

I hereby acknowledge that I have received the Student Handbook from North College Hill High School and that the contents of this handbook include the North College Hill City Schools Board of Education policy regarding discipline and my rights and responsibilities with respect to this discipline policy.

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Student Name (Print)

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Student Signature

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Date



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## **DISTRICT MISSION STATEMENT**

In partnership with family and community, the North College Hill City School District will empower students to achieve their highest potential in a safe, caring, respectful environment.

## **BUILDING MISSION STATEMENT**

In partnership with parents and the community, we will ensure that all learners achieve at high levels and feel valued as part of our school community.

## **OISM (OHIO INTEGRATED SYSTEMS MODEL)**

### Purpose

The purpose of the North College Hill High School OISM initiative is to establish and maintain a safe and effective school environment that maximizes the academic achievement and behavioral competence of all learners.

### Major Components

- Common approach to discipline
- Positively stated expectations for all students and staff
- Procedures for teaching those expectations to students
- A continuum of procedures for encouraging demonstration and maintenance of these expectations
- A continuum of procedures for discouraging rule-violating behavior
- Procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis.

### Guiding Principles

Academic achievement and behavioral competence are the result of school personnel and families working together to provide a continuum of support for all learners. A continuum of academic and behavior support includes:

- a. School-wide interventions for all learners (universal)
- b. Specialized interventions for learners who are at risk for academic or social failure due to behavior challenges (targeted)
- c. Individualized interventions for students with intense/chronic behavior challenges (intensive)

**Our Schoolwide Expectations:      Be Here, Be Ready  
Be Respectful  
Be Responsible**

## **NORTH COLLEGE HILL TROJAN PRIDE PLAN**

The NCH High School Trojan Pride Plan was developed to create a positive learning environment at North College Hill High School. The NCH Trojan Pride Plan does not replace the Code of Student Conduct. It is a positive approach to teaching the academic and behavioral expectations of the NCH High School community.

### Purpose

- To ensure that every student and staff member at NCH High School is explicitly aware of and understands the academic and behavioral expectations and positive behavior supports built into the Trojan Pride Plan
- To describe appropriate procedures that will enable students to become active and productive members of society

- To develop consistent expectations among staff and students of what is expected as a member of the NCH High School community
- To reward students when following the expectations and procedures in place
- To recognize staff members who reinforce positive behavior and academic achievement of all students

## **CODE OF STUDENT CONDUCT**

Students found engaging in any of the following types of conduct shall receive consequences at a time and in a manner thought appropriate by the school employee in charge of the student, by a school administrator, or by a school employee having jurisdiction over students and/or a school activity. A full range of consequences may be applied for such behavior including, but not limited to, verbal correction and warning, detention, isolation, suspension, multiple-hour detention, alternative to suspension, expulsion (the superintendent only may exercise this option), and/or filing of legal charges.

**If a student is suspended or placed in the alternative to suspension classroom, the student and a parent/guardian must meet with an administrator/designee before the student may return to classes.**

A student who is in violation of school regulations, is a continuous discipline problem, or withdraws after the deadline may be withdrawn from the class and given an "F" for the remaining grading periods, including the exam, after withdrawal from the course.

Actions which could result in suspension and/or expulsion include:

1. Damage to or destruction of school property on or off school premises
2. Damage to or destruction of private property on school premises or in areas controlled by the school
3. Damage to or destruction of private property belonging to administrators, teachers, Board members, or other school-related personnel whether on or off school property
4. Assault on a school employee, student, or other person on school premises while in the custody or control of the school or in the course of a school-related activity
5. Possession or use of dangerous weapons, including look-alikes
6. Fighting
7. Encouraging or agitating one or more other students to fight or continue to fight
8. Chronic misbehavior that disrupts or interferes with any school activity
9. Disregard of reasonable directions or commands by school authorities including school administrators and teachers
10. Disrupting classes or school activities by violence or threats or insubordination or interference
11. Trespassing, including presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the school administration or a teacher
12. Leaving school during school hours without permission of the proper school authorities
13. Distribution of pamphlets, leaflets, buttons, insignia, etc. without permission of the proper school authorities
14. Assaulting any person sexually
15. Harassment or sexual harassment of employee or student
16. Assaulting anyone verbally or in writing to include slurs, name-calling, and/or threats
17. Demonstrations by individuals or groups causing disruption to the school program
18. Disrespect to a teacher or other school authority
19. Skipping detention
20. Refusing to take detention or other properly administered discipline
21. Abuse of Monday School/Thursday School not attending assigned Monday School/Thursday School
22. Falsifying information given to school authorities in the legitimate pursuit of their jobs
23. Use or possession of any substance containing tobacco; use or possession of e-cig or look-alikes. Tobacco includes electronic cigarettes or vaporizing devices of any kind including look-alikes, or substitute products carrying an explicit or implied representation as such
24. Presence on school premises or school-controlled premises when current or prior use of alcohol or drugs is apparent



25. Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, drug paraphernalia, or intoxicant of any kind on school property or at school-sanctioned events (The term 'drug' as used in these rules also includes look-alikes, substitutes, and/or placebos carrying an explicit or implied representation as a drug.)
26. Turning in a false fire, tornado, bomb, or disaster alarm or participating in false threats
27. Placing signs and slogans on school property without the permission of the proper authorities
28. Extortion of a student or school personnel
29. Forgery of school-related documents, fraudulent signature, and/or impersonation
30. Use of profanity
31. Truancy or skipping classes
32. Cheating or plagiarizing
33. Hazing
34. Gambling
35. Stealing
36. Tardiness
37. Improper or suggestive dress (refer to Student Dress Code)
38. Compiling a total of four or more administrative detentions at any time
39. Engaging in sexual acts on school premises
40. Publication, possession, or distribution of obscene, pornographic, or libelous material
41. Use of indecent or obscene language in oral or written form, including gestures
42. Indecent exposure
43. Arson
44. Failure to abide by reasonable dress and appearance codes set forth in the student handbook or established by the administration or the Board of Education (refer to Student Dress Code)
45. Failure to abide by rules and regulations while on school premises
46. Disobedience of driving regulations while on school premises
47. Willfully aiding another person to violate school regulations
48. Any type of prohibited activity listed herein taking place on a school bus
49. Commission of any act on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code
50. Inappropriate use of an electronic communications device, including but not limited to laser devices and cell phones, on school premises or on premises where a school-related activity is taking place
51. Having fireworks, including poppers and class "B", on school property
52. Parking automobiles in areas not approved by the school authorities
53. Littering on school property
54. Establishment and conduct of clubs and organizations not approved by school authorities
55. Abuse of the emergency "911" number
56. Possessing matches, lighters, or other flame-producing items on school property
57. Wearing, using, or displaying gang signs or symbols
58. Any other activity that a student knows or should know will disrupt the academic process or a curricular or extra-curricular activity either on school premises or on premises where a school-related activity is taking place
59. Violating acceptable use policy/ technology usage policy

Causes for automatic expulsion include the following:

1. Burning school property
2. Having explosives on school property
3. Possessing or concealing a gun, knife, look-alike, or other dangerous implement
4. Raping another person on school property or at a school-sponsored event
5. Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, drug paraphernalia, or intoxicant of any kind on school property or at school-sanctioned events (The term "drug" as used in these rules also includes look-alikes, substitutes, and/or placebos carrying an explicit or implied representation as a drug.)
6. Making a bomb threat to a school building or to any premises at which a school activity is scheduled to occur at the time of the threat

At the discretion of the principal, students may be assigned alternative consequences in place of suspension. Any student who fails to comply will receive additional disciplinary action.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

1. The student and parent will execute a document agreeing to the community service and accepting the suspension/expulsion.
2. Community service shall be performed at the place and time designated by the superintendent.
3. Community service is an option to be utilized at the sole discretion of the superintendent and is not available at the discretion of the student or parent.
4. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the superintendent's intention and shall have three days from the mailing of this notice to request a meeting with the superintendent/designee to show cause why the suspension/expulsion should not be imposed.

Students under disciplinary action of other schools may be denied enrollment in North College Hill City Schools. Requests for enrollment shall be considered on an individual basis.

## **DISCIPLINARY AUTHORITY**

The authority of school officials extends not only through the regular school day, but also the time between home and school and at school events outside of school hours and off school property. Any misconduct on the part of students in school or on the way to or from school (within or outside of school hours, on or off school property, which directly relates to and affects the management and efficiency of the school) is within the scope of power of school officials and the Board of Education.

The Board prohibits any form of physical abuse or corporal punishment of students by school employees. Nothing in this policy shall prevent teachers, principals, or bus drivers from using a reasonable amount of force and restraint:

- a. To quell a disturbance threatening physical injury to others
- b. To obtain possession of weapons or other dangerous objects upon the person or within the control of the student
- c. For the purpose of self-defense
- d. For the protection of persons or property

A student who acts in an abusive, threatening, insubordinate manner may need to be forcefully taken to the office or another related area or removed from the school building or property. This action could result in some physical act interpreted as corporal punishment. In the situation described here, the action would not be considered corporal punishment, since such action was not taken for the purpose of punishment but to administer the rules and regulations of the school for the purpose of the orderly operation of the school.

## **Questioning by School Officials and/or Police**

School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours, during school activities, or on school property. Such interrogations shall be conducted by school officials for the purpose of maintaining an orderly school operation, protecting the health and safety of students or staff, or determining the presence of dangerous weapons or other prohibited materials. Parents/guardians are not required to be present while school officials conduct the investigation.

In a criminal investigation, police should secure permission from school officials before interrogating a suspect during school hours on school premises. An attempt shall be made to notify parents prior to the commencement of the interrogation, and a school official should be present during all criminal interrogations of students on school premises.

## **DISCIPLINARY MEASURES**

### **Alternative Classroom Assignment (ACA)**

At the administrator's discretion, a student may be placed in ACA for any violation of school policy.

1. ACA starts at 8:15 AM and continues until 3:05 PM.
2. If students are sent out of class for disrupting the learning environment, they report to ACA.
3. Students in ACA are required to complete all classroom assignments as well as work assigned by the ACA monitor. Classroom assignments will be secured by the ACA monitor for the duration of ACA. Failure to complete work will result in a grade of "F". Please note: Class work sent to ACA cannot replace the instruction taking place in the classroom. Some assignments such as labs, demonstrations, laptop activities, and cooperative learning groups cannot be duplicated in ACA. Students will receive credit for alternate assignments, however, parents and students should understand that grades are affected by missed class time and activities.
4. Credit for completed work will be granted:
  - a. If ACA is completed as assigned
  - b. If all work for all classes is completed to the best of the student's ability (as determined by the classroom teacher)
  - c. If the student's behavior during ACA is appropriate.
5. Students may return to their classrooms if they meet certain specified criteria (academic and behavioral).
6. Being placed in ACA may exclude a student from extra-curricular activities as determined by the administrator.
7. Students who are absent on the day that ACA is to be served, must complete time upon return to school.

### **Alternative to Suspension (ATS) Classroom**

North College Hill High School provides the alternative to suspension classroom as a viable alternate to out-of-school suspension. To successfully complete placement in ATS, the following guidelines must be observed:

1. Students must attend ATS from 8:15 AM to 3:05 PM.
2. Students may bring a sack lunch each day or purchase lunch from the cafeteria. If a student qualifies for free lunch, a lunch will be provided. Students will go to the cafeteria, get their lunch and return to the classroom.
3. Students' teachers and the ATS monitor will provide assignments to complete while in ATS. Please note: Class work sent to ATS cannot replace the instruction taking place in the classroom. Some assignments such as labs, demonstrations, laptop activities, and cooperative learning groups cannot be duplicated in ATS. Students will receive credit for alternate assignments; however, parents and students should understand that grades are affected by missed class time and activities.
4. Being placed in ATS may exclude a student from extra-curricular activities as determined by the administration.
5. Failure to follow procedures and rules while in ATS will result in the student's ATS assignment being changed to an out-of-school suspension.
6. Failure to report to ATS without prior permission will result in the student's ATS assignment being changed to an out-of-school suspension.
7. Students who are absent on the day that ATS is to be served, must complete time upon return to school.

**If a student is repeatedly assigned to the ATS classroom, the student and a parent/guardian must meet with an administrator/designee before the student may return to classes.**

### **MONDAY /THURSDAY SCHOOL**

North College Hill City Schools defines Monday /Thursday School as a two-hour study program on either Monday or Thursday from 3:15 PM to 5:15 PM. They are designed as an alternative to disciplinary action, including suspension.

Rules:

1. Monday /Thursday School will meet from 3:15 PM to 5:15 PM. No student will be admitted after 3:15 PM.
2. There will be a five-minute break at a time determined by the supervisor. During this time, students may go to the restroom, get a drink, sharpen pencils, and/or throw paper into proper containers as deemed necessary by the supervisor. No student will be allowed outside the building or in areas of the building other than those specified (classroom, drinking fountain, and restroom).

