator who is not in the same building with the student appealing, two advisors/coaches (neither can be the advisor/coach presently supervising the student appealing), one teacher who is not an advisor/coach, and one school board member. The building principal shall appoint this committee.**

**The Extracurricular Activity Appeal Board, upon receipt of a student's and/or parents/guardian valid written request for reinstatement, shall convene to consider the application for reinstatement.**

**The findings of the Extracurricular Activity Appeal Board will be given to the building principal. The Appeal Board may uphold the school's recommendation or overturn the school's recommendation.**

The student may practice but will not be allowed to participate in contests/performances during the appeal process.

#### **INSURANCE**

All student-athletes must furnish proof of health insurance prior to the start of the first announced practice session.

#### **PAY TO PARTICIPATE**

Each year the school board will determine what the pay-to-participate fees are for each extracurricular activity in which the student is a participant. **The pay-to-participate fee must be paid before the student can participate in any activity, contest, or performance..**

#### **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

In order to be eligible in grades 9-12, a student must be currently enrolled at Dixie High School or meet state requirements for participation, if not enrolled. During the preceding grading period, the student must have received passing grades in a minimum of five courses or the equivalent, which account for graduation. The student must also meet the minimum GPA requirements set forth in the Dixie High School Student Handbook.

The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of fall extracurricular season.

Incoming freshmen must pass a minimum of four classes at the end of the 8th grade year and have an accumulative GPA of 2.0. Incoming 7th graders are eligible for the first grading period regardless of previous academic achievement.

Students in grades 7 or 8 must have passed a minimum of four classes in the quarter immediately preceding the extracurricular activity.

Summer school grades earned will not be used to substitute for failing grades from the last grading period of the regular school year.

Failure to comply with the grading period eligibility requirements will result in extracurricular ineligibility for the succeeding grading period.

#### **EXPECTATIONS**

Students participating in extracurricular activities are expected to:

- Abide by the Student Code of Conduct, Extracurricular Rules, and other specific and related activity rules.
- Always represent himself/herself in a manner that is becoming to New Lebanon Local Schools.
- Be at every scheduled activity or practice, and be on time.
- Anticipate schedule conflicts in advance, and initiate necessary communications directly to advisors/coaches in a timely fashion.
- Refrain from using profanity and/or degrading actions/comments.
- Maintain a neat and appropriate appearance.
- Take care of equipment and assist in the setting up and taking down of activity equipment.

## **HONORS AND AWARDS**

### **SCHOLAR EXTRACURRICULAR AWARD**

For any high school extracurricular participant with a grade point average for the preceding quarter of at least 3.50, he/she will receive the WOAC All-Conference Academic Award.

Fall Season: 1<sup>st</sup> quarter

Winter Season: 2<sup>nd</sup> and/or 3<sup>rd</sup> quarter

Spring Season: 4<sup>th</sup> quarter

### **EXTRACURRICULAR AWARD GUIDELINES**

- One 7<sup>th</sup> grader and one 8<sup>th</sup> grader to receive a **Participation Award**; First High School participation Band or extracurricular activities will receive their graduation year **Numerals**.
- Varsity Extracurricular Award winners will receive a **Varsity D** (if 1<sup>st</sup> varsity award in high school career), **Pin, Chevron**, and a **Certificate**.
- Varsity Extracurricular Award winners will receive a Pin, **Chevron**, and a **Certificate** the first time lettering in an extracurricular activity (if they have already received their varsity letter in another extracurricular).
- Junior Varsity Extracurricular Award winners will receive a **JV 'D'** and **Certificate** (if first JV award for that extracurricular).
- Junior Varsity Extracurricular Award winners will receive a **Certificate** (if second, or more, JV award for that extracurricular).
- Freshmen/Level 3 award winners will receive a **Certificate**.

**Only One (1) Varsity "D" will be given to an individual athlete for their entire athletic career.**

- 2<sup>nd</sup> year Varsity Award will receive a **Chevron**
- 3<sup>rd</sup> year Varsity Award will receive a **Chevron**
- 4<sup>th</sup> year Varsity Award will receive a **Chevron and 4<sup>th</sup> Year Plaque**
- Each Varsity extracurricular will be awarded three special awards, (TBD by advisor/coach), in addition to a Vance Winkler Greyhound Award.
- All other levels, Junior Varsity, Freshman/Level 3, and Jr. High will receive two special awards and one Vance Winkler Greyhound Award.

### **EXTRACURRICULAR AWARDS PRESENTATION**

Extracurricular awards will be presented to each participant at each seasonal awards presentation.

**Students are REQUIRED to attend the awards presentation unless excused by the advisor/coach or the athletic director.** The advisor/coach will notify the athletic director of all excused absences from the awards presentation. Proper attire will be business casual (i.e.; nice pants and shirt).

For further information, contact the athletic director.

### **EXTRACURRICULAR STUDENT OF THE MONTH**

The “Extracurricular Student of the Month” award recognizes students who demonstrate moral character, academic achievement, and teamwork skills. Nominations are made by advisors and coaches who observe these qualities. Each month, one male and one female student are selected. This aligns with our Extracurricular Student Code of Conduct and encourages students to strive for personal growth in their extracurricular activities.

