

**National Trail Local Schools
6940 Oxford Gettysburg Road,
New Paris, Ohio 45347**

www.nationaltrail.k12.oh.us/

Telephone # (937) 437-3333

Elementary Office Ext. – 1400, Middle School Office Ext. – 1300, High School Office Ext. – 1200

**Mr. Jeff Parker, Superintendent
Mr. Ed Eales, K – 4 Principal
Mr. Michael Eyler, Grades 5 – 8 Principal**

Mr. Lin Kauffman, Guidance Counselor

Mrs. Deniece Harris, K-8 Office Secretary

Mrs. Vickie Crull, K-8 Office Secretary

Mrs. Beth Michael, EMIS and Attendance Secretary

INDEX	Pg	INDEX	Pg
CALENDAR	2	SCHEDULING CHANGES	15
MISSION STATEMENT	4	GRADING SCALE	15
WELCOME	4	TITLE IX	15
N.T. ATTENDANCE POLICY	4	RETENTIONS	15
ATTENDANCE DEFINITIONS	4	FEES	15
DOCUMENTATION OF		LOCKERS	16
ABSENCES AND TARDIES	6	MEDICATION OR ILLNESS	16
N.T. CODE OF CONDUCT	7-10	SELLING AT SCHOOL	16
SEARCH OF STUDENT AND		BUS REGULATIONS	16
STUDENT POSSESSIONS	11	WITHDRAW/TRANSFER	17
DETENTION GUIDELINES	11	RECORDS	17
IN-SCHOOL DISC. POLICY	12	VISITORS TO SCHOOL	18
EMERGENCY REMOVAL	12	DANCES	18
P.A.S.S. PROGRAM	12	FIELD TRIP POLICY	18
SUSPENSION/EXPULSION	13	8TH GRADE TRIP REG.	18
APPEAL OF SUSP. AND EXP.	13	NATL' JR. HONOR SOCIETY	19
STUDENT DRESS CODE	13	STUDENT JOURNALISM	19
N.T. ATHLETIC CODE	14	TELEPHONE	19
BUILDING HOURS	14	HARASSMENT	19
PLANNERS	14	HAZING	20
TEXTBOOKS	15	SAFETY PROCEDURES	20
GUIDANCE SERVICES	15	INTERNET REGULATIONS	20
PEER MEDIATION	15	STUDENT CLASS PASSES	22-25

FIGHT SONG

**... GIVE A CHEER FOR NATIONAL TRAIL
FOR THE SCHOOL WE LOVE THE BEST
WHETHER FOES BE FEW OR MANY
WE WILL PUT THEM TO THE TEST
WE WILL PRAISE THE SONS OF GLORY
AS THEY MARCH TO VICTORY
AND HAIL THE NAME OF BLAZERS
AS THEY LEAD TRIUMPHANTLY! HEY!**