3. Students will not be dismissed during the two-hour period for any reason (i.e., locker, telephone).
4. Students may not communicate with other students and may not leave their seats unless recognized and given permission for individual counseling or assistance by the supervisor.
5. Students may not put their heads down or sleep.
6. No radios, cards, games, magazines, newspapers, or other recreational articles will be allowed in the room. (An exception may be periodicals or newspapers assigned by the supervisor.)
7. No food or beverage may be brought into or consumed in the room.
8. Breaking school rules or disrupting other learners may result in removal from Monday /Thursday School at the supervisor's discretion.
9. It is the responsibility of the student to bring enough school work to keep busy the entire two-hour period. If a student completes all his/her work, the supervisor may assign extra, meaningful work to increase or reinforce learning.
10. If a student is unable to attend assigned Monday /Thursday School due to an extreme emergency, the parent or legal guardian must contact the school no later than the morning of the scheduled Monday /Thursday School is to be served and explain the circumstances to the administrator.
11. Being placed in Monday /Thursday School may exclude a student from extra-curricular activities as determined by the administration.
12. Placement of a student in Monday /Thursday School will be at the discretion of the building administrator. The number of Mondays/Thursdays will be based on the North College Hill student handbook code of conduct, the severity of the violation, and any other appropriate consideration.

## **DUE PROCESS RIGHTS**

Procedures to be employed in removals, suspensions, and expulsions are as follows:

### **1. Removals**

- a. Should a student's presence pose a continuing danger to person or property or an ongoing threat of disrupting the academic process, the superintendent or high school principal may remove the student from the premises, whether the student's presence is for curricular or extra-curricular activity. A teacher may remove the student from the curricular or extra-curricular activity under his/her supervision but not from the premises unless the teacher has been specifically designated to act on behalf of the high school principal when they are not available. If a teacher makes an emergency removal, the reason must be submitted to the principal in writing as soon after the removal as practicable. If the superintendent or principal reinstates a student prior to a hearing, the teacher may demand and shall be given written reasons for reinstatement. The teacher cannot refuse to reinstate.
- b. When a student is removed from a curricular or extra-curricular activity for less than twenty-four hours and is not subject to further suspension or expulsion, the due process requirements of law do not apply. Otherwise, the following due process provisions of ORC Sections 3313.66 and 3313.661 will be followed.
- c. A hearing shall be held as soon as practicable after the removal but within seventy-two hours after the initial removal is ordered. Written notice of the hearing shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken. In addition, the person who ordered, caused, or requested the removal shall be present at the hearing.

### **2. Suspensions**

- a. The superintendent, principal, or assistant principal may suspend a student from school for a period not to exceed ten school days. The superintendent, principal, or assistant principal shall give written notice of this intention to suspend and the reason why to the student. The student shall have the opportunity to appear at an informal hearing before the principal, superintendent, or superintendent's designee and the right to challenge the reason for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately. The suspension hearing is not an adversary hearing, and the student has no "right" to legal counsel at the hearing.
- b. Within twenty-four hours of suspension, the principal, assistant principal or superintendent shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include the reason for the suspension and the right of the student and his/her parent(s) to appeal this decision to the Board of Education designee.

- c. Students are not permitted to be on campus or to participate in or attend any school activity while under suspension. Students while under suspension are permitted to make up for credit any academic work consisting of tests or assignments. The student must take the initiative to get the work missed by contacting the teachers immediately. In the event that previously assigned work is to be handed in at a time near or during suspension, the teacher will accept it on the basis that the work was previously assigned to be done. A letter stating the reason for suspension will be sent to the parents. The administrator will determine the level of suspension progression based upon the degree of the violation of school policy.

### 3. Expulsions

- a. Only the superintendent may expel a student from school for a period of time not to exceed one calendar year as provided by law. The superintendent shall give the student and his/her parent or guardian written notice of the intended expulsion. The notice shall include the reasons for the intended expulsion.
- b. The student and his/her parent, guardian, custodian, or representative shall have an opportunity to appear on request before the superintendent or his/her designee to challenge his/her action or to otherwise explain the student's actions. The superintendent cannot compel such a hearing in the event the student and parent choose not to have a hearing. The notice shall state the time and place to appear, which shall not be less than three days nor later than five days after the notice of time; if granted, he/she shall notify all parties of the new time and place.
- c. Within twenty-four hours of the expulsion, the superintendent shall notify the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the action to expel. The notice shall include the reason for the expulsion, the right to appeal this decision to the Board of Education designee, the right to be represented at the appeal by an individual of your choosing, and the right to request the appeal hearing be held in private.

### 4. Appeal to the Board of Education

- a. According to the law in Ohio, the parent, guardian, custodian or student has the right to appeal this decision to the Board of Education designee, to be represented at the appeal by an individual of their choosing, and to request the appeal hearing be held in private. The Board of Education designee is attorney Bill Deters of Ennis, Roberts, and Fischer, 1714 W. Galbraith Rd, Cincinnati, Ohio 45239, phone number 421-2540. Mr. Roberts should be notified immediately of intent to appeal so he can schedule an appeal.
- b. A verbatim (word-for-word) record shall be kept of the appeal hearing. The time set for the appeal hearing shall be at the discretion of the Board's designee. The designee may affirm the order of suspension or expulsion or may reinstate such student or otherwise reverse, vacate, or modify the order of suspension or expulsion. The decision of the Board's designee may be further appealed to the Court of Common Pleas under ORC Chapter 2506.

### 5. Permanent Exclusion

- a. The Board may seek the permanent exclusion of a student sixteen years of age or older who is either convicted in criminal court or adjudicated delinquent by a Juvenile Court of any of the following offenses that occur on school grounds or at a school function:
  - 1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance, and/or
  - 2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration if the victim is a district employeeIn addition, complicity in any of the above acts may be the basis for permanent exclusion. Any building administrator witnessing or having knowledge of one of these acts must report the incident to the superintendent within twenty-four hours, whether or not the student is over sixteen years of age.
- b. If the superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, he will determine whether the student's continued attendance in the district endangers the health and safety of other students or school employees or whether such attendance poses a danger of disruption to the district's graded course of study. If he determines that either danger exists, he may recommend that the Board adopt a resolution requesting the state superintendent of public instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the superintendent's recommendation for permanent exclusion will be provided to the student and his parent, guardian, or custodian.

6. Search and Seizure (Board Policy JFG, JFG-R)
  - a. School officials shall search a student's locker whenever there are reasonable grounds for the search without a warrant or the student's permission. What constitutes reasonable grounds shall depend upon the facts and circumstances in each individual case.
  - b. Among the factors that shall be considered in determining whether a search may be made are the student's age and record in school, prevalence and seriousness of the problem in school to which the search is directed, and the necessity of making the search without delay. The presence of a witness during the search is advisable.
  - c. Student lockers and student desks are the property of North College Hill City Schools and therefore may be searched at any time. Random searches of school lockers and student desks will be conducted. Dogs trained in the detection of drugs will be used to patrol the grounds and school facilities, including school lockers and parking areas.

### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students /school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. Sending abusive or threatening e-mails, website postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is 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.

#### **Teachers and Other School Staff**

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written

complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

## **Complaints**

### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action.

### **2. Informal Complaints**

Students, parents or 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 must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and or/administrator is promptly forwarded to the building principal/designee for review and action.

### **3. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

### **4. False Complaints**

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

## **Intervention Strategies**

### **1. Teachers and Other Staff**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel even if such conduct does not meet the formal definition of harassment hazing, intimidation or bullying.

## **Administrator Responsibilities**

The Administrator has a responsibility to respond to formal and informal complaints of suspected harassment, hazing, intimidation or bullying. The following steps will be taken to resolve the situation;

1. Investigation
2. Interventions (non-disciplinary/disciplinary)
3. Report to the parents of the victim and the perpetrator
4. If necessary, notify police and/or child protective services

For further information pertaining to Administrator responsibilities, refer to Board Policy JFCF-R

## **DRESS CODE**

The North College Hill City Schools Board of Education believes that a neat and orderly appearance is a positive factor for school success. In keeping with that belief, the following dress code shall be adhered to by all students enrolled in North College Hill High School.

### **Permitted attire:**

1. Students must wear ONE solid white, red, or blue (light or navy) shirt with a collar. No royal blue, turquoise, or maroon shirts are permitted. Shirts may include oxfords, polos, dress shirts, blouses, and turtlenecks. Any logos, insignias, or messages should be no larger than a closed fist. Top is to be tucked into bottoms—no exposed midriffs.
2. Students must wear plain navy blue or tan, khaki traditional or classic fit pants, slacks, shorts, skirts or skorts. Bottoms must be worn around the waist. A belt must be worn if bottoms have belt loops. All bottoms must be no shorter than mid-thigh.
3. A solid white, red, light blue, or navy blue sweater (pullover or cardigan), sweatshirt, or lightweight fleece may be worn over the white, red, or blue collared shirt. No hoods are permitted on sweaters, sweatshirts, or fleece pullovers.
4. A solid red, light blue, navy blue or white long/short sleeve t-shirt may be worn UNDER the white, red, light blue or blue collared shirt.

### **Prohibited attire:**

1. T-shirts/jerseys
2. Sweatsuits
3. Jackets or coats
4. Denim tops and bottoms
5. Spandex clothing
6. Oversized/baggy clothing
7. Hair bonnets
8. Attire or accessories that are drug or gang related
9. Slippers, backless shoes, crocs, sandals, "flip-flops," bare feet, peep-toe
10. Any accessory/clothing item which could, in the judgment of the building administrator, cause injury or disruption of school activities
11. Leggings/Jeggings/Jeans

### **Additional guidelines:**

1. All clothing must be clean and in good repair.
2. No undergarments may show.
3. Any button, jewelry, hair accessory, or other accessory which displays vulgar, lewd, obscene, or plainly offensive language that may lead to interference of school activities is prohibited. This includes any accessory that advocates the use of alcohol or drugs and any accessory that makes reference to or identifies gangs.
4. The building administrator may allow modifications to the dress code on specified days (for example, spirit days).



5. Small purses may be carried for personal items. (Personal items may not include cell phones, MP3 players, or other items prohibited in the code of conduct. These items must be kept in lockers.) Purses may not be backpack purses (i.e., drawstring sport bag purses).
6. Book bags or totes large enough to carry textbooks are not permitted in class. All book bags and totes must be kept in lockers.
7. Key chains (lanyards) may be worn around the neck. Lanyards should not hang below the waist. Lanyards must hold keys and school id's only. If a lanyard is distracting, the student will be asked to remove it.
8. Clothing should not be skin tight.
9. If young ladies wear dresses, they should be an appropriate length.

Students who, in the judgment of the administration, are dressed inappropriately for school may be sent home or placed in the Alternative to Suspension Classroom until proper clothing can be secured.

The building administrator may modify dress code policy as warranted during the school year. Students will be notified via announcements and a phone blast. Failure to abide by the dress code will result in disciplinary actions.

## **TECHNOLOGY USAGE/ONLINE SERVICES**

### **District Regulations for Network and Acceptable Use**

The following guidelines and procedures are to be followed by the staff and students of North College Hill City Schools who are authorized to use the District's computers, local area network or online services (electronic mail, internet, commercial services). These guidelines will be reviewed periodically and are subject to revisions as needed. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege and possibly their device. Unacceptable uses of the computer/network include but are not limited to:

#### **Acceptable Use**

1. The user in whose name the District's online service account is issued is responsible for its use at all times.
2. Rules and regulations of network etiquette are subject to change by the administration.
3. All student web activities will be limited to teacher-directed assignments or activities.
4. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

#### **Unacceptable Use**

Unacceptable uses of the computers/network include but are not limited to:

1. Violating or encouraging others to violate State or Federal law or Board Policy.
2. Using the system for illegal activities.
3. Using the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by Board Policy.
4. Using (accessing) the system for unauthorized financial gain or authorized commercial activity.
5. Using lewd, vulgar, indecent or plainly offensive speech.
6. Transmitting material that is threatening or harassing and that is based on factors others than race, color, national origin, sex, gender, and disability or age that
  - a. Is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities.
  - b. Is reasonably expected to create a substantial disruption or interference

with the work of the District or the rights of other individuals.

7. Uploading/downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials or the data of another user
  - a. A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.
  - b. Accidental site hit(s) will be documented by a staff member and copied and sent to the building principal and District technology office. (An accidental site hit occurs when a user unknowingly goes to a web site, which would be considered inappropriate for viewing. The user should immediately notify a staff member.
8. Revealing private information about yourself or others. Private information includes, but is not limited to person's passwords or other confidential information.
9. Reading, deleting, copying, or modifying other user's email or files without their permission or attempting to interfere with another user's ability to use technology resources.
10. Plagiarizing copyrighted or uncopyrighted materials for personal gain, recognition, or graded work.
11. Use that causes disruption in the use of the network by others or the educational process of the District.
12. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external network is prohibited.
13. Possession of "hacking" tools or other malware is prohibited.
14. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the District's students or staff.
15. Violating regulations prescribed by the District's online service provided. The District's online provider is the Hamilton Clermont Cooperative (HCC).
16. Any student that has posted, uploaded, or passes along material, data, or information obtained in violation of the Code of Conduct, the Computer/Online Acceptable Use Policies, or any other District policy, agrees to remove from any other website or host (including, for example: YouTube, Twitter, Snapchat, Facebook, or any other social media, and private web pages), any information, files, data, photograph, video, image, or any other type of posting that was obtained or posted in violation of such rules.

#### **Email**

1. Email accounts for students and staff members are to be established using procedures outlined by the District technology office.
2. School email accounts need to be monitored by usernames, computer, date, and time in order to track proper email use.
3. The use of email accounts by students must be school-related or under teacher supervision.
4. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.

#### **Privacy Issues**

1. Users shall have no expectations of privacy. All communications and information that is accessible through a District computer is property of the District. District

- administration may view files at any time.
2. Students must not reveal personal information or that of staff or fellow students.
  3. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy modify or forge other users' mail.
  4. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password account number to another user. Impersonation for any purpose is not permitted.