### **STUDY TABLES/HOUND HELP (ACADEMIC ASSISTANCE PROGRAM) REQUIREMENTS**

- A student who does not meet the required grade point average of 2.000 but has at least a 1.500 grade point average will be required to sign the Study Table/Hound Help Contract and will have to attend Study Tables/Hound Help to be able to participate in extracurricular activities. If a student does not follow the terms of the Study Table/Hound Help contract, he/she will be denied participation. There will be no limit on the number of quarters a student may be assigned to Study Tables/Hound Help.
- All freshmen participating in their first extracurricular activity must attend study tables for the first four weeks of the quarter. If the student is passing five classes and maintains a GPA of 2.0 or better, he/she will, then, be released from study tables.

#### **Terms of the Study Table/Hound Help Contract**

- 7th and 8th grade students must attend Hound Help on Tuesday and Thursday from 2:30-3:30 PM.
- High School Students must attend at least three hours of supervised study per week.
  - High School Study Tables will be offered Monday through Friday from 2:30- 3:30 PM.
- Student and parent(s) must sign and return contract.

#### **Failure to meet Study Table/ Hound Help Requirements**

(Note: Any consequence will not count towards Study Table/Hound Help hours.)

##### **Middle School**

- 1st Offense: 1-Hr After School Detention (to be served on M-W-F)
- 2nd Offense: Wednesday School
- 3rd Offense: No participation for one week.
- 4th Offense: Removal from team

##### **High School**

- 1st Offense: Wednesday School
- 2nd Offense: Wednesday School + one additional Study Table Hour
- 3rd Offense: No participation for one week.
- 4th Offense: Removal from team

### **REQUIRED FORMS TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES:**

- All students and parents/guardians must sign the Extracurricular Code of Conduct.
- All athletes must have a physical examination within the past year signed by a physician.

- All athletes must sign the OHSAA authorization form, the OHSAA eligibility and authorization statement, the concussion form, and the sudden cardiac arrest form.

#### **STUDENT EMPLOYMENT**

Dixie High School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, they must first contact their counselor to discuss any legal requirements and to obtain any required documents.

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Dixie High School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. Students should NOT be in attendance at a school event on a school day if the student was not in attendance at school for at least a half day. **No student may bring a date to a school sponsored dance or activity that is twenty-three (23) years of age or above.**

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

### **SECTION IV - STUDENT CONDUCT**

#### **ATTENDANCE GUIDELINES (STUDENT)**

New Lebanon Schools believe that punctuality and regular attendance are attributes that serve one well throughout life. It is recognized by our administration and faculty that excessive absence from school is detrimental to a student's academic performance.

There is a positive correlation between a child's attendance and achievement. Students who attend a school with a high degree of regularity greatly increase the likelihood of achieving academic success, and they develop good habits for work after high school. Ohio's compulsory school laws require students to attend school and establish legal penalties for both students and parents who violate these laws. Any questions concerning the authority or guidelines used for excusing student absences from school are outlined in the ORC 3321.04, ORC 2151.011, and Ch. 3301-51 of the Ohio Administrative Code, and HB 410.

Attendance Procedures:

Good attendance results in success at school; Therefore, Dixie High School strongly encourages regular attendance in accordance with the Ohio Compulsory Attendance Laws and the Missing Children's Act (ORC. 3321.04). Parents are asked to report their child's absence from school to Lori Robinson, at the High School, via Phone Call or email as soon as they are aware of their child's absence. The school will attempt to contact the parent of each absent student who is not reported. Regardless of whether communication is made, students who miss all or part of the previous day must report to the attendance office with a signed parental excuse or doctor's certification upon

their return, prior to the start of the school day. Failure to supply an acceptable parent or medical excuse upon return to school may result in an unexcused absence. Absences are either excused or unexcused. **It is possible for a student to be unexcused even though a parent gives permission for the absence.** Students arriving or leaving school for a doctor's appointment must bring a doctor's certification upon return to school, in order for the absence to be excused.

#### **EARLY DISMISSAL (INCLUDING MEDICAL EXCUSES)**

No student will be allowed to leave school prior to dismissal time without either:

- Written request signed by the parent or guardian or,
- The parent or guardian coming to the school office to request and sign for the release or,
- Via a parental phone call. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian or verified parental permission or
- A student may be released on his /her own only with verified parental permission.