Calendar for 2017-2018 School Year

Friday, August 18, 2017	Teacher Work Day
Monday, August 21, 2017	Teacher Professional Development Day
Tuesday, August 22, 2017	GRADES 1 TO 12, FIRST DAY for students
Monday, September 4, 2017	NO SCHOOL – Labor Day
Friday, October 9, 2017	NO SCHOOL- Teacher Prof. Dev. Day/Waiver Day
Friday, October 20, 2017	End of First Quarter
Thursday, October 26, 2017	Parent/Teacher Conference, MS (3PM-6:30PM)
Tuesday, October 31, 2017	Parent/Teacher Conference, MS (3PM-6:30PM)
Monday, November 20, 2017	NO SCHOOL-Teacher Prof. Dev. Day
Tuesday, November 21, 2017	NO SCHOOL- in Lieu of Conferences
Wednesday-Friday, November 22-24, 2017	NO SCHOOL-Thanksgiving Break
Friday, December 22, 2017	Last Day Before Winter Break
Friday, December 22, 2017	End of Second Grading Period
Monday-Tuesday, December 25, 2017-January 2, 2018	NO SCHOOL- Winter Break
Wednesday, January 3, 2018	SCHOOL RESUMES
Monday, January 15, 2018	NO SCHOOL- Martin Luther King
Monday, January 29, 2018	NO SCHOOL-Teachers Professional Development Day
Tuesday, February 13, 2018	Parent/Teacher Conference, MS (3PM-6:30PM)
Thursday, February 15, 2018	Parent/Teacher Conferences, MS (3PM-6:30PM)
Friday, February 16, 2018	NO SCHOOL- In Lieu of Conferences
Monday, February 19, 2018	NO SCHOOL-President's Day
Monday, March 5, 2018	NO SCHOOL-Teacher Prof. Dev. Day/Waiver Day
Friday, March 9, 2018	End of Third Grading Period
Friday, March 30, 2018	NO SCHOOL-Teacher Prof. Dev. Day
Monday-Friday, April 2, 2018-April 6, 2018	NO SCHOOL-SPRING BREAK
Monday, April 9, 2018	SCHOOL RESUMES
Thursday, May 24, 2018	LAST DAY FOR STUDENTS
Thursday, May 24, 2018	End of Fourth Grading Period
Friday, May 25, 2018	Teacher Professional Development Day
Friday, May 25, 2018	NTHS Graduation (6:30 PM)

Calamity Make-Up Days, if necessary, will be:

Calamity Day 1	January 15, 2018, Martin Luther King Day
Calamity Day 2	February 16, 2018, In Lieu of Conference Day
Calamity Day 3	February 19, 2018, President's Day
Calamity Day 4	March 5, 2018, Teacher Prof. Dev. Day
Calamity Day 5	March 30, 2018, Prof. Dev. Day
Additional Days	May 25, 29, 30, 31, 2018
Additional Days	Days in June after the end of school year

NATIONAL TRAIL PARENT/STUDENT HANDBOOK

Mission Statement

The mission of the National Trail Local School District is to provide quality educational opportunities that encourage individuals to achieve their maximum potential, promote lifelong learning, and develop responsible, productive citizens in an ever-changing global society.

Welcome

On behalf of the faculty and staff of National Trail Schools, we welcome you to school for the 2016-2017 school year. As a student at National Trail Schools, you will face many challenges and numerous opportunities for personal growth, intellectual development, social interaction, and involvement in extracurricular activities. We encourage you to seize the opportunities offered here and to gain as much as possible from your school experience.

You are entering a school community filled with proud tradition and dedication to achieving only the best. As a student at National Trail Schools, you will represent yourself, your family, your school, and the community in everything that you do. Commit yourself to making the wisest choices and decisions, achieving academic success, and growing as a contributing member of your community.

The student handbook is published so that all National Trail students and their parents may have a ready reference to information, which is necessary for understanding the daily operation of our school, and for explanations of our school's policies and procedures. All parents and students should read this handbook and retain it for future reference.

We encourage parents and students to contact us concerning any questions about the contents of this handbook, the school's policies or the progress of any student. Our mission is to serve the students and community of National Trail to the best of our abilities.

We look forward to an exciting and prosperous year!

NATIONAL TRAIL ATTENDANCE POLICY (times are specific to Middle School and High School)

Attendance is an important factor in school performance and success. It is in the best interest of each student to maintain regular school attendance. Ohio school law requires school attendance of every person between the ages of 5 and 18 during each school day.

Rights

Students have a right to know how the school defines and handles excused absences, unexcused absences, and tardiness.

Students have a right to ask that a penalty school for an unexcused absence be reviewed.

Students have a right to make up work they missed during an excused absence.

Responsibilities

Students have a responsibility to attend all classes.

Students have a responsibility to be on time for school and all classes.

Students have a responsibility to ask their parents to notify the when they are absent.

Students have a responsibility to ask teachers for and to complete make-up assignments.

Students have a responsibility to turn in assigned work while on field trips or activities.