### **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- The administration reserves the right to monitor all activity on District-owned networks or technologies including the use of District approved resources and other resources at all times. Monitoring may include, but is not limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.
- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and internet and avoid objectionable sites.
- Any attempts to defeat or bypass the District's internet filter or conceal internet activity are prohibited, whether made with a District or personal technological device. This includes, but is not limited to, use of proxies, https, special ports, third party applications, portable hot spots, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- The District will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to District computers.
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District.
- Staff makes reasonable efforts to become familiar with the internet and to monitor, instruct and assist effectively.
- Students are obligated to immediately report inappropriate or questionable content inadvertently viewed or accessed. Students shall report content to staff, and staff shall report the content through the designated support helpdesk.

### **TOBACCO USE OR POSSESSION**

The Board of Education prohibits the smoking, use, or possession of tobacco in any form, including but not limited to cigarettes, chewing tobacco, snuff, and any other tobacco product by any student on school property, at any activity supervised by any school within the district, or before, during, or after school when students are coming or going to school. Tobacco includes electronic cigarettes or vaporizing devices of any kind including look-alike, or substitute products carrying an explicit or implied representation as such. This also includes any tobacco product mixed with marijuana.

# BEHAVIOR EXPECTATIONS

## ARRIVAL EXPECTATIONS

1. If students arrive on grounds before 8:05, students can eat breakfast in the cafeteria. Students should not arrive on school grounds before 7:40. (Students arriving before 7:40 will have no adult supervision.)
2. Students will throw trash in the nearest trash can.
3. Students will enter the building when the bell rings at 8:05 AM.
4. Students will go to their lockers, get materials, and report directly to class.
5. Students will arrive in first period no later than 8:15 AM.
6. If a student is meeting with a teacher before 8:05 AM, he/she needs a pass to enter the building. Students should enter through the main entrance and report directly to the classroom.
7. On inclement weather days, students will report to the cafeteria if arriving before 8:05 AM and enter the building through a designated door only.
8. Students arriving after 8:15 AM will report directly to the attendance office and sign in.

## ASSEMBLY EXPECTATIONS

Assembly procedure is very important. Courtesy to stage guests is vital if our school is to have an image that is respected. Students displaying inappropriate behavior will be removed from the assembly and appropriate disciplinary action will be taken, which may include exclusion from future assemblies.

### Performing Arts Center (PAC) Expectations

Students are to be respectful:

1. Enter quietly.
2. Sit in the assigned area.
3. Place personal items on the floor in front of one's seat.
4. Stay seated through the assembly. Wait to be dismissed by an administrator or teacher.
5. Sit with feet on the floor.
6. Give full attention to the speaker.
7. Keep hands, feet, and objects to oneself.
8. Use appropriate applause.
9. Remain quiet during presentation.
10. Seat one row at a time.

## BUS EXPECTATIONS

1. The bus driver may assign seats. Students will not distract the driver or otherwise create a safety hazard.
2. Students will be courteous. Absolutely no profanity or disrespectful remarks or gestures toward anyone on or off the bus will be tolerated.
3. Students will not eat or drink on the bus and will keep the bus free of trash.
4. Students will remain seated while the bus is in motion.
5. Students will not deface the bus or destroy it in any manner.
6. Students will not put anything (including head, arms, legs) out the bus window.
7. All other school rules apply.

Consequences are at the discretion of the principal and assistant principal depending on the circumstances. The consequence may include removal from the bus for one to ten days or permanent removal from the bus by a formal hearing. Serious misbehavior on the bus may result in consequences up to and including suspension or expulsion from school.

## **CAFETERIA / LUNCH PERIOD EXPECTATIONS**

Students may purchase lunch at school or they may bring lunch and purchase milk or additional food items. **There is no provision for students to charge lunches.**

### **Lunch/Cafeteria Expectations**

Students will:

1. Enter the cafeteria and get in line to be served.
2. Remain in line while waiting to be served.
3. Wait their turn in line.
4. Get all food/drink items while in line. (Additional trips through the line are not permitted)
4. Place all trash in trash cans.
5. Finish all food and drink before leaving the cafeteria.
6. Stay seated until the bell rings.
7. Remain in the cafeteria the entire lunch period unless permission is given by supervisory staff to leave.
8. Utilize the restroom so instruction is not missed.
9. Respect cafeteria, custodial, and supervisory staff and follow instructions given.
10. Students are not allowed to be excused to leave the building for lunch by parents (and return to building for the next class). It is our hope students remain in school for the duration of the day, unless they have an emergency or important family matter.
11. Food is not permitted to be eaten in the halls at any time. Food and beverages should be stored in the student's locker until lunch.
12. Seniors will be allowed to participate in off-campus dining during scheduled lunch time. This will take place only on Friday's. A permission slip signed by a parent must be turned in to participate. Students are not permitted to drive when leaving for lunch and seniors must sign in and out through the front office. Students who are tardy (3) times to their next class will lose their privilege for the remainder of the semester.
13. Restaurant food may not be delivered to school. The main office will deny any delivered orders.
14. Students are not permitted to sell food during school hours.

## **CLASSROOM EXPECTATIONS**

Students will:

1. Report to class on time.
2. Immediately begin bell work activity.
3. Be in dress code before entering the classroom.
4. Utilize the restroom between periods so that instruction is not missed.
5. Take needed materials to class (pen/pencil, paper, planner, textbook(s), homework, etc.).
6. Participate in all classroom instructional activities.
7. Follow directions the first time given.
8. Take care of the classroom and materials.
9. Speak respectfully to teachers and other students.
10. Raise their hands and wait to be recognized by the teacher before asking/answering questions.
11. Be given passes for emergencies only. No passes will be issued during the first ten minutes or the last ten minutes of class.
12. Remain seated until the bell rings and the teacher dismisses the class.
13. If a student is tardy (3) times between class exchange in the same day, the student will be assigned Alternative Classroom Assignment (ACA).
14. Large backpacks can only be used to transport materials to and from school. If a student needs a bag to help carry materials to and from class, he/she may use a small bag (18 inches long, 11 inches wide and 5 inches deep) during passing time. The district assumes no liability for damage, theft or loss of any bag. Large bags and backpacks brought from home must stay in students lockers during the school day.

## **DISMISSAL EXPECTATIONS**

1. Students will report to their lockers then exit the building.
2. Students will exit the building by their assigned door.

3. Students with a scheduled after-school activity will report directly to the after-school activity.
4. Students without a scheduled after-school activity must leave the school campus by 3:15 PM.
5. Students waiting for a parent/guardian after 3:15 PM will wait in front of the building.
6. Students attending a practice/game beginning after 3:30 PM must leave the campus and return at the scheduled practice/game time (unless supervised by a coach or teacher).
7. Students scheduled for detention or Monday /Thursday School will go to their lockers and be in the appropriate classroom by 3:15 PM.

### **ELECTRONIC COMMUNICATIONS EQUIPMENT USAGE EXPECTATIONS**

Parents/guardians who have urgent messages for their children during the school day will call the school and request that the message be given to their child. Parents should not call /text students on their cell phones during the school day. Students are discouraged from bringing electronic communication devices/equipment, such as a cell phone to district buildings. The district assumes no liability for damage, theft, or loss of any such device. However, the administration recognizes that electronic communication devices can aid in the safety and security of students to and from school in a walking district. Any student bringing an electronic communication device into the building must abide by the following rules:

1. We strongly encourage the device be kept in the student's locker from 8:15am to 3:05pm. If at any time during the day a device is in a classroom, gymnasium, or any other location in the school, the electronic device must be turned completely off, not just set on mute or vibrate mode.
2. During after school detention, tutoring, or any other disciplinary or instructional situation, the device must be turned off and out of sight.
3. The electronic device should not be used at any time during the school day without permission.

Any staff member who discovers a student is in possession of any electronic device in violation of this policy shall confiscate the device, and disciplinary consequences may result. In all cases consequences will be imposed.

***ALL UNAUTHORIZED ITEMS WHICH DETRACT FROM THE EDUCATIONAL ENVIRONMENT CAN BE CONFISCATED. CERTAIN CONFISCATED ITEMS MAY ONLY BE RETURNED TO A PARENT OR GUARDIAN. IF THE PROBLEM REOCCURS, THE CONFISCATED ITEM WILL BE RETURNED TO A PARENT OR GUARDIAN ON THE LAST DAY OF SCHOOL. ANY ITEMS NOT PICKED UP BY JUNE 30 WILL BE DISCARDED.***

### **FIELD TRIP EXPECTATIONS**

Students are expected to follow school rules and policies while on field trips. Failure to obey rules and policies may result in disciplinary action, which may include the student being excluded from future field trips.

### **FIRST PERIOD AND HOMEROOM EXPECTATIONS**

1. Students will arrive in first period no later than 8:15 AM and immediately begin bell work activity.
2. Students arriving after 8:15 AM will report directly to the attendance office and sign in.
3. Students will be attentive during announcements.
4. Students will bring a note for any absence and turn it in to the front office. Absence notes must be turned in within a week of the absence in order for it to be excused.
5. Students will return all beginning-of-the-year forms.
  - a. Students who return all forms fully completed will be given an out-of-uniform day.
  - b. **Students who do not have a current emergency medical form on file will be excluded from school beginning the first full week of September.** Absences will be unexcused. Students may return to classes when an emergency medical form is turned in to the office.

## **GYM AND LOCKER ROOM EXPECTATIONS**

### **Gym/Locker Rooms and Gym Assemblies**

During the school day the gym is only available for scheduled physical education and health classes. Students not in scheduled PE/health classes should not be given passes to the gym. Non-PE/health classes only report to gym during scheduled assemblies. Students found trespassing in the gym shall be given a consequence.

### **Gym Assembly Expectations**

Students will:

1. Enter quietly and calmly.
2. Sit in the assigned area.
3. Give full attention to the speaker and performers.
4. Participate in activities as requested.
5. Keep hands, feet, and objects to oneself.
6. Use appropriate applause.
7. Wait to be dismissed by an administrator or teacher.

### **Gym Expectations**

Students will:

1. Enter calmly and orderly.
2. Participate in all activities unless excused by a doctor.
3. Follow teacher directions the first time given.
4. Speak respectfully to teachers and other students.
5. Enter the equipment room only when instructed by the teacher.
6. Keep hands, feet, and objects to oneself.
7. Put away all equipment.
8. Provide a towel for physical education and extra-curricular activities.
9. Bring a change of clothes and athletic shoes for class. (T-shirt, shorts/sweatpants: no camisoles)
10. Food and/or drinks are not permitted at any time.

### **Locker Room Expectations**

Students will:

1. Enter quietly and calmly.
2. Take a proper change of clothing. (T-shirts, sweatshirts, shorts, sweatpants should meet NCH dress code.)
3. Change clothes within five minutes.
4. Lock valuables and personal items in school or gym locker. (Any items not secured in a locker are not the responsibility of the school.)
5. Keep the locker room and restrooms clean (i.e., throw trash away, turn off faucets, and flush toilets after use).

## **HALLWAY EXPECTATIONS**

1. Students will use hallway passports in the student planner as a pass to leave the classroom for hallway/locker access.  
Note: Passes during class periods will only be given for emergencies so that students do not miss instruction. No passes will be issued during the first ten minutes or the last ten minutes of class.
2. In the hallways, students will walk to the right and keep moving to their destinations.
3. Students will always enter through the door on the right.
4. Students will keep hands, feet, and objects to themselves.
5. Students will speak in a quiet voice.
6. When going to a locker, students will be courteous to the person using the locker next to them. They will get their materials and report to class.
7. Students will throw trash in the nearest trash can.
8. Students will not horseplay/wrestle in the hallways

## **LIBRARY EXPECTATIONS**

Students will:

1. Enter quietly.
2. Show the librarian a pass.
3. Speak respectfully to staff and other students.
4. Use quiet voices and keep talking to a minimum.
5. Use time effectively.
6. Use computers and printers for school purposes only and follow the technology use policy.
7. Take care of all materials (i.e., books, computers, printers).
8. Have a school photo ID in order to check out materials.
9. Push in the chair before leaving.
10. Students utilizing the library after school:
  - Must sign in.
  - Cannot have food or drink.
  - Should be completing assigned work or checking out books (no games).
  - Need to follow expectations of staff.
  - Once there, students may not leave library unless going home.

## **LOCKER EXPECTATIONS**

1. Lockers are considered school property and subject to school searches.
2. Students are responsible for keeping lockers clean and secure. Students should not share their locker or their locker combination with other students. Students should not have items belonging to another student in their locker.
3. Students are permitted to go to their lockers between classes and should not go to their lockers while class is in session.
  - a. Students should not be late to any class as a result of going to their locker in between classes.
4. A repair request should be submitted to the treasurer's office for a damaged locker.
5. Students are expected to use their assigned lockers.
6. Students will clean out lockers at the end of each quarter.

## **NURSE EXPECTATIONS**

1. Students will receive a clinic pass to come to the clinic for anything other than daily visits per doctor's orders.
2. Staff must completely fill out the top half of the pass.
3. Students will provide all (3) copies attached to be filled out by a nurse aide/nurse.
4. The yellow and pink copy will be used by the student as an excused pass to return to class or the office.