#### **EXCUSED ABSENCE DEFINED**

The following are examples of what the school will consider legitimate reasons for students to miss school:

- Personal illness (chronic absences due to illness may require a doctor's excuse)
- Quarantine of the home
- Serious illness or death in the immediate family
- Emergency circumstances, as granted by the principal
- Authorized religious holiday
- Approved school activities

#### **EXCUSED ABSENCE GUIDELINES**

**Dixie High School students may miss up to three days of school per semester without a medical excuse, provided the reasons comply with the previous list of legitimate reasons for an excused absence, and a parent excuse and/or phone call is received.** Each school day missed is counted as a separate absence. Any absences beyond three days per semester must be supported by a medical excuse from a doctor; only three parent excuses are permitted per semester. Absences exceeding these limits without medical documentation will be considered unexcused. **NOTE: Submission of a falsified doctor's excuse may be a felony crime.**

#### **UNEXCUSED ABSENCE DEFINED**

The following are some examples of an unexcused absence:

Truancy (includes but not limited to exceeding 3 parent excuse limit per semester)

Shopping  
Trips not approved in advance  
Missing the school bus, and/or car trouble, and/or oversleeping  
Hunting  
Fishing  
Attending games  
Gainful employment  
Birthdays  
Taking your son or daughter to work day or other celebrations  
Hair appointments  
Job hunting  
Any other absences deemed unexcused by the administration

### **UNEXCUSED ABSENCE GUIDELINES**

Any absence which is not excused or pre-approved (including truanancies/class cuts), or is beyond the **3 day parent excuse limit per semester**, without a medical excuse will be considered unexcused, and the student is considered truant. Students will be disciplined for unexcused absences per the code of conduct and may be subject to an **Attendance Intervention Meeting** in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410. Students (and parents) may be cited to Montgomery County Juvenile Court for not attending school. Students who are unexcused from school are not to be at after school events, even as a spectator. If students do show up to an after-school event, they could be asked to leave.

### **HABITUAL ABSENCES/TARDY/TRUANCY POLICY**

A student's excessive or habitual absence, tardiness, or truancy to school, will result in a requirement for their parent(s) to attend an **Attendance Intervention Meeting** in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

Legally a student is considered habitually truant if the student is absent without a legitimate excuse for:

30 or more consecutive hours	(approx. 5 school days)
42 or more hours in a month	(approx. 6 school days)
72 or more hours in a year	(approx. 12 school days)

When a student becomes "Habitually Truant," the student and parent/guardian may be referred to an Attendance Intervention Meeting and an Absence Intervention Plan (AIP) will be developed. As mandated by Ohio law, failure of the student to make satisfactory progress per the AIP will require a court complaint to be filed.

If a student becomes habitually truant within 21 days of the end of the school year, a school official may be assigned to develop an absence intervention plan during the summer, or the school may reconvene the absence intervention process on the first day of the next school year.

**PLEASE NOTE:** Per H.B. 410, Parents will be notified by mail of student absences that are not medically excused when they reach the threshold of 38+ hours in a month, or 65+ hours in a school year. This notice will be sent within 7 days of the absence that triggered the notice.

District Schedule to Notify Parents of Accumulated Student Absences:

With or Without Legitimate Cause	38 hours in one school month (approx 5 days)	65 hours in one school year (approx 6 days)	
Unexcused	30 or more consecutive hours (approx 4 days)	42 or more hours in 1 school month (approx 6 days)	72 hours in a school year (approx 10 days)

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

(Adult students with habitual tardiness or absences may be withdrawn from school.)

**PLEASE NOTE:** A student’s driver’s license may be suspended by the State of Ohio upon notification of the Ohio Bureau of Motor Vehicles by the school district when a student accumulated 60+ hours (9 days) of unexcused absences in a month, or 90+ hours (13 days) in a school year.

Additionally, students who dropout of school may also lose their driver's license ORC 3321.13 SEC. B2

The school also holds the right to pull work permits at any point. Failure to attend school regularly could lead to the loss of a work permit.

**ADMINISTRATIVE DISCRETION:**

The administration reserves the right to approve exceptions to these guidelines on a case-by-case basis due to extenuating circumstances.

**LOSS OF CREDIT POLICY**

Students with excessive unexcused absences face possible loss of credit. Students with 15 unexcused absences from any course per semester may be removed from that course and may lose credit for that course after a due process hearing with the attendance disciplinary committee.

**STUDENT CONSEQUENCES FOR UNEXCUSED ABSENCES**

Students are able to use **up to 3 parent excuses per semester**. After those three parent excuses, students will be notified that **on the 8th total (not medically excused) absence**, discipline will begin. Students will not begin to receive discipline for unexcused absences **until their 3rd unexcused absence**.

- **3rd unexcused absence:** The student will receive one Wednesday School or one day of In-School Restriction.
- **4th unexcused absence:** The same penalty as the first offense.
- **5th unexcused absence:** The student may receive, but not limited to, two Saturday Schools, two days of In-School Restriction, or similar combination, possible referral to the school’s attendance officer; and possible loss of school driving privileges (length of time determined by administration). **Note: on the fifth unexcused absence, an attendance**

**notice with information regarding HB 410 and State of Ohio mandated steps regarding compulsory attendance laws will be sent to the parent/guardian.**

- **6th unexcused absence:** Same as above (less letter to parent)
- **7th unexcused absence:** a seventh unexcused absence may require the parent and student to attend a parent involvement program (Attendance Intervention Meeting) and an Absence Intervention Plan (AIP) will be developed. As mandated by Ohio law, failure of the student to make satisfactory progress per the AIP will require a court complaint to be filed. The student may receive three Saturday Schools, three days of In-School Restriction, or similar combination, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.
- **Any subsequent offenses:** If the student has not made satisfactory progress per the AIP, a court complaint may be filed. Having subsequent offenses would be a strong indicator that satisfactory progress has not been made and court involvement becomes likely. The student may receive three Saturday Schools, three days of In-School Restriction, or similar combination, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.