ATTENDANCE DEFINITIONS

1. A **tardy** is charged to students when they come to school late up until 9:00.
2. A **one-half day** absence is charged when they arrive more than 85 minutes late or leave more than 45 minutes early.
3. A **whole day** absence is charged to students when they are not in attendance for at least half the school day (2 hrs and 40 min.).

Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence from school. **You can report your child's absence by calling the attendance secretary at 437-3333 and press 1 to record the information.**

Each absence must be followed with a note upon the child's return to school. The note must be given to the attendance secretary stationed in the commons area from 7:15 to 7:40 a.m. If a note has not been received within one day of returning from an absence, the absence will stand as unexcused.

If you must leave school during the day, you must be signed out in the K-8 office by a parent, guardian, or parentally authorized individual. All students are expected to make up class work missed during an absence. Students have one day to make up the work for each day absent. However, previously assigned work is due the day of return.

1. Illness – The principal or designee may require verification of the illness from a physician, if deemed necessary.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments.
7. Vacation – A note must be sent to the building principal for approval at least one week prior to the vacation. The principal may excuse such an absence for a period not to exceed five school days. Any days over five (5) may only be excused by the superintendent. A student may not miss more than 10 days for vacation during a school year. (All vacation days count towards the 10 day absence policy)

DOCUMENTATION OF ABSENCE/TARDY

Generally, ten (10) absences from school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Absences in excess of ten (10) per school year may not be excused by a parent and shall require documentation by the child's physician, dentist, etc.

Steps For Handling Excused Absences

1. When a student has had 5 days of excused absences during the course of the school year the principal or designee will make contact with the parents of the student by letter, phone, or in person.
2. When a student has had 10 days of excused absences during the course of the school year the principal will send a letter to the parents explaining the school's concern about the number of absences. Any additional absences by the student, must be accompanied by a note from the doctor treating the student to be considered excused. The principal will provide the following information to the attendance officer: attendance records and dated correspondence or other type of parental contact after 5 days and 10 days absence.

If a student is absent due to illness and is seen by a doctor, the parent is encouraged to send a doctor's note with the child upon his return to school. This will ensure that the absence is not counted toward the ten-day limit.

Unexcused Absence

If absences are not excused as defined in the previous section, the absences are considered unexcused. Students who have an unexcused absence may receive a grade of zero for instructional activities for which a grade is given.

Steps for Handling Unexcused Absences

1. When a student has his first unexcused absence the principal or designee will contact the parents either by phone, letter, or in person. It will state in the letter that any further unexcused absences will result in a legal notice being sent.

2. When a student has a second unexcused absence, the principal will forward the following information to the attendance officer:
 - Attendance record
 - Dated copy of the correspondences of parental contact
 - Biographical information found on the SIS
 The attendance officer will contact the parents, issue a legal notice and outline the procedures to occur if there are additional absences.
3. If a student has a third unexcused absence the principal will forward this information to the attendance officer. Upon receipt of this information the attendance officer will initiate court action against the student and the parents.

Tardy To School or Class

If a student is not in his assigned room when school begins at 7:35, he is tardy to school. If a student is tardy to school, he must report to the office for a pass to class. Students may have two unexcused tardies to school before a detention is assigned. A student who is tardy to class will be assigned a detention. A detention or extended detention may be assigned if tardiness becomes excessive.

The penalties for unexcused tardies per 9-weeks:

- | | |
|------------------------|----------------------------|
| 1. 2 unexcused tardies | 1 detention |
| 2. 4 unexcused tardies | 1 extended detention |
| 3. 6 or more unexcused | 1 ISD for each one after 5 |

**NATIONAL TRAIL LOCAL SCHOOLS
CODE OF CONDUCT**

Rights

Responsibilities

Students have the right to be treated with respect.

Students have the responsibility to treat others with respect. Students have the responsibility to respect the rights of others.

Students have the right to a safe and orderly school.

Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

We are committed to providing each child a quality educational opportunity. In order to successfully provide a positive learning atmosphere, student discipline must be established and maintained.

This Code of Conduct has been established to ensure that an environment conducive to learning can take place. These policies pertain to conduct on school grounds, which occurs during, before, or after school hours. It shall also apply to any conduct occurring on buses, which are in route to/from school or to/from any other school sponsored event. The student must also comply with the code of conduct while off district school grounds at any school-sanctioned activities, functions or events (ex: away contests or school events).

Any misconduct by a student that, **regardless of where it occurs**, is directed at a district official or employee, or the property of a district official or employee is a violation of the code of conduct.

We expect that all students be well-behaved and represent National Trail Schools in a positive manner both on and off campus. The following discipline code is in place to teach or train students to be accountable for their own conduct and to provide an appropriate learning atmosphere.

We have developed this code with the help of students, parents, teachers, administrators, and members of the Board of Education and law enforcement authorities. If you have questions about this code, or the way it applies to any situation, please contact one of your child's teachers or the principal.

DISCIPLINARY ACTIONS

Violations of any one or more of the rules while a student is on school grounds, at school activities and events, or on school-provided transportation, may result in disciplinary action. Disciplinary actions are discretionary to the building administrators. Some of the disciplinary actions that may be used are:

Teacher-student conference	Counselor-student conference
Teacher-parent conference	Principal-student/parent conference
Referral to the office	Lunch Detention
Detention (after school)	In-School Discipline
Extended Detention	Emergency removal from class or school
Suspension from school (up to 10 days)	
Court Referral	Expulsion from school
Alternatives deemed appropriate to the situation	Restitution

The following is a list of major areas that could result in disciplinary action. This list is to be used as a guideline only and is not exhaustive of all misbehavior that could be addressed by the administration.

School administration has full discretion as to the application of the code of conduct and may alter the consequences based on the circumstances and pursuant to their reasonable judgment.

Rule 1 - TRUANCY

Students shall comply with the compulsory school attendance laws. When a student is absent from school, or any portion of the school day, without a legal excuse or leaves without school authorization, it constitutes truancy. Procedures established in the attendance policy will be followed if violations of this rule occur. **This also includes skipping class or being in an unauthorized location during the school day without permission.**

Rule 2 - DISRUPTION OF SCHOOL OR BUS

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause a disruption, interference, or obstruction of any curricular or co-curricular school activity. Examples may include: unusual or offensive attire, horseplay, talking in class, running in the building, throwing objects. Students shall obey all directives or requests given by employee of the National Trail Local School District

Rule 3 – VANDALISM/DAMAGE TO PROPERTY

A student shall not cause or attempt to cause willful damage or destruction to school property or private property. The destruction, defacing, or damage of property will not be tolerated. Examples of school property include: trees, landscaping, buildings, lockers, furniture, windows, walls, instructional materials, computers or school owned electronic devices. Examples of private property include: clothing, motor vehicles, and student-owned school materials.

Rule 4 - FIGHTING, VIOLENCE, PHYSICAL ATTACK ON A STUDENT OR EMPLOYEE

A student shall not act or behave in a way that could threaten or cause physical injury to another student, school employee, or visitor. Students are prohibited from contributing, instigating, pushing, fighting, hitting, or any other unauthorized touching.

Rule 5 - TOBACCO PRODUCTS

State laws in Ohio prohibit tobacco use by persons under the age of 18. Students in Ohio public schools are not permitted to smoke, use tobacco products or possess tobacco products during any school supervised activity. This rule includes all tobacco products such as: cigarettes, cigars, chewing tobacco, electronic cigarettes or similar devices, and smokeless tobacco. The possession of matches and lighters is also prohibited.

Rule 6 - PROFANITY, OBSCENE, VULGAR AND OFFENSIVE LANGUAGE OR GESTURES

A student shall not use profanity, obscene, vulgar, or offensive language in written or verbal form or use obscene gestures. Included in this prohibition is the possession of pictures, publications, and other inappropriate digital/electronic material. Any offensive language directed at a staff member will result in more severe penalties as determined by the principal.