## **OFFICE EXPECTATIONS**

1. Students will have their planner (hallway passport) when entering the office during class periods.
2. Students will wait their turn to be helped.
3. Students will speak respectfully to the office staff.
4. Students will ask permission before using the phone in emergencies only.
5. Students will sit quietly while waiting for the principal, counselor, psychologist, or nurse.
6. Students will return directly to class or an assigned location.

## **PASS EXPECTATIONS**

1. Student planners will be utilized for passes when going to the restroom, hallway and lockers, office, and library. Passes during class periods are only given for emergencies so that students do not miss instruction. No passes will be issued during the first ten minutes or last ten minutes of class. Students will get permission from a teacher/staff member.
2. Office and guidance - From time to time a student may be given a pass to the office or the guidance office. At the beginning of the class period, the pass must be shown to the teacher. The student is to report to the appropriate area at the time indicated.



3. If a student misplaces his/her student planner, he/she will be required to purchase another.

### **PLANNER EXPECTATIONS**

Students will:

1. Receive planners on the first day of school.
2. Sign the acknowledgement form and turn it in to the homeroom teacher.
3. Write their name on their planner.
4. Carry their planner to all classes.
5. Document assignments, tests, extra-curricular activities, etc. in the planner.
6. Secure the planner or, if lost, purchase a replacement.

### **RESTROOM EXPECTATIONS**

Students will:

1. Use the restroom between class periods without being tardy to class.
2. Use their hallway passport in the student planner to use the restroom.  
Note: Passes during class periods will only be given for emergencies so that students do not miss instruction. No passes will be issued during the first ten minutes or the last ten minutes of class.
3. Go directly to the nearest restroom. (The teacher will indicate the specific location.)
4. Throw trash in the trash can.
5. Keep restrooms open by respecting the facilities.
6. Report any concerns or damage to the teacher upon returning to the classroom.
7. Urinate and defecate in the toilet/urinals only

### **STUDENT DRIVER EXPECTATIONS**

Students who drive to and from school may do so provided the rules and regulations are followed; otherwise, the principal has the authority to revoke this privilege.

1. All students driving to school must obtain a car registration form from the treasurer's office.
2. The car registration form must be properly completed and returned to the treasurer.
3. The treasurer will give the student an NCH parking sticker which is to be properly displayed on the vehicle in the lower right-hand corner of the front windshield.
4. Students are to park in the areas designated as student parking. Students are not to park on the street, take spaces designated for community businesses or in the staff parking lot.

Parking spaces are provided for parking of student cars. Students driving to school will park cars in the assigned area only, and the cars will remain there until the school day is complete. Lunch will not be eaten in cars nor will cars be used as meeting places. Under no circumstance is a student to get in any car during lunch period. Removal of a car during lunch without permission from the principal or assistant principal is not permitted. Students are permitted to drive themselves home for lunch with parent and principal permission. **NO PARKING IS PERMITTED IN THE CHURCH LOT.** City street parking is not permitted. Students are not to go to their cars during the day.

## **ATTENDANCE**

"Be Here, Be Ready" is one of the most important responsibilities of a student at North College Hill High School. Regular attendance and punctuality to school and to class is essential for a student to succeed in school and in life after high school. All students up to age 18 are required to attend school daily according to Ohio State law (ORC 3321.01 and 3321.03).

## **SCHOOL ATTENDANCE, TRUANCY, AND TARDINESS**

The Board of Education requires all students enrolled in the schools of this district to attend school regularly in accordance with the laws of the state. The district's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

1. When a student is absent from school, the parent/guardian is expected to call and notify the school of the reason for the absence by 9:00 AM. If a student is absent and the school has not received a call from the parent/guardian, the district will make an attempt to contact the parent/guardian via telephone on the day of a student's absence. However, each absence that is not called in by a parent by 9:00 AM shall be explained in writing and signed by the student's parent(s)/guardian(s). The written excuse should accompany the student on his/her return to school after the absence. The excuse shall be submitted to the attendance clerk and filed as part of the student's school record. **A doctor's note/ written note should be brought to school within a week to be considered excused.** A parent/guardian call by 9:00 AM or a written excuse for an absence from school may be approved for the following reasons or conditions:

### **Personal illness of the student**

The principal may require a doctor's confirmation if she/he deems it advisable.

### **Illness in the family necessitating the presence of the child**

The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.

### **Quarantine of the home for contagious disease**

This is limited to the length of the quarantine as fixed by the proper health officials.

### **Death in the family**

A copy of the obituary/program should be turned into the front office when student returns to school.

### **Observance of religious holidays**

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

### **Absence during the school day for professional appointments**

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments at times other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

- a. The student shall have a statement to that effect from his/her parents turned in prior to the appointment
- b. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly to the appointment.
- c. The students shall report back to school immediately after his\her appointment if school is still in session.

### **Necessary work at home due to absence or incapacity of parent(s)/guardian(s)**

Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and **shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days.** Parent(s)/guardian(s) must submit a written request to the principal giving the cause for this type of absence and receiving his/her approval.

### **\*Out-of-state, overnight and field trip travel to participate in a District-approved enrichment or extracurricular activity**

Parent(s)/guardian(s) must submit a written request to the principal justifying the absences and receiving approval prior to the student missing school.

## **COLLEGE VISITS**

A student must meet the following requirements before an absence will be considered excused as a college visit:

1. A note signed by a parent or guardian should be presented to their guidance counselor for signature three school days prior to the absence.
2. A college visit request form is available from the guidance office. The student should have the form signed by his/her teachers at least two days prior to the visit. The form should then be returned to the attendance office.

3. The student will receive a school validation form. This should be signed by college personnel to verify attendance and the validity of the visit. Any part of a day counts as a full official visit day. The validation form should be returned to the attendance office when the student returns to school.
4. A student will be limited to three excused days per year. Exceptions will be made only for visits involving extensive travel time or in the case of specific college-required activities (i.e., testing, interviewing). Exceptions will be granted at the guidance counselor's discretion.
5. A student must make up work missed to the satisfaction of the classroom teachers.

The total number of students excused for a college visit will be limited unless the institution schedules a special visitation event.

### **DRIVER'S LICENSE REVOCATION**

Any student absent from school without legitimate excuse for more than 10 consecutive days or for 15 or more days during any one semester will be subject to driver's license revocation under ORC 3321.13 and ORC 4507.061. The building principal, as the superintendent's designee, will:

1. Notify the student and the parent, guardian, or custodian in writing of the information supporting the proposed action
2. Schedule a hearing for the student and parents to challenge the information

### **EARLY DISMISSAL (SIGN-OUT)**

Every effort should be made to arrange doctor, dental, or other appointments after school. If this is not possible, students should present a note to the attendance office before first period on the day of the early dismissal. The note should include the student's name, grade, reason for leaving, time of departure, and the parent's signature. Before leaving the school premises, students are expected to show the note to the classroom teacher and then sign out in the office. Students will not be released from school unless a parent/guardian is contacted. No student is to leave school without permission of the proper school authorities and following the procedures listed above. Failure to comply with this policy will result in disciplinary action and/or a meeting with a parent/guardian, the student, an administrator and/or a teacher or grade level team.

### **IN-SCHOOL ILLNESS**

A student who becomes ill or hurt during school must not leave the building but must report to the nurse's office. The student should get a pass from the classroom teacher before reporting to the clinic. The nurse will contact a parent to determine if it is necessary for the student to go home. A student will not be released from school unless a parent is contacted and the student is picked up in the office. (Exception: A student who is determined by the nurse to be well enough to drive or walk home may be permitted to do so.)

### **PARENTAL NOTIFICATION**

1. The building principal/designee will be responsible for the notification of parent, custodial parent, guardian, legal guardian, or other person having care or charge of a student who is absent from school when the appropriate school administrator has not been notified of the student's absence as required by school policy.
2. Each student must have on file a complete absentee notification form which provides:
  - a. The name of the parent, custodial parent, guardian, legal guardian, or other person having care or charge of a student
  - b. A telephone number where the parent, custodial parent, guardian, legal guardian, or other person having care or charge of a student can be reached during the day
  - c. The name and telephone number of an emergency designee to contact if the parent, custodial parent, guardian, legal guardian, or other person having care or charge of a student cannot be reached.
3. The building principal will commission the photographing of each student on the stipulation that the photographer provide as part of the contract a wallet-size photo of each student to the school free of charge. The student's photograph may be shown to a law enforcement officer if the child is reported missing. Free copies of the photograph may be provided to the investigating officer upon prior approval of the student's parents, guardian, or legal custodian.

## **PARTICIPATION IN ACTIVITIES**

Students must be in attendance for each class during the school day to attend and/or participate in after-school, out of school and overnight functions and extra-curricular activities. If a student provides the proper documentation after missing 4 classes, they will be permitted to participate in the activity.

## **TARDINESS**

Promptness in reporting to school and to class is vital to the efficient operation of the school and the individual class. It is also vital for students as they enter the work force.

1. Any student who is not in the classroom at the start of the period is tardy.
2. If tardy to school, the student must bring a note to the attendance office to be excused.
3. Any student who arrives to school after 8:15 AM with or without a note must sign in with the office for an admit slip.
4. Excessive tardiness will result in disciplinary action and/or a meeting scheduled with a parent, the student, an administrator, and the grade level team, and/or a citation to court.
5. For truancy referral purposes only, five unexcused tardies equal one day of unexcused absence.

## **VACATIONS**

Every effort should be made to schedule family vacations during scheduled school breaks and not during regularly scheduled school time. It is important that students are in school.

# **ACADEMICS**

## **AUDITING PROCEDURES**

A student may audit a course under the following criteria:

1. The course title will appear on the cumulative folder with no grade or credit to be issued.
2. The teacher must approve the student auditing the course and discuss the class standards.
3. The student must perform and participate at an average-to-above-average level as determined by the teacher.
4. The teacher will have the option to withdraw a student who is not meeting the predetermined academic and departmental standards.
5. The teacher will notify the counselor of the students auditing a course, and the teacher will control the number of students auditing a particular course.
6. A form will be signed by the teacher, principal, student, and parent. This form will be given to the counselor and filed in the student's cumulative folder.
7. The student must be taking five other subjects for full academic credit (not including physical education).

## **COURSE PROFILES**

In each class all student members will receive a course profile. This document will include specific classroom requirements and operational guidelines. Students are advised to read and keep these materials for reference.

## EXAMS

### Semester/Final

The final examination shall contain material covered in the ten-week evaluation, although not necessarily in the same form. The semester exam and the final exam are course requirements which must be completed in order to receive credit for the course. Students will be issued an incomplete until the exams are completed. Exams are to be taken at regularly scheduled times. An unexcused absence from an exam will result in a "F" on the exam. Missed exams must be completed within in week.

### Senior Second Semester Schedule

If seniors organize and execute an en masse absence (20% or over) during the school year, the dates for final exams will be adjusted and the commencement date may be moved.

## FEES

Fees should be paid by the end of the second full week of school. If all fees cannot be paid at that time, the treasurer should be contacted and a schedule of payments arranged. Students who have not paid their fees or set up a schedule of payments will not participate in athletics, extra-curricular activities, and class activities which utilize fee money.

Art	Art I (Semester)	16.00
	Art II (Semester)	16.00
	Advanced Traditional Media (Semester)	23.00
	Advanced Digital Media (Semester)	30.00
	Independent Study Art (Semester)	23.00
	Independent Study Art (Year)	46.00
Foreign Language	Spanish I-IV	8.00
Math	Geometry (Protractor, compass, rulers)	3.00
Music	Band Uniform Rental	5.00
	Band Uniform Cleaning	5.00
	Trojanette Uniform Cleaning	5.00
	Concert Choir	5.00
	Drumline I/II	5.00
Science	Anatomy and Physiology	40.00
	Biology	15.00
	Honors Biology	20.00
	Chemistry	20.00
	Honors Chemistry	20.00
	Physical Science	10.00
	Physics	15.00
	Honors Physics	15.00
Science in Society	15.00	
Physical Education		10.00
General	Assembly Fee (All Students)	1.25
	Student Planner (All Students)	9.00

Yearbook (If purchased)	35.00
Turn It In Software (Grades 11-12)	2.50
Enrichment Reading	15.00

- ^ Increased Fee
- \* Reduced Fee
- + New Fee

## GENERAL POLICIES

1. Students register for seven periods of course work. Seniors may register to be an office aide if academic requirements are met.
2. Seniors must complete all course work in their last year of schooling. A final grade of "I" will preclude graduation.
3. Students may not take any college level course for high school credit without prior approval. At the high school level, 120 hours minimum of teacher contact time is required for one Carnegie unit. Consideration may be given to a lesser number of hours of contact time being equivalent due to the increased degree of difficulty of course work at the college level.
4. Extenuating circumstances may necessitate exceptions to policy. Requests for exceptions should be made in writing to the superintendent of schools.

## GRADE CLASSIFICATION REQUIREMENTS

Student classification and credits are as follows:

Grade 10	5 credits
Grade 11	10 credits
Grade 12	15 credits

If a student does not have the minimum number of credits, they will be retained in the last grade attempted, which indicates they are credit deficient.

## GRADING

### Final Grade, Grade Point Average, and Class Rank

The final grade in each course will be an average of reported quarter and exam grades. The student must have at least a "D" (1.0) average for the year. Grade Point Average (GPA) will be calculated to the nearest thousandth (.001). Class rank is determined using GPA results.

### Forced Average

A teacher may force a grade up for the final grade if, in the teacher's professional opinion, the student performed above the particular grading standard.

### General

The following grading proposal has been adopted by the Board of Education.