*All tardies, both to school and/or to classes, are cumulative through each nine week grading period for disciplinary purposes.*

#### **TARDINESS TO SCHOOL**

Tardiness occurs when a student reports to school between 7:30 a.m. - 8:00 a.m. A record of all student tardies shall be maintained and be reported to the parents at the end of each grading period. The daily attendance will be checked as soon as school begins each morning.

Anyone whose name does not appear on the absence sheet and does not report to class will be considered unexcused and reported to the office.

#### **HOMEWORK REQUESTS**

Homework requests when students are absent for an extended period of time (more than 2 days) must be submitted 24 hours prior to pick-up.

#### **EXCUSED ABSENCE**

An absence from school with documentation (professional or parent excuse- up to three per semester) explaining the reason for the absence will be considered excused. When returning from an absence, each student must bring a medical or parent excuse to the attendance office before the first bell in the morning. The attendance office will keep the excuse on file and will give the student an excused admission slip. Also, students may come into the school clinic to be assessed by the school nurse. If the nurse deems the student is too ill to stay at school and should go home, this shall be considered a medically excused absence.

Students need to have proper documentation for absences to the attendance office within two school days. This includes parent and professional excuses.

### **UNEXCUSED ABSENCE**

An unexcused absence is defined as an absence from school without documentation explaining the reason for the absence. So-called “skip” days are not authorized or condoned by school policy and such absences will be considered unexcused.

### **EARLY DISMISSAL**

All students who need to be dismissed early must bring a note from their parents stating the time the student is to be dismissed. The student’s name will be placed on the absence list as an early dismissal student. Those students granted early dismissal shall secure a pass from the attendance office. Those slips are to be left in the attendance office and the student is to sign out. Upon returning to school, the student must report to the attendance office to sign in and receive a pass to class.

Early dismissals will be granted for the following reasons:

1. Doctor or dentist appointments
2. Driver’s examination
3. Family emergencies

### **LATE ARRIVAL TO SCHOOL**

After 7:30 a.m., all students must sign in and receive a pass from the office in order to be admitted to class. The student will be counted absent up to the point of arrival.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are absent from school shall be given the opportunity to make-up missed work. It is the student’s responsibility to contact the teacher and obtain any missed assignments when returning from an absence.

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, they may make arrangements with the teacher to take the test at another time. If they miss an Ohio End of Course Test or other standardized test, the student should consult with the testing administrator/guidance counselor to arrange for administration of the test at another time.

### **NOTIFICATION OF ABSENCE**

If a student will be absent, the parents must notify the School at 937-687-1366 x401 by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within two days of the student’s return from absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. 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.

A truancy during all or part of the school day will be identified as an unexcused absence and students will not be permitted to receive credit for missed class work, unless permitted by administration, though they are encouraged to turn in the work to stay current with the class and receive teacher feedback. The student will also be subject to disciplinary action.

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

Students who are absent with an excuse for more than 4 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to remedy the condition.

#### **SCHOOL DAY EVENT PRIVILEGES**

Students may be denied participation in school events during the school day if a) the student's attendance is below 93% average for the school year or b) the student is failing one or more classes. School events during the school day include, but are not limited to: blood drives, college speakers, assemblies, peer leadership groups, etc.

#### **TRUANCY**

The Revised Code (3321.01 through 3321.99) is very specific in its guidelines to schools in regards to student attendance. It states that any child between the ages of six and eighteen is of compulsory school attendance. The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of education and the regulations of Dixie High School.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;

- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Definition of Truancy:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

Definition of Excessive Absences:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

If students accumulate the levels of truant hours indicated above, contact with the parent and student will be made in writing by the school attendance office and/or the district attendance officer via phone calls and letters home. Reaching truancy thresholds may also require meetings with parents, students, the district attendance officer and school administration.

#### **STUDENT VACATION DURING THE SCHOOL YEAR**

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the Principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The student may be given approximate assignments and materials and pages to be completed. The time missed will be counted as authorized and will not be counted toward the 4-day rule. Students are expected to complete work during their absence.

#### **SUSPENSION FROM SCHOOL**

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

A suspended student will have the opportunity to complete school work missed due to suspension for up to 100% credit for the assignment(s). Students are encouraged to complete the work to keep up with instruction and receive feedback from teachers. Students must submit work by the date specified by the teacher. their grade for work ethic will be diminished and indicate "absence from school due to discipline."