Rule 7 - INSUBORDINATION

A student shall comply with the direction of teachers, substitute teachers, bus drivers, secretaries, aides, principals, and other school

personnel during any period of time when the student is under the authority of such school personnel. Insubordination includes, but is not limited to, disrespectful behavior toward school personnel, interference with a teacher's ability to conduct class, failure to obey a reasonable request, failure to identify oneself to school personnel when requested, or abusive language or insults directed toward a member of the school staff.

Rule 8 - APPROPRIATE DRESS

A student shall dress for school as defined in the Student Dress Code.

Rule 9 - THEFT

A student shall not take, or participate in an attempt to take, school property or another person's property while under the school's jurisdiction.

Rule 10 - EXTORTION

A student shall not attempt or use force, intimidation, or illegal power to obtain money, services, or personal property from another.

Rule 11 – FORGERY AND FRAUD

Students shall not be involved in any form of forgery. Students are not permitted to falsify in writing the name of another person or times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or to the student's parent or guardian.

Rule 12 - CHEATING/PLAGIARISM

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.
- Copying or allowing someone to copy homework, quiz or test answers from someone else's paper.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets.
- Communicating to students the questions on a test, quiz or assignment that you have taken but they have not.
- Allowing someone else to use your disk or password to access your work.
- A student shall not copy any published works. This prohibition includes any information not properly cited which is taken from any computer or internet site.

Plagiarism and cheating will result in a failing grade on that assignment or test as well as additional school consequences.

Rule 13 - TRESPASSING OR LOITERING

A student shall not trespass or loiter on school property at unauthorized times or in unauthorized locations

Students are not permitted to stay after school without direct, school sponsored supervision.

Rule 14 - GAMBLING

A student shall not participate in games of chance or gambling. Any materials will be confiscated and returned to a parent at the end of the school year. Card playing is not permitted on school property during school hours. Students are also not permitted to gamble or possess gambling devices on school property.

Rule 15 - DISRESPECT, INTIMIDATING, THREATENING, OR DISGRACEFUL ACTS (Including Sexual Harassment)

A student shall not use, direct, or display words, phrases, gestures, or actions which are considered to be disrespectful, threatening, intimidating, degrading, harassing, slanderous, obscene, profane, or inappropriate (as determined by the school administration) towards any other person. A student shall also not act or threaten to act in a way that could cause another person to fear for their personal safety or the safety of their property or their reputation. Included in this prohibition is electronic bullying (facebook, texting or any other electronic media forms) or gossiping that disrupts the school day.

Rule 16 - VIOLATIONS OF LAW

A student must comply with state and federal laws while at school. Alleged violations of law will be referred to law enforcement officials.

Rule 17 – ELECTRONIC DEVICES

A student will not be permitted to use personal electronic devices on school property during the school day unless administrative or teacher permission is granted. All electronic devices must be put in a locker during the school day. Contents of electrical devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the National Trail Middle School Code of Conduct. Any image or text that describes or represents nudity or sexual conduct appearing on a computer monitor, television screen, or similar data storage devices is a violation of school rules and also will be reported to local law enforcement authorities

Rule 18 - PUBLIC DISPLAY OF AFFECTION

Students may not show public displays of affection on school grounds, on a school bus, while on a school field trip, or during an extracurricular event. Examples include: hugging, kissing, or any other inappropriate touching.

Rule 19 – TRANSPORTATION

Students are afforded transportation to and from school as set forth in the Ohio Code. Students who drive to school are not permitted to operate a vehicle in a reckless manner on school grounds. Speeding and/or peeling tires are not acceptable and will result in the required parking pass being suspended. Further disciplinary action could occur at the discretion of the administration. Also students are required to enter the building upon their arrival to school and are not permitted to sit in their vehicles in the parking lot upon arrival or after dismissal.