#### Yearly Courses

1. A course that covers the entire school year will consist of four ten-week grading periods with an evaluation required at the end of each ten weeks and two semester exams.
2. The yearly grade will represent the weighted average of the four ten-week grading periods (80%) plus the examinations /project(20%).

#### Semester Courses

1. The semester courses will contain two ten-week evaluations and a semester examination.
2. The two ten-week grading periods will account for 80% of the semester grade, while the semester examination/project will constitute the final 20%.

### Semester Grade

To determine a semester average, select the quality points for the appropriate letter grade. Each quarter grade is worth 40%, and the exam is worth 20%.

Sample averaging – class with semester exam:

1st	2nd	Semester			
	<u>Qtr.</u>	<u>Qtr.</u>	<u>Exam</u>		
Grade	B	C	C		
Quality Points	3	2	2		
Double Qtr. Points	<u>x 2</u>	<u>x 2</u>	<u>x 1</u>		
Add Qtr. and Exam Points	6	+	4	+	2 = 12
Divide Total Points	12	÷	5	=	2.4

The semester average is 2.4.

### Final Grade

To determine a final average, select the quality points for the appropriate letter grade. Each quarter grade is worth 20% and the semester exam is worth 10%.

Sample averaging:

	1st	2nd	Exam	3rd	4 <sup>th</sup>	Exam	
	<u>Qtr.</u>	<u>Qtr.</u>	<u>Exam</u>	<u>Qtr.</u>	<u>Qtr.</u>	<u>Exam</u>	
Grade	C	B	D	B	B	C	
Quality Points	2	3	1	3	3	2	
Double Qtr. Points	<u>x 2</u>	<u>x 2</u>	<u>x 1</u>	<u>x 2</u>	<u>x 2</u>	<u>x 1</u>	
Add Qtr. and Exam Points	4	+	6	+	1	+	6
							+
							6
							+
							2 = 25
Divide Total Points	25	÷	10	=	2.5		

The semester average is 2.5.

### **Grading Scale**

A	=	89.5% - 100%	=	3.5 - 4
B	=	79.5% - 89.49%	=	2.5 - 3.49
C	=	69.5% - 79.49%	=	1.5 - 2.49
D	=	59.5% - 69.49%	=	1.0 - 1.49
F	=	0% - 59.49%	=	0.0 - 0.99

### **Incompletes**

Incomplete classroom work warrants a grade of "I". Any "I" for first, second, or third quarter which is not removed before final exams will result in a final grade of "F" for the class, and no credit will be issued. **Incomplete work for semester courses must be made up within three weeks after conclusion of the course. Arrangements to complete fourth quarter work should be made with the classroom teacher before the final day of the school year. Exceptions for medical reasons will be made with administrative approval.**

## Withholding of Grades or Credits

1. The North College Hill City Schools Board of Education will withhold grades and credits for only those reasons set forth in ORC 3313.642 as listed below in item 2. Grades or credits may be withheld in those instances where the Board has established the proper fee schedules for the school year involved by Board resolution. Grades or credits will not be withheld because a student failed to return merchandise and/or turn in the proceeds from the sale of merchandise as a result of a school-sponsored or school-approved fund-raising activity.
2. Grades and credits may be withheld in relation to the following and no other:
  - a. Fees that may be charged for materials used in a course of instruction except for necessary textbooks
  - b. Fees or charges imposed upon students for the loss, damage, or destruction of school apparatus, school equipment, musical instruments, library materials, and textbooks
  - c. Fees or charges related to damage to the school building

## GRADUATION REQUIREMENTS

There are curriculum requirements and testing requirements connected with earning a diploma in the State of Ohio. A student must meet both sets of requirements.

### Curriculum Requirements

English	4.0 Units
Math	4.0 Units
Science (to include 1 unit biological and 1 unit physical and 1 unit of advanced study)	3.0 Units
Social Studies (to include ½ unit American history and ½ unit American government)	3.0 Units
Physical Education	0.5 Units
Health	0.5 Units
Fine Arts	1.0 Units
Electives	5.0 Units
Financial Literacy/Economics (2014 and Beyond)	
<b>Total</b>	<b>21.0 Units</b>

### Testing Requirements

#### Class of 2018 and Beyond

Students must take the End of Course Exams and meet one of the following:

1. Earn at least 18 points on seven end-of-course Ohio State tests. End of course tests are:

Algebra I or Integrated Math I	English I
Geometry or Integrated Math II	English II
American Government	Biology
American History	

Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.

2. Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work-readiness test.
3. Earn the “remediation-free” scores on either:

<b>ACT</b>	<b>SAT</b>
English - 18 or higher	Writing - 430 or higher



Mathematics - 22 or higher  
Reading - 22 or higher

Mathematics - 520 or higher  
Reading - 450 or higher

4. Students who earn a score of 1 or 2 (needs improvement) must receive 20 hours of remediation in the course and are eligible to retake the test at the next administration.
5. All students, including students with disabilities must participate in state assessments. The Individualized Education Program (IEP) team may exempt a student with disabilities from consequences of not being proficient on end of course tests. When the IEP team determines a student is exempt from being proficient on an end of course test the student may receive three points (equivalent to proficient) for each exempted test required for graduation. There is no alternate test for end of course test. The student must take an end of course test at least once to be considered for exemption. (All testing requirements are subject to the Administrator's discretion).

### **HOMEWORK**

Homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program. Homework is not used for disciplinary purposes. The extent and type of homework given are decided by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed, and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents/guardians to acquaint themselves with the school program and their own child's educational progress.

Homework assignments may be started during the class period in which they are assigned in order to provide for some supervised study and to allow students to ask questions about the homework assignments.

The following are suggested guidelines for the maximum times students may be required to spend in daily outside preparation. In grades where students receive homework from several teachers, the times suggested are the sum totals for the several subjects for which homework might be assigned.

#### **Maximum Homework Guidelines**

<u>Grade</u>	<u>Minutes/Day</u>
9	120
10-12	150

Reasonable exceptions to the above for particular purposes or objectives can be made.

#### **Make-up Opportunities**

An absence from school, either from one class or for one entire day or more, does not excuse the student from making up the school work that is missed. Make-up work is the responsibility of the student. The student must take the initiative to make up the work missed by contacting the teachers immediately upon return to school. To receive full credit, make-up work should be completed within the number of days the student was absent. Quarter incompletes are to be made up within a three-week period.

Students while under suspension are permitted to make up for credit any academic work consisting of tests or assignments. The students must take the initiative to get the work missed by contacting the teachers immediately. In the event that previously assigned work is to be handed in at a time near or during suspension, the teacher will accept it on the basis that the work was previously assigned to be done.

## **HONORS DIPLOMA**

Each district in the State of Ohio awards two kinds of diplomas. The regular diploma is issued to any student who successfully completes the graduation requirements established by the local school district and earns a cumulative passing score on 7 End of Course Exams for a total of 18 points.

To receive an honors diploma, a student must complete the college preparatory (high school academic) curriculum and meet any seven of the following eight criteria:

1. Four units of English
2. Four units of Mathematics which include Algebra I, Algebra II or equivalent, and Geometry and another higher level course completion or a four year sequence of courses that contain equivalent content
3. Four units of Science that include Physics and Chemistry
4. Four units of Social Studies.
5. Either three units of one Foreign Language or two units each of two Foreign Languages
6. One unit of Fine Arts. Choir, Band, and Visual Arts qualify.
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.
8. Obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of 1210 on the Scholastic Aptitude Test (SAT) with no regard for its new writing portion. (This maintains the two scores' comparability as qualifying criteria.)

## **VOCATIONAL HONORS DIPLOMA**

Students who complete at least two years of an intensive career-technical education curriculum shall meet any seven of the following eight criteria:

1. Four units of English
2. Four units of Mathematics which should include Algebra I, Algebra II or equivalent, and Geometry or another higher level course or a four-year sequence of courses that contain equivalent content.
3. Four units of Science including 2 units of Advanced Science
4. Four units of Social Studies
5. Four units of Career Technical curriculum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
6. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year.
7. Complete a career passport that reflects achievement of the occupational proficiency bench mark established for the Ohio Vocational Competency Assessment or the equivalent
8. Obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT) with no regard for its new writing portion. (This maintains the two scores' comparability as qualifying criteria.)

Note: Diploma with honors requirements pre-suppose completion of all high school diploma requirements in the Ohio Revised Code including:

- One-half unit Physical Education
- One-half unit Health
- One-half unit American History
- One-half unit Government

## **HONOR ROLL**

The honor roll lists are computed on the basis of all subjects. The honor roll will be figured on the ten-week grading period with the following categories: 4.0, 3.5, and 3.0. A student will not be placed on the honor roll if he/she receives an "F" in any subject.

## **INDEPENDENT STUDY**

Independent study is defined as a course that is designed by the teacher and is beyond the level of courses offered in the regular curriculum offerings. The teacher may have not more than three independent study students under

supervision at any one time. The course must meet 150 hours per school year for a full credit or 75 hours per semester for one-half credit.

A student may take an independent study subject within a field with the following criteria:

1. The independent study subject shall appear on the student's cumulative folder with a grade and credit issued.
2. The student will receive one-half credit for each semester's work. The student must successfully complete the first semester to enroll in the second semester. A student contract must be signed for each semester.
3. The student must perform and participate at an average or above-average level as determined by the teacher.
4. The teacher will have the option to withdraw a student who is not meeting predetermined standards (academic and department). The parent is to be contacted prior to withdrawal.
5. The teacher will notify the counselor of students participating in an independent study subject, and the teacher will control the number of students participating.
6. A contract will be signed by the teacher, principal, student, and parent. The form will be issued in triplicate; a copy will be filed in the cumulative folder and the teacher file, and the student will retain a copy.
7. The contract will contain the following items:
  - a. Objective of program
  - b. Days per week, number of weeks, and credit to be issued (five days per week for 20 weeks equals one-half credit)
  - c. Description of curriculum to be pursued for the period of time
  - d. Method of evaluation
  - e. Materials or fees owed
  - f. Place for signature
8. Students may not register for independent study in courses currently offered.

## **CREDIT FLEXIBILITY**

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method used to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for the 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. Completing coursework;
2. Testing out or showing mastery of course content;
3. Pursuing an educational option and/or an individually approved option and/or
4. Any combination of the above.

## **COLLEGE CREDIT PLUS (CCP)**

Ohio's College Credit Plus program has replaced the Post-Secondary Enrollment Option program (PSEO) and has expanded Dual Enrollment options for all students at Ohio public schools.

North College Hill High School and Hocking College have partnered to offer both high school and college credit for selected courses. These courses are college courses with the same rigor and demands of the same course taken on the college campus.

Credit and grades earned in these courses will be reported as transcribed credit by the associated college and also included on the high school transcript. There is no cost to the student for this college credit earned at a public college. There may be a potential cost to the family if participating in this program with a non-public college. College credit will be subject to all rules and deadlines set by the college (for example, course drop date, grade assignment,

etc.). College credit earned may be applied to meet requirements in Ohio colleges and universities. Out of state colleges and universities will make independent decisions about accepting these courses as transfer credit.

Participation in these courses on a college campus is subject to acceptance into the associated college and attendance at a counseling session prior to participation in the program. As in the college application process, requirements and selectivity for each college may vary and will be determined by the college. Participants must realize that the time of college courses must be arranged around classes that are needed and/or wanted in the schedule at North College Hill High School. It is vital for the student and family to recognize that, while this is an outstanding opportunity to engage in college coursework and earn credit while still in high school, there are other important aspects for consideration:

- The college credit will be recorded on a college transcript and become part of the student's official record. If low grades are earned in the course, these will not be dropped from the transcript.
- Regardless of the high school cumulative GPA, a GPA will be computed for the college transcript. This college GPA may have an impact on the student's eligibility for future scholarship consideration.

While it is possible to select single courses in the College Credit Plus program, North College Hill High School has organized courses into groups that provide pathways to degrees. Upon completion of all courses, the 15 Hour Pathway is roughly equivalent to one semester of college credit and the 30 Hour Pathway approximates one year of college credit.

**The 15 Hour Pathway offered within North College Hill High School is:**

<u>NCH Course Name</u>	<u>College Course Name</u>	<u>Credit Hours</u>
English 11	English Composition I	3
Anatomy & Physiology I	Anatomy & Physiology I	4
Pre-Calculus	Trigonometry	4
Chemistry	Fundamentals of Chemistry	4

**The 30 Hour Pathway offered within North College Hill High School is:**

English 12	Research Skills & Eng. Comp. II	1 & 3
English 11	English Composition I	3
Anatomy & Physiology I	Anatomy & Physiology I	4
Anatomy & Physiology II	Anatomy and Physiology II	4
Pre-Calculus	Trigonometry	4
Calculus	Business Calculus	5
Psychology	General Psychology	3
Chemistry	Fundamentals of Chemistry	4

Students may also participate in the College Credit Plus program online or on the campus of any other participating college in the State of Ohio, or any combination thereof.

All CCP courses taken, whether within North College Hill High School, online through a college CCP program or on the campus of a participating college will award both high school credit and college credit.

Students are required to notify his/her counselor and the building principal in writing of intent to participate by April 1<sup>st</sup> of the school year prior to which the student wishes to enroll in college courses. For more information or clarification, please contact the guidance office. Students who have given written intent to participate must discuss this choice with their guidance counselor. Parents should attend a meeting with the counselor if the student will pursue CCP courses on a college campus.