#### **TARDINESS**

**To School:**

A student who reports to class between 7:30 a.m. and 8:00 a.m shall be considered tardy to school. and may receive consequences for being tardy. Students must be in Mentor class when the 7:30 a.m. bell rings to be considered on time to school. Any student arriving late to school is to report to the High School office before going to class. Students who are tardy to school two (2) or more times during a grading period shall be disciplined according to the Student Code of Conduct. After 8:00 a.m., it is no longer considered a tardy but an absence.

**STUDENT CONSEQUENCES FOR TARDIES (PER QUARTER)**

- **1st through 3rd Offense: Warning- no action will be taken**
- **4th & 5th Offense: One-Hour After School Detention**
- **6th & 7th Offense: Wednesday School** and the student will go onto a Tardy Contract (Tardy Intervention Plan or TIP) & a meeting with New Lebanon Attendance Officer and DHS Dean of students will be held.
- **8th & 9th Offense: Saturday School**
- **Subsequent Offenses: Multiple Saturday Schools or In-School Restriction** and a parent meeting with New Lebanon Attendance Officer, Dean of Students and the principal will be held

**SKIPPING CLASS**

Skipping class is determined by the teacher and/or administration and occur when a student misses all or part of an assigned class without permission. A student who leaves the school building or school groups without permission and/or those who miss more than one class in a day will be considered truant. **Truancy is an unexcused absence and the hours of school missed may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB410 (mandatory attendance laws).** Consequences for cutting class include but are not limited to Wednesday School, Saturday School, and In-School Restriction and may be subject to progressive disciplinary action.

**TARDIES TO CLASS**

Each student is expected to be in their assigned location throughout the school day. Students have more than ample time to get from one class to another. Students are to be in their seats when the bell rings. Any student who is late to class shall be disciplined by the teacher. Excessive tardies to class will result in an office/disciplinary referral.

**CODE OF CONDUCT**

A major component of the educational program at Dixie High School 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:

1. abide by national, Ohio, and local laws as well as the rules of Dixie HS;
2. respect the rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
6. help maintain a school environment that is safe, friendly, and productive;
7. act at all times in a manner that reflects pride in self, family, and in the School.

### **SUBSTITUTE TEACHERS**

Substitute teachers are to be treated with respect. Students are in a position to help a substitute teacher in a number of ways. It is up to each student to give a substitute teacher the best impression of the school that can possibly be given. The reputation of Dixie HS is upheld by the action of each individual student. Remember that the substitute is here to help; students are expected to give substitute teachers an opportunity to do their best.

### **LEAVING SCHOOL GROUNDS/BUILDING**

During the school hours the school is legally responsible for each student. It is therefore necessary to establish rules in order that we may fulfill this responsibility.

1. Under no condition are students to leave the school building or grounds without first reporting to the office and receiving permission to leave. **No student should go to the parking lot without permission from the office.**
2. No student will be excused from school during school hours, without permission from home, except in case of illness.
3. In the case of illness, Dixie High School will contact the student's home to determine if someone is there to care for the student.
4. Early dismissal students must present the note from parents to the office prior to 7:30 a.m. for approval.
5. Students are not to leave school on an errand for teachers.

### **DRESS AND GROOMING**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students must wear safe and appropriate footwear at all times. Some classes require closed toed shoes.

The following styles or manners of dress are prohibited:

1. Anything that can be considered a disruption, distraction, or a health and safety issue.
2. Shirts/tops that do not have sleeves or a cuffed sleeve or severe plunging necklines (i.e. tank tops, spaghetti straps, jerseys, low cut shirts).
3. **Skirts, shorts, jeans, pants, shirts, and dresses must be modest and conducive to the educational environment.**

4. Clothing or personal possessions containing messages that are obscene, sexually suggestive, or make references to violence, illegal drugs, alcohol or tobacco products.
5. Hats - Students may choose to wear hats during the school day as long as:
  - Hats are school appropriate (no weapon or alcohol drug insignia; no gang affiliation)
  - Staff can clearly see the student's face
  - Students remove hats when asked at times such as giving a presentation to a class
  - Sunglasses or other head apparel are not permitted without approval by the administration.
6. Excessive ornaments that might cause damage or injury. (i.e. wallet chains, pointed piercings, chains, etc.)
7. **\*\*\*Costumes with or without masks, unnecessary accessories, or tactical/combat-type gear should not be worn.\*\*\***
8. Any style of dress which exceeds generally accepted standards of decency will not be tolerated.
9. Book bags or outside apparel (ie., coats, jackets, gloves, etc.), unless approved by the administration. Book bags may be carried to and from school and placed in their locker. Zipped hooded sweatshirts with the hood down are permissible.
10. Book bags like the Dixie Greyhound draw-string bags are permissible in the building and carried to the locker room.
11. Earbuds are permissible but students should NOT have earbuds in ears during class changes or while in the hallways in case of emergency announcements. In classroom use of earbuds is at the discretion of the classroom teacher.

In all instances, **school officials will determine when an item of clothing is disruptive or objectionable above and beyond and including the list above.** Students in violation of the dress code will be asked to change inappropriate clothing. If no change of clothing is available, the student will be placed in in-school suspension until a change of clothing is available. Repeated violations of the dress code policy will be treated as insubordinate and handled accordingly.