Rule 20 - REPEATED VIOLATION OF SCHOOL RULES

A student shall not repeatedly violate the Student Code of Conduct or other rules that are established for the efficient operation of the school. A student who repeatedly violates a combination of rules above may be subject to more severe consequences.

Violation of any of the following will result in an out of school suspension with a possible recommendation for expulsion:

Rule 21 - DANGEROUS WEAPONS AND INSTRUMENTS

Any student who possesses, handles, conceals, transmits, transports, or uses any item, weapon or instrument capable of harming another person on school property (includes but is not limited to: brass knuckles, knives, fireworks, smoke bombs, explosive devices, incendiary, or poisonous product, or firearms) will be referred to law enforcement officials. This prohibition includes any look-alike items, toy guns etc.

Rule 22 - DRUGS, ALCOHOLIC BEVERAGES, AND NARCOTICS

A student shall not possess, handle, transmit, conceal, or use drugs, alcoholic beverages, narcotics, or any other substance prescribed or non-prescribed that may cause physical, mental, or emotional change. Included in this prohibition is the use of any counterfeit or “look-alike” drug/controlled substance as defined by Section 2925.01 of the Ohio Revised Code. A student shall not possess any drug paraphernalia.

Rule 23 - UNAUTHORIZED FIRE

A student shall not ignite an unauthorized flame in any part of any building or on any property of the National Trail Local School District.

Rule 24 - FALSE ALARMS

A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe that induces panic and disrupts the school day. Threats of severe school violence can be included in this restriction. The school will refer these cases to law enforcement authorities. Students and/or their families may face criminal prosecution and be liable for up to a \$10,000.00 fine.

SEARCH OF STUDENTS AND STUDENT'S POSSESSIONS

When a school administrator has a reasonable suspicion to believe that a student is in possession of, or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products, or any alleged stolen property, contraband or items which could cause a disturbance or which may endanger the safety of the student or any other person, a search of the student, her/his locker, desk, gym bag, car, etc. may be conducted.

A student shall not refuse a search or impede a search of her/his person, including without limitation, his or her backpack, electronic devices, purse, locker, gym bag, car, or desk. Refusal to be searched or impeding a search will result in the behavior being classified as insubordination. Local law enforcement authorities may be called upon to assist in a search. Upon completion of any search, parents will be notified of the search and the results thereof.

DETENTION GUIDELINES

Detentions may be assigned to students as a consequence for misbehavior. Any school employee who is responsible for the supervision of students may recommend an after school detention. After school detentions assigned for misbehavior are served in the office or the teacher's classroom on the assigned date from 2:30 to 3:25.

Students are required to bring schoolwork with them to work on during detention. If assigned, the student may be required to complete the "Discipline Learning Packet." At no time are students permitted to put their heads down or sleep during this obligation. A silent study atmosphere will be maintained at all times. Students are not permitted to eat or drink during detention and will not be permitted to use the restroom during this time. No one will be excused from the detention room during the detention period.

If a student does not report, is late to detention, does not bring appropriate materials or misbehaves, he/she will be assigned an extended detention. It is the student's and the parent's responsibility to arrange transportation home immediately after detention or ISD.

Detentions may only be assigned in cases of family emergency and must be rescheduled, in advance, with the principal or assistant principal. *Lack of transportation, job responsibilities, and extra-curricular activities are not satisfactory excuses for absence.*

NO BUS PASSES WILL BE ISSUED FOR DETENTION STUDENTS.

Extended detention

An extended detention may be assigned to students as a consequence for misbehavior. The building principal will assign extended detentions. Extended detentions will be served in the room assigned by the building principal from 2:30 to 4:30. If a student misses an assigned extended detention, he/she may be suspended or assigned to P.A.S.S. for up to three days.

Students are required to bring schoolwork with them to work on during extended detention. A silent atmosphere will be maintained at all times. Students are not permitted to eat or drink and will be permitted to use the restroom once during this time.