**GIFTED / TALENTED AND ACCELERATION**

"Gifted" means student's who perform or show potential for performing at remarkably high levels of accomplishment

when compared to others of their age, experience or environment.

### **Screening and Assessment**

North College Hill uses the following approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts.

The screening stage examines data to determine one of three subsequent courses of action:

- The data on a student may indicate that no further assessment is appropriate
- The student may be identified as gifted if specified state criteria are met.
- The data may indicate that further assessment is needed.

### **Assessment for identification**

- Assessment strategies provide additional data necessary for an identification decision and the delivery of services.
- Strategies for additional assessment include individual or group testing.
- Once additional assessment has been completed, the data obtained throughout the stages of identification are evaluated, the identification decision is made, and the student's educational needs are determined.

### **Referral**

The district provides at least two opportunities a year (fall and spring) for assessment. Written requests for assessment are submitted to the building principals.

### **ACCELERATION**

North College Hill School District recognized that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The District believes students should be challenged and supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge by removing the barriers to accessing appropriately challenging curriculum and to reduce the time period necessary for students to complete traditional schooling. Recognizing the academic benefits of acceleration, North College Hill provides the following types of acceleration for qualified K-12 students:

1. **Whole-grade acceleration:** The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities.
2. **Individual subject acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
3. **Early admission to kindergarten:** The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to kindergarten, for the purpose of providing access to appropriately challenging learning opportunities.

4. Early high school graduation: The practice of facilitating completion of the high school program in fewer than four years, for the purpose of providing earlier than typical access to post-secondary educational opportunities.

### **Referral Process**

Parents, students, and teachers who are interested in having a student evaluated for acceleration should contact the building principal.

### **Evaluation and Placement**

The Iowa Acceleration Scale (IAS), 3rd Edition is the only acceleration guide recommended by the Ohio Department of Education. The instrument considers the following five main categories in the evaluation process: 1) Academic Ability, Aptitude, and Achievement; 2) School and Academic Factors; 3) Developmental Factors; 4) Interpersonal Skills; and 5) Attitude and Support. An Acceleration Committee issues a written recommendation to the building principal and the students' parents/guardians and develops a written acceleration plan for any student who is admitted early to kindergarten, offered whole grade acceleration or acceleration in one or more individual subject areas.

## **LIBRARY/MEDIA CENTER**

The library/media center is open extended hours Monday, Tuesday, Wednesday, Thursday, and Friday. Students access the library/media center in the following ways: with a teacher and his/her class, with a teacher pass, or after school. Students violating library/media center procedures may lose access to library/media services.

Only media center personnel and student librarians may be behind the circulation desk and reshelve materials.

## **PLAGIARISM**

Work submitted in any class is presumed to be the original writing of the student who hands it in except when the paper specifies its indebtedness. The theft of another person's writing or wording, ideas, and facts is stealing of the kind called plagiarism. Penalties for plagiarism will be placed against the student. The degree of penalty will be at the discretion of the classroom teacher to whom the work was submitted. Any appeal of a teacher's decision will be made to the building administrator following a parent/student/teacher conference.

## **PROGRESS REPORTS**

Approximately every five weeks teachers will issue progress reports to all students. Dates are published on the school calendar. The progress report includes reasons for lack of progress and recommended remedial action. Parents and students may also access grades through Progress Book. Parents and students are issued access codes at the beginning of the school year.

## **SCHEDULE CHANGES**

Changes will only be made for unresolvable conflicts in the student's schedule. Any other schedule change request must have parent, counselor, and administrator approval and must involve extenuating circumstances. Any student who for these reasons is permitted to drop a class must do so before the third week of class. After that date a withdrawal will result in a grade of "F".

## **SUMMER SCHOOL**

1. Students are encouraged to make up deficiencies in summer school rather than overload during the regular school year. Students may take required subjects at summer school.
2. A student may not initially take courses for credit in summer school except by written permission from the superintendent of schools.
3. Summer school offerings will be determined in May based on counselor recommendations.
4. NCH High School summer school will operate utilizing all school rules and regulations of the regular school year. The regular dress code will be relaxed. However, a word of caution: Please use good judgment since the

short time frame of summer school will not permit the opportunity to go home and change clothes without missing considerable class time; each day is equal to two weeks of the regular school year.

5. Students must attend school regularly and conduct themselves in an acceptable manner. Absences and tardiness cannot be tolerated. Excessive absence or poor conduct will result in failure and/or dismissal from the program. As noted in NCH Board policy, excessive absence must be defined. Reasons for excused summer school absences shall be the same as for regular school during the year. A student who has one or more unexcused absences shall be given a grade of "F" for the summer school course.
6. Due to the short period of time for summer school, three tardies shall be equal to one absence. Students absent or tardy must get an admit slip from the high school office when returning to school. Students who are more than 30 minutes late to class shall be counted absent for the day.
7. Students who possess a valid operator's license are permitted to drive to school. They must park in the student parking lot. Students must observe good driving habits at all times. Students are not to loiter in their cars. Once students leave their cars for classes, they should not return to their cars until dismissed and they are ready to return home.
8. Grading standards will be established per the course profile for each class. The regular grading standards as per Board of Education policy will be enforced. All students are expected to work to their ability.
9. Students are not to loiter in any parts of the building. As during the regular school term, smoking is prohibited.
10. If a student's behavior or attendance record is such that it is necessary to dismiss him/her from summer school, no tuition or fees will be refunded. Tuition rate for one session is \$100.00.
11. Textbooks and supplementary materials will be furnished by the Board of Education.
12. Students who have excused absence from summer school may be required to make up the time.
13. Information concerning the various summer school programs in the greater Cincinnati area may be obtained from the grade counselor.

### **Registration**

Summer school students must register in person in the high school office. Registration is available to North College Hill residents only. Tuition (\$100.00 for each session) must accompany registration.

### **Refund Policy**

Tuition is non-refundable. Students who are removed for excessive absence or infractions of the rules forfeit their tuition.

### **TEXTBOOKS**

The Board of Education furnishes all students with necessary textbooks for each course. They ask in return that the books be given good care and be returned to the teachers at the end of the school term or upon withdrawal from school. Textbooks are issued by the teachers of various subjects; the condition of each is recorded. Students are held responsible for the numbered books issued to them and must pay for lost books or assessed fines if books are defaced or damaged. Students who lose a book must pay for it before a second book is issued. To preserve these valuable texts, students are requested to use book covers.

### **VOCATIONAL SCHOOL STUDENTS**

The Great Oaks Institute of Technology and Career Development program is an important part of the North College Hill City Schools District educational program. Our students attending these schools are encouraged to participate in our school activities and extra-curricular activities at the high school. (Because of vocational school instructional time requirements, activities during the school day will be limited.)

To provide students with information about the home school, daily announcements will be posted at the vocational schools and e-mailed to the vocational students. Additionally, visits with the home school counselor will be held. These meetings will be announced on the vocational bulletin. Other pertinent items for NCH will be headlined on the bulletin.

In the event of inclement weather, vocational school students will follow announcements for students attending the home school. When the home school is delayed, the vocational bus departure time will be delayed. When the home

school is closed, the vocational school students will not be required to attend classes. No bus transportation will be provided when NCH is closed. Vocational school closures will be announced over radio and TV.

**Regular Vocational Bus Departure Times:**

Leaves NCH at 7:00 AM for Scarlet                      Leaves Diamond/Scarlet Oaks at 2:20 PM  
 Leaves NCH at 7:10 AM for Diamond

**Inclement Weather Vocational Bus Departure Times:**

1. If NCH is on a 1 hour delay, buses depart one hour late
2. If NCH is on a one-hour delay, buses depart at 8:10 AM for Scarlet AND Diamond Oaks.
3. If NCH is on a two-hour delay, buses depart at 9:10 AM for Scarlet AND Diamond Oaks.
4. If NCH is closed, vocational attendance is not required; no buses will run.

**VOCATIONAL SCHOOL REQUIREMENTS**

	<u>Entrance Guidelines</u>	<u>Graduation Requirements</u>	
English	2 Units	4 Units/Credits	
Science	2 Units	3 Units/Credits	(1 Credit Physical and 1 Credit Biological)
Math	2 Units	4 Units/Credits	
Social Studies	2 Units	3 Units/Credits	(½ Credit American Government And ½ Credit American History)
Physical Education	0.5 Unit	0.5 Unit/Credit	
Health	0.5 Unit	0.5 Unit/Credit	
Business Technology, Fine Arts or			
Foreign Language	1 Unit	1 Unit/Credit	
Electives	2 Units	5 Units/Credits	
		<b>21 Units/Credits Total*</b>	

Students must be in good standing in order to be accepted to the Oaks.  
 Specific vocational admission prerequisites are determined by the selected career program's requirements.

\* Students must earn a Vocational Certificate of Technical Preparation or Certificate of Completion.

**WORK STUDY TABLE**

Students receiving a failing grade in any subject will be referred to attend our school-wide Study Tables on Tuesdays and Wednesdays from 3:05pm - 4:00pm. If a student is failing a class teachers will contact parents /guardians of their child/children progress weekly.

**EMERGENCY PROCEDURES**

**FIRE DRILLS**

The importance of quick, orderly fire drills cannot be impressed too strongly upon the minds of our students. Fire drills ensure safety in the case of emergency. They are a serious matter. The following rules should be observed at each drill:

1. Regard the ringing of the fire drill bell as denoting danger. It may not always mean a practice.
2. Walk rapidly in single file from the building; do not run.
3. Windows should be closed before leaving the classroom.
4. The last person to leave the room should close the door.
5. Students must refrain from talking during the drill.



6. A poster is found in each room giving directions for using the exits of the building. Students should follow these directions.

## **INCLEMENT WEATHER**

In the event school is closed due to adverse weather conditions, the local radio and television stations will announce that North College Hill City Schools are closed. This school district is NOT part of the Cincinnati Public Schools system. Plan A, if announced, means a one-hour delay. On Plan A the day begins at 9:05 AM and ends at 3:05 PM. Plan B, if announced, means a two-hour delay. On Plan B the day begins at 10:05 AM and ends at 3:05 PM.

## **LOCKDOWN PROCEDURES**

In the event the school is on lockdown, the following should occur:

1. Teachers will lock classroom doors.
2. All students will remain in the classroom.
3. If there is an emergency within the classroom, the teacher will call the office.

## **TORNADO DRILLS**

It is very important to take tornado drills seriously. Students will be taken to designated areas, usually interior hallways on the lowest floor. Students will go quietly and will be seated in the designated areas. Proper safety procedures for students dictate that the head be positioned in the knees and the face covered with folded arms. If caught in severe weather going to or from school, students should go quickly to a reinforced building or lie flat in a ravine or open ditch.

# **GENERAL INFORMATION**

## **ANNOUNCEMENTS**

Announcements of general interest to students are broadcast daily and appear in student notices. Persons wishing to submit announcements may obtain the appropriate form in the principal's office and have the announcement approved by an administrator. Announcements must be in the hands of the principal's secretary by 12:00 noon the preceding day.

### **Emergency Announcements**

Emergency announcements concerning changes in planned activities (due to inclement weather or other unusual circumstances) will be announced via the public address system during the last five minutes of seventh bell.

## **BICYCLES/SKATEBOARDS**

A space with a bicycle rack is provided for students desiring to ride their bikes to school. Bicycles are to be "walked on" and "walked off" the school grounds. No bicycle riding during the lunch period is permitted. Skateboards must be carried while on school property and secured in lockers during the school day.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Students who move from one address to another, within or outside of the school district, must report a change of address to the guidance office at the time of moving. Failure to provide home address and proof of residency may result in withdrawal from North College Hill. If any telephone numbers change during the course of the year, please report the change to the office.

## **DRIVER EDUCATION**

Students under the age of eighteen are required to successfully complete a driver education course before obtaining an Ohio driver's license. Driver education is not offered by the school.

## **EIGHTEEN-YEAR-OLD STUDENTS**

North College Hill High School's philosophy regarding behavior and conduct is based upon mutual respect among students, faculty, and administrators. All students, regardless of age, must abide by all Board policies as well as the rules and regulations set down in the handbook.

## **ENROLLMENT AND WITHDRAWAL PROCEDURES**

Once all enrollment paperwork is completed by a parent/guardian, the student will be scheduled for a new student orientation session. All withdrawals should be initiated in the guidance office. A parent must contact the principal before withdrawal procedures will be initiated. A withdrawal is not complete until all teachers have received textbooks, the withdrawal form signed, the student has paid all fees, returned borrowed books and a records request from new school received.

## **GUIDANCE**

Counseling services are provided by school personnel. Students should feel free to approach any teacher regarding any problem they might like to discuss or consult with their grade-level counselor.

## **LOST AND FOUND**

A lost and found department is located in the office. All articles found should be turned in to that office. If an article is thought to be lost on school property, an inquiry should be made at the office. Lost and found items will be discarded each year on June 30.

## **MEDICATION**

Any medication for a student should be administered by the parent. In those cases where a school employee must assist in administering a medication, the procedure is as follows:

1. If the child must take a prescription medicine at school and it is necessary for school personnel to administer same, there are two forms to be completed, one by the parent/guardian and one by the physician prescribing the medicine.
2. If the parent/guardian requests that school personnel give the child non-prescription medicine, that parent/guardian must complete a medicine release form.

Forms are available in the office.

Students are not permitted to have prescription or over-the-counter drugs in their possession. All medication must be turned in to the school nurse.