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

### **GANGS**

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. Dixie High 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 and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **DISCIPLINE**

It is important to remember that Dixie High School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the New Lebanon Local 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 board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Dixie High School will comply with its obligation to promptly provide 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 (In-School Discipline). It includes: Verbal warning, counseling by teachers, administrators, and members of the guidance staff; writing assignments; denial of privileges; parental contact; removal from class or activity; change of seating or location; lunch-time detention; after/before-school detention, Saturday school, In-School Suspension, administrative detention (Wednesday School).

A student missing any portion of their assigned time in In-School Discipline may be given an additional In-School Discipline. Failure to timely serve In-School Discipline assignment(s) may lead to suspension from school for a period not to exceed 10 days with recommendation for expulsion. Any such suspension shall be in accordance with New Lebanon Local School District guidelines on suspension and expulsion.

The following rules shall apply to In-School Discipline/Saturday School and Wednesday Afternoon School.

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other without special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No phones, cards, magazines, or other recreational articles shall be permitted.
6. No food or beverages shall be consumed.

### **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to twenty-four (24) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Any student who is expelled for school for more than twenty (20) days 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, at their discretion, may require/allow a student to perform community service in conjunction with or in place of an 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 or expulsion are entitled to an informal hearing with the building administrator prior to removal at which time 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 Dixie High School rules.

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

### **DEFINITION OF DISCIPLINARY TERMS**

**Classroom Discipline** - Each teacher establishes basic rules of classroom conduct for students. Each teacher then establishes a series of progressive rewards for following these rules and progressive consequences for violation of these basic rules. The consequences vary from teacher to teacher and from one grade level to the next.

**Detention** - A teacher may assign a maximum of one-hour (1-hour) detention to a student for a violation of classroom or school rules, after giving the student and their parents one day's notice. The parent must sign the detention slip in order for the student to serve the detention when required by the teacher. The school is not obligated to furnish transportation to students who have been detained. Detention will take precedence over all extra-curricular activities and after school employment. Lunch detention may also be assigned by teachers for offenses.

**Administrative Detention (Wednesday School)**– The building principal may assign a two hour (2) detention to a student for a violation of classroom or school rules. It is the responsibility of the student to notify their parents of the detention and arrange transportation home. The school is not obligated to furnish transportation to students who have been detained. Detention will take precedence over all extra-curricular activities and after school employment.

**Saturday School** - This program is being offered as an alternative to some out-of-school suspensions. It has the potential to help students maintain academic standing while modifying unacceptable behavior. Students will report to school on Saturday from 8:00 a.m. – 12:00 p.m. (at the discretion of the principal or their designee). They will be required to bring work, etc. Skipping

Saturday School will lead to further disciplinary action which may include out-of-school suspension. The school is not obligated to furnish transportation to students who have been detained. Saturday School will take precedence over all extra-curricular activities and after school employment.

**Emergency Removal** - The term emergency removal shall be understood to mean the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The time out of school will be unexcused.

**Suspension** - The removal from school and/or school related activities by the principal or superintendent for a period of one (1) to ten (10) days. Absences are unexcused and students may not come to school or attend extra curricular activities. Students may receive 100% credit for the work missed during the suspension days.

**In-School Restriction** - The student will be assigned to the ISR room or place where being held; the student will have to complete the assigned work from teachers and turn back into the monitor; the student may not talk to anyone and can not be in the hallways or at lunch with the other students. ISR work completed will count as full credit if completed. **If the student does not abide by the rules they may be removed to Out-of-School suspension.**

**Expulsion** - The term expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities by the superintendent for more than ten (10) days up to ninety (90) days consecutive. Students will receive "0's" for the work missed during the expulsion days. These days may be carried over from one year to the next with the approval of the superintendent.

**Community Service** – Community service is volunteer time spent with an organization outside the regular school day. The time is to be documented and submitted to the principal or his designee on letterhead from the organization.

*Should there be a reason school is not in session during disciplinary action, the student will be expected to serve the disciplinary action continuing with the next school day in session.*

## **PROGRESSIVE DISCIPLINE**

**Warning**  
**Lunch Detention**  
**30 minute after school detention**  
**60 minute after school detention**  
**Wednesday School**  
**Saturday School**  
**In-school Restriction**  
**Out-of-school suspension (1-10 days)**

### **Out-of-school suspension with recommendation for expulsion**

**\*Note: At the discretion of the administration, steps may be skipped based on the severity of the offense.**

#### **DUE PROCESS RIGHTS**

Before a student may be 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 hearing 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 their view of the underlying facts. After that informal hearing, the principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, they and their parents 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 of Schools. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or their representative requests 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. Students serving suspension may receive up to 100% credit for work completed while suspended.