If a student is late, does not bring appropriate materials or misbehaves, he/she may be suspended or assigned to P.A.S.S. for up to three days. It is the student's and parent's responsibility to arrange transportation home immediately after an extended detention.

NATIONAL TRAIL IN SCHOOL DISCIPLINE (ISD) POLICY

Philosophy Statement

Students may be recommended for an assigned in-school discipline (ISD) at the discretion of the administration. It is generally intended as a form of discipline more restrictive than detention but less restrictive than an out of school suspension, but may be applied as deemed appropriate or necessary by the building administrator.

In-School Discipline Rules

1. ISD starts at 7:35 a.m. with the student being seated in the assigned seat with proper materials (books, paper, pencil, pen, etc.).
2. Each student will start the day by completing the "Discipline Learning Packet" assigned to her/him or appropriately identified by the behavior which resulted in her/his placement in ISD.

The student's next assignment will be to copy the pages containing the Code of Conduct rules that were broken by the student. The ISD monitor has the right to ask the student to repeat the assignment if not satisfied. Refusal of the student will result in disciplinary action from the office. Upon satisfactory completion of these two assignments, the student will be given their class work for the day.

3. Any student who has more than two (2) occurrences of ISD during the quarter will be suspended from school. (Each occurrence may be from one to three days.)
4. The student will be escorted to and from the following:
 - a. Designated restrooms (2x per day)
 - b. Lunch (lunch will be picked up five [5] minutes before lunch B)
5. The student will use ISD time to keep up with class and homework assignments. Sleeping, resting, or laying your head down is **not permitted**. Failure to comply is insubordination and out of school suspension will result. (Length of suspension will follow school guidelines.)
6. The office is responsible for getting the class and homework assignments from the teachers. The office will send ISD assignment sheets to the teachers prior to the first assigned in-school discipline day.
7. The student may not take magazines, newspapers, or novels (novels that are a class assignment are acceptable) to the in-school discipline room.
8. Students may be required to take tests on the first day back to class while serving in the in-school discipline room, if coordinated with the teacher in charge.
9. If the student is suspended out of school, as a result of failing to follow ISD guidelines, the student is not permitted to receive credit for any class work, homework, or tests missed during the discipline period.
10. If a student misses an assigned ISD due to absence, it will be made up on the next corresponding day (brown/orange).

EMERGENCY REMOVAL

The Ohio General Assembly provided that the notice and hearing requirements may be temporarily waived in an emergency when the student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process."

1. Any building administrator may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision
3. When a student is removed under an "emergency removal", an informal hearing, following the procedures for suspension, must be held within seventy-two (72) hours after the initial removal occurs.
 - a. Written notice of the hearing must be given to the pupil.
 - b. The hearing must be held in accordance with the suspension or expulsion procedures depending on the probable action to be taken.
 - c. The person who ordered, caused, or requested the hearing must be present at the hearing.

SUSPENSION AND EXPULSION

According to provisions of the law, school administrators may suspend, and superintendents may expel, a student from school for serious misconduct which affects the welfare of the school or for flagrant violation of school rules or repeated offenses of misconduct.

Suspensions may be up to ten (10) days. The administrator may also recommend expulsion (for a period of time exceeding ten (10) days) to the superintendent at the time a student is suspended. Major offenses, which may be reasons for suspension or expulsion are listed in the Student Code of Conduct.

1. Students must be informed in writing of:
 - a. Intention to suspend.
 - b. Specific charges against her/him.
2. The student must have the opportunity for an informal hearing:
 - a. Student is afforded an opportunity to provide her/his version of the incident,
 - b. Must be permitted to review the allegations,
 - c. Student is allowed to challenge the reasons for the intended suspension.
3. The parent/guardian, the superintendent, and the treasurer of the Board of Education shall be notified in writing within twenty-four (24) hours of the suspension (ORC 3313.66) of the specific charges of the suspension.