## **POSTERS**

Posters and other display materials advertising future events, dances, plays, and musicals may be placed on tack boards in designated areas. Students may not display materials without a teacher's or administrator's approval.

## **PRIVATE PROPERTY**

Students are expected to respect private property going to and from school. Students are not to be on private property or use such property as a shortcut without permission of the owner. Any student in violation of this rule will be placed on closed lunch and receive appropriate disciplinary action.

## **RELEASE OF STUDENT INFORMATION**

It is the policy of North College Hill City Schools to release student information to outside agencies only upon written request of the parent/student over eighteen years of age. Student names will be placed on a list for release only upon such written request. Please note exception: No Child Left Behind legislation requires that we release the name, address, phone number, and e-mail address of any high school student to military recruiters when requested unless a parent/student over eighteen years of age provides a written statement requesting that information not be released.

## **VISITORS**

The administration supports parent and community involvement in schools and encourages members of the community to visit the schools. The following guidelines have been established to minimize disruption of the education process:

1. An appointment to visit a classroom shall be scheduled in advance through the school administrative office. When scheduling a visit, the visitor shall inform the school official of the general purpose and intent of the observation or visitation.
2. All visitors must register at the office upon entering the school and receive a visitor's pass.
3. Observers are to remain for the entire class period or for the duration of the lesson.
4. For the visitation, the visitor will be seated at the rear of the room.
5. Visitations are permitted for observation purposes only. Visitors are not to question the teacher or involve the teacher or students in dialogue.
6. No recording of the visit is permitted.
7. Where practical, the visitor and teacher should arrange a conference to discuss the observation.
8. At the conclusion of the visitation, the visitor shall sign out at the administrative office.

## **WORK PERMITS**

Students who have reached the age of fourteen may obtain a part-time work permit. Any student working for a firm outside school should make application for a work certificate. The forms may be obtained in the high school office. These are given to the student without charge. The student is required to have a physical examination at the student's expense. Firms employing students under the age of eighteen are responsible for keeping work certificates on file and are subject to penalties due to any neglect of this requirement. Work certificate forms are to be taken first to the employer, then to the physician, and finally to the school office along with the student's birth certificate. The school office will process the permit application and issue the work certificate.

# **STUDENT ACTIVITIES**

## **ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITY**

Participation in extra-curricular activities at North College Hill High School is based on the following academic eligibility policy:

1. Eligibility or ineligibility will be extended into the next grading period five school days.
2. All Ohio High School Athletic Association (OHSAA) rules on eligibility apply:
  - a. Grades 9-12: To be eligible, the student must be currently enrolled in school and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.
  - b. For eligibility purposes, summer school grades may not be used.
3. IN ADDITION TO MEETING OHSAA RULES ON ELIGIBILITY, STUDENTS MUST MEET THE FOLLOWING NORTH COLLEGE HILL ELIGIBILITY REQUIREMENTS:
  - a. A student must have a 1.5 grade point average.
  - b. An eligible student who has more than one failing grade or incomplete/failing grade on his/her progress report will be ineligible for the remainder of the grading period and five days of the next grading period. This period of ineligibility will begin the Monday after progress reports are issued. Any student ineligible due to progress reports may take a new progress report to teachers on any Friday after this, declared eligible, and reinstated the Monday following a new progress report if there is no more than one failing grade or

incomplete/failing grade and the student has a 1.5 grade point average on the new progress report. Reinstatement of eligibility only applies if the student became ineligible due to the progress report and does not apply to those students who became ineligible at the end of the grading period. Any student who alters a progress report to be eligible will be ruled ineligible with no reinstatement for the remainder of the eligibility period.

4. Extra-curricular activity participation is limited to students enrolled in North College Hill City Schools.

#### **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

The Board recognizes the value of interscholastic extracurricular activities for students in grades 7-12 as an integral part of the total school experience. Since participation in interscholastic extracurricular activities is a privilege and not a right, students are expected to demonstrate competence in the classroom as a condition of participation.

Interscholastic extracurricular activities are defined as school-sponsored student activities including more than one school or district. The eligibility requirements defined herein also apply to participation in drama, cheerleading, Trojanettes, majorettes and other clubs and organizations.

Students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with all eligibility requirements established by the Association. In order to be eligible, a high school student must have passed a minimum of five one-credit courses or the equivalent in the immediately preceding grading period. The five courses may be a combination of high school and college courses. Failing grades may not be removed through summer school attendance. A student enrolled in the first grading period of the ninth grade after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled in the eighth grade.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, the student in grade seven or eight must be currently enrolled in school the immediately preceding grading period, and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. Failure to comply with the grading period eligibility requirements results in extracurricular ineligibility for the succeeding grading period.

In addition to the OHSAA requirements, the Board expects students who participate in all extracurricular activities to:

- A. Have no more than one failing grade in the previous grading period.
- B. Attain a grade-point average of 1.5 on a 4.0 grading scale in the previous grading period.
- C. Achieve a 2.0 or higher un-weighted cumulative grade point average. Students in grades 10-12 who have an un-weighted cumulative grade point average below 2.0 will be placed on "academic watch". Any student on "academic watch" is expected to complete a weekly grade and effort report and submit to his/her coach/advisor.
- D. Have no more than one failing grade on progress reports. An eligible student who has more than one failing or incomplete grade on his/her progress report will be ineligible for the remainder of the grading period and five days of the next grading period. This period of ineligibility will begin the Monday after progress reports are issued.

Students ineligible due to more than one failing grade on progress reports may be reinstated if teacher signatures for all classes verify they have no more than one failing or incomplete grade and have a 1.5 grade point average on a new progress report. Ineligible students will take the new progress report to each of their teachers any Friday following the issuance of the progress report that made them ineligible. Reinstatement would occur the following Monday. This reinstatement does not apply to students who became ineligible at the end of the grading period. Any student who alters a progress report to be eligible will be ruled ineligible with no reinstatement for the remainder of the eligibility period.

## **ATHLETIC AWARDS**

### **Awards Program**

Athletic awards for grades nine through twelve will be handed out at annual awards programs. An athlete who is to receive an award will be called on stage if dressed appropriately. This means that female athletes are to wear dresses, suits, or dress slacks with dress top, and male athletes are to wear suits, dress pants with shirt and tie, or dress pants with sweater. Athletes are to sit with their team in an area designated by their coach or team captain. Any athlete who does not follow the above guidelines will not be called on stage but will be issued the award after the program has concluded.

### **Varsity Awards**

Varsity awards will go to:

1. An athlete who has participated in one-half of the varsity quarters, matches, or innings or who has earned twelve points in varsity wrestling or track competition
2. An athlete who, by the coach's determination, has made a significant contribution to the varsity program
3. An athlete who meets the following:
  - a. A reserve athlete who was moved up to varsity
  - b. An athlete who has made a big improvement over the season and played a lot at the end of the season
  - c. An athlete who has made a significant contribution to the success of the team
  - d. An athlete who joined the team late (transfer, illness, eligibility problems, etc.)

## **ATHLETIC DEPARTMENT DISCIPLINE POLICY**

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the superintendent or his designee from participating in extra-curricular activities for a period of time not to exceed the end of the school year for any violation of the student code of conduct or violations of posted rules and regulations established by individual coaches and sponsors.

Before a suspension is imposed pursuant to this policy, the superintendent or designee shall provide notice to the student of his/her intent to suspend from participation in extra-curricular activities, which notice shall include the reason for the intended suspension. The student shall be given the opportunity to appear before the superintendent or designee to present any reasons the student may wish to offer as to why he/she should not be suspended. After the meeting, the superintendent or designee shall provide the student and his/her parent or legal guardian with written notification of the suspension, the reason(s) for the suspension, and the length of the suspension.

1. The student will abide by all school rules and regulations of the Ohio High School Athletic Association and Rules Handbook. Copies of the handbook are available in the school library, and each athlete is advised to familiarize himself/herself with those rules and regulations.
2. A player cut from the squad of one sport is immediately eligible for other sports.
3. A player who quits one sport is ineligible to participate in other sports during that season (except by agreement of the coaches involved, subject to administrative approval).
4. A player who is denied the privilege of participation on one athletic team is ineligible to participate in other sports during that season.
5. A player who is suspended from school is ineligible to participate in any sport and will be reinstated after the athlete completes a school day. It is suggested that the coach of the team be involved in the disciplining of the athlete.
6. An athlete is ineligible to participate in any interscholastic competition until the athlete has turned in all equipment and uniforms from any preceding sport.
7. All equipment must be turned in to the coach within one week of the completion of the season. It is the athlete's responsibility to return all equipment to the coach on the appointed day(s) during this seven-day period.
8. An athlete must attend the awards program to be eligible to receive his/her athletic awards, or the athlete must be excused by the coach or the athletic director.

9. If an athlete is seriously injured, he/she must have a doctor's release before resuming practice or participation in any athletic contest.
10. Tobacco: Any athlete using any type of tobacco (tobacco includes electronic cigarettes or vaporizing devices of any kind including look-alike, or substitute products carrying an explicit or implied representation as such) product will be disciplined according to the following NCH Athletic Department policy. First Offense - The athlete will be denied participation in all athletic contests until two contests (one in football) in the athlete's predominate sport or at the athlete's predominate level of competition have been completed. Second Offense for the Year - The athlete will be denied the privilege of participation for the remainder of the season. Third Offense for the Year - The athlete will be denied the privilege of participation in any interscholastic contest for the remainder of the school year.
11. Alcohol/drugs: Any athlete using or possessing any type of chemical substance (alcohol or drugs) will be disciplined according to the following NCH Athletic Department policy. First Offense - The athlete will be denied participation for the remainder of the season. If the athlete has a chemical assessment, the athlete may apply for reinstatement with the athletic director. If the athlete is reinstated, the athlete will be denied participation in all athletic contests until four contests (two in football) in the athlete's predominate level of competition have been completed. Second Offense for the Year - The athlete will be denied the privilege to participate in any interscholastic contest.
12. Any athlete caught on school grounds or at school activities under the influence of or possessing tobacco, alcohol, and/or drugs will also be disciplined according to school Board policy.
13. Students must ride the school-provided transportation to and from the event or activity. The only exception would be if the students are accompanied during transportation by their parents or guardians and have the approval of the building administrator or designated representative. Failure to comply will result in the denial of participation in the next extra-curricular activity and/or disciplinary action by the building administrator or his designated representative.
14. On-bus rules:
  - a. The bus driver may assign seats. Students will not distract the driver or otherwise create a safety hazard.
  - b. Students will be courteous. Absolutely no profanity or disrespectful remarks or gestures toward anyone on or off the bus will be tolerated.
  - c. Students will not eat or drink on the bus and will keep the bus free of trash.
  - d. Students will remain seated while the bus is in motion.
  - e. Students will not deface the bus or destroy it in any manner.
  - f. Students will not put anything (including head, arms, legs) out the bus window.
  - g. All other school rules apply.
15. Participation on an athletic team or cheerleading squad of the North College Hill City Schools is a privilege, and the participants must earn the right to represent North College Hill City Schools by conducting themselves in such a way that the image of North College Hill City School District would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon himself/herself, the team, or the North College Hill City Schools, whether or not such an activity takes place during or outside of school hours and sessions of the sport season, will be subject to disciplinary action as determined by the coach, the athletic director, and/or the school principal. A yearly review of athletes who were ejected in previous years will be done by the athletic director and/or principal.
16. The following actions, but not only these actions, are examples of behavior by an athlete which could result in the athlete being denied the privilege of participation for a sport season:
  - a. Insubordination and disrespectful conduct directed toward coaches, school staff, and officials
  - b. Leaving the contest area without the coach's or administrator's approval.
17. Any athlete ejected from a contest for fighting or involved in a fight at the conclusion of a contest will be disciplined according to the OHSAA policy. Any subsequent involvement in a fight at an extra-curricular contest may result in the athlete's expulsion from the sport.
18. Coaches and administrators will cooperatively develop and distribute to athletes involved in a sport those rules necessary to make the program operate, but will not develop any rules contrary to the established North College Hill High School policies and the athletic department policies. The student will obey the individual coach's rules.
19. Any athlete ejected from a contest shall be ineligible for all contests until two additional contests (one in football) beyond the OHSAA penalty for ejections are played at the same level as the ejection. A contest is either, a regular season contest, tournament contest, or scrimmage. An athlete can appeal the additional two-contest (one in football) penalty and may be reinstated without serving the additional penalty if the ejection is not for unsportsmanlike behavior. The appeal will be heard by the principal, athletic director, and two coaches.

20. All athletes must participate in all practices and study tables.

OHSAA Policy for Ejection for Unsportsmanlike Conduct (printed for the athlete's/parent's information):

Any player ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team in any way traveling to, during, or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

21. Due process: A coach may deny a student the privilege of participation in an activity which he controls. Due process procedures shall be followed in denying the student this privilege. As soon as possible following the incident (within three days), the coach must:
- a. Investigate the incident.
  - b. Inform the student in writing that he may be denied the privilege of participating.
  - c. Explain the reasons for this possible denial.
  - d. Have an informal hearing.
  - e. Notify parents in writing and the student orally of his decision and of the right of appeal. Said appeal shall be to the athletic director within three days of the coach's decision.
  - f. If further appeal is desired, the appeal process shall be to the principal and then to the superintendent of schools. The time lapse to request these appeals shall not exceed five days. Hearings shall be scheduled.