#### **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 or principal may remove the student from any curricular or extracurricular activity or from the school premises. The athletic director or athletic supervisor may remove the student from any extracurricular activity or from the school premises that is under their supervision. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

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 hearing before the principal, superintendent or a designee, and may challenge the reasons for the removal or otherwise explain their 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 their 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 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 either by reinstatement, suspension or expulsion.

### **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 formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by their parents, legal counsel, and/or by a person of their choice at the hearing.

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 parents 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 right 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.

Within ten (10) days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the 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 driver's license. When a student is expelled, the superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus Program 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. A permanent exclusion may be considered if the student is 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 onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto 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 grounds 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 grounds, 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 (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

#### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend their bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, they and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

#### **STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to: detention, in-school discipline, Wednesday/Saturday School, community service, 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.

#### **1. Use of drugs and/or alcohol**

A student will not possess, use, transmit or conceal, or be 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.

Consequence: Formal

## **2. 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 or related materials (matches, lighters, eCigarettes, vape pens, etc.) 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 or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

Consequence: Formal or Informal in accordance with the District Vaping Protocol.

## **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy 5610/5611.

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 Schools 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. Consequence: Formal

## **4. Use and/or possession of a weapon**

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

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

Consequence: Formal

## **5. 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.

Consequence: Formal or Informal

**6. 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.

Consequence: Formal or Informal

**7. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Consequence: Formal

**8. Physically assaulting a staff member/student/person associated with the District.**

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

Consequence: Formal

**9. Verbally threatening a staff member/student/person associated with the District.**

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

Consequence: Formal

**10. 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.

Consequence: Formal

**11. 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.

Consequence: Formal or Informal

**12. 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.

Consequence: Formal or Informal

**13. 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.

Consequence: Formal or Informal

**14. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as use of false I.D.s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

Consequence: Formal or Informal

**15. 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.

Consequence: Formal

**16. Explosives**

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

Consequence: Formal

**17. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the principal.

Consequence: Formal or Informal

**18. Theft**

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The school is not responsible for personal property.

Consequence: Formal or Informal

**19. 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.

Consequence: Formal or Informal

**20. Damaging property**

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

Consequence: Formal or Informal

**21. Persistent absence or tardiness**

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

Consequence: Formal or Informal

## **22. 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 shall be subject to disciplinary action.

Consequence: Formal or Informal

## **23. Refusing to accept discipline**

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

Consequence: Formal or Informal

## **24. 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.

Consequence: Formal or Informal

## **25. Displays of affection/sexual activities**

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

Consequence: Formal or Informal

## **26. Possession of electronic equipment**

Students may use personal communication devices (PCDs) before and after school or during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs at any other time is prohibited. **During the instructional day (normally 7:30 AM- 2:20 PM), cell phones must be turned off and placed in lockers.** Violations are subject to school-wide progressive discipline.

For purposes of this policy, "personal communication device" includes cell phones, smart watches, computers, tablets (e.g., iPads, laptops, and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), , and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach but are NOT permitted to video or audio record. Distracting behavior that creates an unsafe environment will not be tolerated. **Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.** Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. **If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.**

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – **Bullying and Other Forms of Aggressive Behavior**. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

**New Lebanon Schools are not responsible for loss or theft of PCDs.**

Consequence: Formal or informal

#### **27. 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.

Consequence: Formal or Informal

#### **28. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

Consequence: Formal or Informal

#### **29. Disruption of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process or which threaten to do so are unacceptable. Such disruptions include, but are not limited to: delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Consequence: Formal or Informal

#### **30. Harassment/Bullying**

The harassment 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.

Consequence: Formal or Informal

Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

- Verbal
  - The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or

by a fellow staff member, student, or other person associated with the District, or third parties.

- Non-Verbal
  - Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.
- Physical Contact
  - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- Verbal
  - The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- Non-Verbal
  - Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- Physical
  - Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Any student who believes that they 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 District's Complaint Coordinator(s):

High School Principal  
300 S. Fuls Road  
New Lebanon, Oh 45345  
(937) 687-1366

Middle School Principal  
200 S. Fuls  
New Lebanon, Oh 45345  
(937) 687-3508

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report their concerns to the Complaint Coordinator either by a written report or by telephone or personal visit. In reporting their concerns, the student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). The Complaint Coordinator will promptly compile a written summary of each such report which 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 will be instructed not to discuss the subject outside of the investigation.

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

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

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

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

### **31. 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.

Consequence: Formal or Informal

### **32. Violent Conduct**

Students may face expulsion for up to one school year for committing a violent act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

Consequence: Formal

### **33. 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 shall result in expulsion for a period of up to one (1) school year.

Consequence: Formal

## **SEARCH AND SEIZURE**

School authorities are authorized to search a student or their property (including vehicles, purses, knapsacks, 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 of 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 or in the contents of any other District property including desks or other containers. School officials 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. For the safety of all students and staff, our school employs video surveillance throughout the campus, including the use of sensors in bathrooms to monitor for safety concerns such as vaping and other prohibited activities. The District may use video cameras on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that 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 which have been confiscated.

#### **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, noncommercial 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,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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 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 or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

#### **RESTRAINT/SECLUSION POLICY**

The New Lebanon Local School District will operate in compliance with the Ohio Department of Education Policy on Positive Behavior Interventions and Support, and Restraint and Seclusion

adopted by the State Board of Education on January 15, 2013. The full text of the PBIS/Restraint/Seclusion Policy (5630.01) can be found on the New Lebanon School District website in the Board of Education section.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the transportation supervisor at 937-687-2095.

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 approval from the transportation supervisor or principal.

The transportation supervisor may approve a change in a student's regular assigned bus stop to address a special need, upon receiving 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 that transportation safety. Students must comply with the following basic safety rules.

#### **Prior to loading (on the road and at school), each student shall:**

1. be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. stay off the road at all times while walking to and waiting for school transportation;
3. line up single file off the roadway to enter;
4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. 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 transportation is in motion;
- b. keep head, hands, arms, and legs inside the school transportation at all times;
- c. not litter in the school vehicle or throw anything from the vehicle;

- d. keep books, packages, coats, and all other objects out of the aisle. Unless permission is given from the transportation supervisor or administration;
- e. be courteous to the driver and to other riders;
- f. not eat, drink or play games, cards, etc.;
- g. not tamper with the school vehicle or any of its equipment.

**Exiting the school vehicle, 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 they have proper authorization from school officials.

**VIDEO/AUDIO RECORDING ON SCHOOL BUSES**

The Board of Education has the right to install and use video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and their 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.

**SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- 1) Students must have written parent permission prior to driving to school.
- 2) Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:
  - i. driver's license;
  - ii. insurance certificate;
  - iii. vehicle registration.
- 3) Parking lot speed limit is 15 mph.
- 4) The student must obtain a permit from the office each school year and pay a fee of \$10.00 for each school year.
- 5) **Students will be assigned a parking space number in the lot, and they must park in that spot. The vehicle should only take up one parking space and the vehicle must be parked in between the yellow lines.**

- 6) If a student's parking permit is suspended, no fees will be refunded.

*Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.*

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the Principal or head coach/advisor.

#### **STUDENT AUTOMOBILES/PARKING LOTS**

Use of the school parking lots is a student privilege.

1. Students are to park only in the student parking lot. No other lots are to be used.
2. **Students are permitted to be in the parking lot during the school day with permission from office personnel.**
3. Students must leave their car immediately after parking.
4. School officials have the right to examine the contents and will randomly search cars parked on school premises.
5. School buses arriving to and departing from school have the right of way at all times.  
STUDENT CARS MUST REMAIN STATIONARY AFTER THE BUSES HAVE BEGUN TO EXIT.
6. Failure to comply with the established regulations and violations that include but are not limited to excessive speed, driving recklessly, squealing tires, etc. may result in the student's driving privilege being revoked and/or disciplinary action.

#### DEVIATION FROM RULES:

**First Offense:** immediate suspension of driving privileges for two weeks; depending on severity, possibility of 3 day out of school suspension.

**Second Offense:** immediate suspension of driving privileges for nine weeks; depending on severity, possibility of 5 day out of school suspension.

**Third Offense:** immediate suspension of driving privileges for remainder of year; depending on severity; possibility of 10 day out of school suspension, recommendation to superintendent for expulsion.

#### **SEARCH AND SEIZURE OF VEHICLES**

School authorities are authorized to search a student or their property (**including vehicles**, purses, knapsacks, 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 of school rules.

#### **Transportation to Miami Valley Career Technology Center (MVCTC)**

Students will be required to transport themselves from home to Dixie High School. DHS will transport the student from DHS to and from the MVCTC. The High School Guidance Counselor will give approximate time schedules to each CTC student in August.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:**

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3**
- **Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01**

**LOCAL SERVICES**

New Lebanon Local Police – Dispatch	687-3080
Alcoholics Anonymous	222-2211
American Red Cross	222-6711
AL-ANON Hope Group	640-2008
Children Services	224-5437
Day Break Runaway Shelter	395-4600
Children’s Medical Center	641-3000
Kettering Behavioral Medical Center	534-4600
Unified Solutions	220-6600
YWCA Teen Connection	228-8336
Domestic Violence – Artemis Center	461-5091
YWCA Shelter Services for Domestic Violence	461-5550
Health Insurance CareSource	224-3300
Medicaid Hotline	1-800-324-8680
Job Center	225-4148
Suicide Prevention Hotline (24/7)	229-7777
Alcohol & Drug Abuse – Samaritan Crisis Care (Alcohol & Drug Assessment Services)	224-4646
Narcotics Anonymous	640-4911

**NATIONAL SERVICES**

Child Find/Missing Children	1-800-843-5678
National Runaway Switchboard Hotline	1-800-RUNAWAY
Parents Anonymous	
For abusing parents and abused children	1-800-421-0353
Poison and Drug Information Center	1-800-222-1222
National Youth Emergency	1-800-972-6004
Information for Parents about Drug and Alcohol Abuse (Ohio)	1-800-282-9254
Drug Tip Hotline (Ohio)	937-225-6272