## **ATHLETIC DRUG TESTING POLICY**

All high school students participating in interscholastic athletics for North College Hill High School will be subjected to random drug testing. The student athlete and parent/guardian must agree to the North College Hill random drug testing policy for the student athlete to be able to participate in interscholastic athletics at North College Hill. Testing may be done up to a weekly basis with 20 percent of the student athletes being tested. The selection of the student athlete(s) will be done randomly.

The purpose of the program is to create a safe, drug-free environment for the student athletes and to assist them in getting help when needed. **No student will be penalized academically for testing positive for illegal drugs or banned substances.**

A Medical Review Officer (MRO) of the testing vendor selected by the North College Board of Education will review individual test results. If a student tests positive, the MRO will notify the school, and the school will notify the parent/guardian. If a student tests positive, the following procedures will be followed.

### **First Positive Result**

1. A drug assessment at a school-approved agency will be performed at the expense of the parent/guardian.

2. The athlete will follow the recommendations of the drug assessment.
3. The athlete will attend a school drug counseling program.
4. The athlete may practice but not participate in any athletic contest until approved by the review team.
5. The athlete must agree to submit to school-sponsored drug tests at the school's discretion for one year after reinstatement. Failure to comply will result in permanent exclusion from the athletic program unless reinstated by the review team.

#### **Second Positive Result**

1. The athlete will immediately be suspended from practice and participation in any athletic contests.
2. The athlete will attend a school-approved drug counseling/rehabilitation program.
3. The athlete will be suspended from (practice) participation in 30% of the sport season for that sport. If more than 70% of that sport season is completed, the suspension may apply to the remainder of that sport season and equivalent time of the next sport season in which the athlete participates.
4. The athlete must agree to submit to school-sponsored drug tests at the school's discretion for one year after reinstatement. Failure to comply will result in permanent exclusion from the athletic program unless reinstated by the review team.

#### **Third Positive Result**

1. The athlete will immediately be suspended from practice and participation in any athletic contest.
2. The athlete will attend a school-approved drug counseling/rehabilitation program.
3. The athlete will be suspended from any athletic team for one calendar year. (The calendar year begins after successful completion of the drug rehabilitation program.)
4. Failure to comply will result in permanent exclusion from the athletic program unless reinstated by the review team.

#### **Fourth Positive Result**

1. The student will immediately be suspended from the team.
2. The student will permanently be suspended from any school-sponsored athletic team.

### **CO-CURRICULAR ACTIVITIES**

#### **Academic Team**

Students test their knowledge on various topics by competing with students from other schools.

#### **Band**

1. Membership in the North College Hill High School Trojan marching band is open to any student who has the desire to participate and the preparation to perform the level of music played by this organization. Membership is voluntary and requires acceptance of such rules and regulations as are necessary for the good of the organization. Members are to abide by these rules at all times.
2. The pep band is a select group which appears when there is a need for appropriate music for pep assemblies, basketball games, and other selected activities.
3. The pit band is formed from the jazz band and other senior band members as needed to accompany the spring musical.

#### **Boys 2Men**

An organization that provides support for young men: through mentoring and tutoring. Young men also participate in community service and youth development activities.



### **Cheerleaders**

The purpose of this organization is to provide and uphold school spirit, to develop a sense of good sportsmanship among the students, and to better relationships between schools during all athletic events for grades 9 through 12.

### **Community Service Leaders**

Students participate in service and outreach in the surrounding community. Activities consist of individual activities, group activities and school wide projects.

### **Concert Choir**

This choir serves as the school's major vocal performing organization, presenting numerous concerts for the school and community.

### **Drama**

International Thespian Society Troup No. 269 is devoted to the advancement and improvement of dramatic arts in the high school. The Society works in cooperation with the drama and music departments in presenting dramatic and musical productions. Any student meeting the necessary standards is eligible for membership in the society.

### **Environmental Club**

Students participate in school recycling and other activities that will make the school environment more green.

### **Future Educators of America**

The purpose of this organization is to give students in grades 9-12 a chance to explore educational careers and to offer support and appreciation for the teaching profession.

### **Girls Creating Change**

An organization that mentors young ladies through community service, guest speakers, tutoring and group discussion to help with youth development.

### **Healthy Visions**

The mission of this program is to educate youth ages twelve to eighteen with the skills and knowledge needed to make healthier behavioral choices and to develop stronger relationships during adolescence.

### **Illum**

The Ilium, our yearbook, is published by the yearbook staff. The staff presents a neat and attractive book made up of pictures and articles about students, faculty, and events of the school.

### **Interscholastic Sports**

Varsity and junior varsity sports consist of soccer, football, basketball, baseball, wrestling, track, volleyball, softball, bowling, and cheerleading. Awards are given to outstanding athletic participants. The purpose of athletics is to encourage good sportsmanship, to build sound bodies, and to promote good interscholastic teams.

### **Majorettes**

The purpose of this organization is to enhance appearances of the Trojan marching band, to appear as a group at appropriate indoor affairs, and to promote and uphold school spirit at all times.

## **Men of Valor**

This program is designed to assist young men with learning responsibility, accountability and self worth.

## **M2SE (Minorities in Math, Science, and Engineering)**

The purpose of this program is to encourage all students to explore the fields of math, science, and engineering. All students, regardless of ethnicity, may participate. It is an activity-based program that involves competition throughout the school year. It is a pre-college program that helps students bridge the transition to higher education and math and science careers.

## **National Honor Society**

Students are selected in the fall based on scholarship, leadership, service, and character. Students participate in several community service projects throughout the year.

## **Pep Club**

The purpose of this club is to build school spirit and to recognize individual and team/club accomplishments.

## **Student Council**

Students are elected in the fall into leadership positions. Student council is composed of those students who elect to participate and student council officers.

## **Student Leadership Team**

The purpose of the Student Leadership Team is to develop leadership skills in team members. The Student Leadership Team has direct input to the daily operations of the school and assists in problem-solving areas of concern. The Student Leadership Team also plans several activities throughout the year to promote school spirit and pride. Students are selected in the spring based on student application and teacher/staff recommendations.

## **Technical Crew**

The technical crew is responsible for the operation and maintenance of the theater, construction of stage sets, and set-up and tear-down for performances and school functions. Members are required to have and maintain an acceptable grade point average and present a positive image of the technical crew. Members are also required to spend some Saturdays working in the theater when necessary. To be considered for membership in the Performing Arts Center technical crew a student must obtain an application at the announced September meeting. The completed application is submitted to the director's staff for review. All accepted applicants are given a contract covering the entire school year which must be returned with the approval and signature of their parent or guardian.

## **Trojanettes**

This dance team serves our school and community by performing at football and basketball games, band concerts, assemblies, parades, and other community functions.

## **DANCES**

The following rules have been formed for school dances:

1. The dance is a school-sponsored activity. All school rules apply.
2. Students must be present at the dance within an hour of the start of the dance. No students will be admitted after this time. Students must remain at the dance the entire time, until dismissed.
3. Students present at the dance may not leave and return.
4. Proper dress depends on the type of dance. The type of dress will be set by the group sponsoring the dance. In any case, students will follow the NCH dress code. Inappropriate attire will prevent admission to the dance.

5. Prom is a formal dance, and students are expected to dress accordingly.
6. Coronation and fall homecoming are semiformal dances. Boys should wear collared shirts, sweaters, or suits/ties, and should refrain from wearing shorts/blue jeans. Girls should wear dresses or dress slacks/blouses.
7. Behavior on the dance floor should be that which is appropriate during the school day. Students who dance inappropriately will be warned once and then asked to leave the dance.
8. The group sponsoring the dance, with approval of administration, will determine if non-North College Hill student may attend.
9. All guests should complete a dance guest form. The form will be approved by a dance sponsor and administrator. The form must be returned by the Wednesday before the scheduled dance. Guest should not be older than 20 years of age. Permission for an older guest must be given by administration or designee.

**EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

Students participating in more than one extra-curricular activity at the same time or in the same sport season must obtain a written memorandum of understanding signed by the supervisors of both activities, parents, and the principal NOTWITHSTANDING THE HIERARCHY BELOW.

Students must be present in at least four (4) classes to participate in extra-curricular activities that day unless an absence is doctor-excused or there are extenuating circumstances and participation is approved by the principal.

Students participating in more than one extra-curricular activity are obligated to attend the highest-level activity when a conflict in scheduling occurs. The activity hierarchy is:

- |                       |                               |
|-----------------------|-------------------------------|
| 1. State contests     | 6. Invitationals              |
| 2. Regional contests  | 7. Non-league contests        |
| 3. District contests  | 8. Intrasccholastic tryouts   |
| 4. Sectional contests | 9. Intrasccholastic practices |
| 5. League contests    |                               |

All students must show proof of healthy physical standing. All members shall understand the sponsor's right concerning any member's physical health condition. Should the sponsor question the health condition of any member, the sponsor may reassign the duties of the member. If the sponsor desires additional information, a member may be required to produce a physician's statement prior to any further participation in activities.

**TRANSPORTATION (FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES)**

Students must ride the bus or the provided school transportation to and from the event or activity. The only exception is if the student is accompanied during transportation by a parent or guardian and the student has the approval of the building administrator or his designated representative.

## TIME SCHEDULES

### CLASS SCHEDULE

Enter Building.....		8:05 AM
Homeroom .....	8:15 AM -	8:24 AM
Period 1.....	8:24 AM -	9:13 AM
Period 2.....	9:17 AM -	10:06 AM
Period 3.....	10:10 AM -	10:59 AM

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#### Lunch 1

Lunch.....	11:03 AM -	11:33 AM
Period 4.....	11:37 AM -	12:26 PM

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#### Lunch 2

Period 4.....	11:03 AM -	11:52 AM
Lunch.....	11:56 AM -	12:26 PM

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Period 5.....	12:30 PM -	1:19 PM
Period 6.....	1:23 PM -	2:12 PM
Period 7.....	2:16 PM -	3:05 PM

Teachers are available to students before and after school. Students should not arrive on school grounds before 7:50 AM unless arrangements have been made with a teacher, coach, or administrator, going to the library, or eating breakfast in the school cafeteria. During inclement weather, students who arrive between 7:50 AM and 8:05 AM are to report to the cafeteria. Students may not be in any other part of the building.

### INCLEMENT WEATHER PLAN A (ONE-HOUR DELAY) CLASS SCHEDULE

Enter Building.....		9:05 AM
Homeroom .....	9:15 AM -	9:24 AM
Period 1.....	9:24 AM -	10:00 AM
Period 2.....	10:04 AM -	10:40 AM
Period 3.....	10:44 AM -	11:20 AM
Period 4.....	11:24 AM -	12:09 AM

#### Lunch 1

Period 5.....	12:13 PM -	12:28 PM
Lunch.....	12:32 PM -	1:02 PM
Period 5 (continued) .....	1:06 PM -	1:36 PM

#### Lunch 2

Period 5.....	12:13 PM -	1:02 PM
Lunch.....	1:06 PM -	1:36 PM

Period 6.....	1:40 PM -	2:20 PM
Period 7.....	2:24 PM -	3:05 PM

**INCLEMENT WEATHER PLAN A (TWO-HOUR DELAY) CLASS SCHEDULE**

Enter Building.....			10:05 AM
Homeroom .....	10:15 AM	-	10:25 AM
Period 1.....	10:25 AM	-	11:01 AM
Period 2.....	11:05 AM	-	11:36 AM
Period 3.....	11:40 AM	-	12:11 PM

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**Lunch 1**

Lunch.....	12:15 PM	-	12:45 PM
Period 4.....	12:49 PM	-	1:20 PM

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**Lunch 2**

Period 4.....	12:15 PM	-	12:46 PM
Lunch.....	12:50 PM	-	1:20 PM

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Period 5.....	1:24 PM	-	1:55 PM
Period 6.....	1:59 PM	-	2:30 PM
Period 7.....	2:30 PM	-	3:05 PM

- During Inclement Weather Plan A, students should not arrive before 8:50 AM. Students arriving between 8:50 AM and 9:05 AM are to report to the cafeteria.\*
- During Inclement Weather Plan B, students should not arrive before 9:50 AM. Students arriving between 9:50 AM and 10:05 AM are to report to the cafeteria.\*
- \* Students may not be in any other part of the building without a pass. An administrative detention will be issued to students who violate this rule.



## **SCHOOL CALENDAR SPORTS LEGEND**

<b>FB</b>	<b>Varsity Football</b>
<b>JVFB</b>	<b>Junior Varsity Football</b>
<b>FB</b>	<b>9th Grade Football</b>
<b>BS</b>	<b>Boys Soccer</b>
<b>JVBS</b>	<b>Junior Varsity Boys Soccer</b>
<b>GS</b>	<b>Girls Soccer</b>
<b>JVGS</b>	<b>Junior Varsity Girls Soccer</b>
<b>VB</b>	<b>Varsity and Reserve Volleyball</b>
<b>VBBK</b>	<b>Varsity Boys Basketball</b>
<b>JVBBK</b>	<b>Junior Varsity Boys Basketball</b>
<b>9BBK</b>	<b>9th Grade Boys Basketball</b>
<b>GBK</b>	<b>Varsity Girls Basketball</b>
<b>JVGBK</b>	<b>Junior Varsity Girls Basketball</b>
<b>BB</b>	<b>Varsity Baseball</b>
<b>JVBB</b>	<b>Junior Varsity Baseball</b>
<b>SB</b>	<b>Varsity Softball</b>
<b>WR</b>	<b>Varsity Wrestling</b>
<b>TR</b>	<b>Varsity Track</b>