4. Parent/guardian must be notified in writing of his/her right to appeal to the Board of Education or its designee, and the right to request that the hearing be in executive session.
5. Parent/guardian must be notified of the student's leaving school if the suspension starts before the end of the school day.
6. All work due during a suspension is to be turned the first day back from the suspension.

Appeal of Decision to Suspend and/or Expel

If a student does not agree with the Principal's decision to suspend, the student and/or the student's parents may appeal the decision to the Superintendent. If a student and/or the student's parents do not agree with a Superintendent's decision to expel, the student and/or the student's parents may appeal the decision to the Board of Education.

NATIONAL TRAIL LOCAL SCHOOLS
STUDENT DRESS CODE
Revised, May 27, 2009

Rights

Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety, and do not distract or offend others.

Responsibilities

Students have a responsibility to dress neatly, appropriately and be clean and well groomed.

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management and control of the learning atmosphere for the student body. All students are expected to dress in a manner that will not bring undue attention to himself or herself.

School dress standards will be in effect for all school days and school related activities unless prior approval is granted. Any clothing or dress style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted.

Specific provisions are as follows:

1. Hair must be clean, neat, and well groomed so as not to create a health or safety hazard. All students should observe good health and grooming habits.
2. Clothing must be clean, well fitting, and in good taste. Clothing must be free of holes with certain exceptions due to normal wear or accidental damage.
3. Dresses, skirts, and shorts shall be no more than 3 inches above the knee.
4. A shirt or blouse covering the shoulders and midriff is required. No midriff tops, short tops, tube tops, or halter-tops are permitted.
5. Clothing or personal possessions containing messages that are obscene, sexually **suggestive**, or make reference to violence, illegal drugs, alcohol, or tobacco products are not permitted.
6. Students will be asked to remove any body piercing, which creates any physical safety concerns. Chains or studded bracelets or necklaces are prohibited. Wallet chains are not permitted.
7. Students are not to wear pajamas, hats, bandanas, overcoats, jackets, hoods, or other outerwear in the building unless permission has been granted.
8. Shoes shall be worn for health and safety reasons. House slippers are not considered shoes, and are not permitted unless permission has been granted for a special event. (Ex: pep week, storybook character day) Shoes with wheels are not to be worn.

The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but ultimately belongs to the principal. In questionable situations, the administration will have the right to decide what is acceptable and unacceptable dress or appearance.

The code is subject to immediate review and change at any time by the National Trail Local Board of Education.

NATIONAL TRAIL ATHLETIC CODE

Eligibility

1. All students in grades 7-8 are required to meet Ohio High School Athletic Association eligibility standards.
2. All students in grades 7-8 must have passed five classes during the preceding grading period.
3. A student who is ineligible and becomes eligible does not qualify for participation until classes start for the next grading period.
4. A student on attendance probation will miss a game for every unexcused absence and unexcused tardy once the student is on attendance probation. A student in on attendance probation when they have more than 3 unexcused absences or 3 unexcused tardies, or any combination of 3 unexcused absences and tardies per 9 weeks.

GENERAL SCHOOL'S RULES AND PROCEDURES

Building Hours

Middle school students are permitted in the building from 7:20 to 2:45. Middle school students are to be in their rooms by 7:35 for announcements. Students will be dismissed for the day at 2:27. Exceptions are for special activities, tutoring, teacher conferences or special business. Students are not permitted to leave the commons area until buses unload.

National Trail Schools has a closed lunch. Students are not permitted to leave the school building without permission from the principal.

Student Planners (Agenda)

This planner is provided for your use, serves as your hall pass, and must be carried with you at all times. It contains information pertinent to the daily operations of the school. You should familiarize yourself with the information contained in this planner, as you are required to comply with the district's policies. Losing, defacing, tearing out pages, covering pages, destroying your planner will result in you being required to purchase a new planner. Any student in the hallway without his/her planner may be assigned detention.

Textbooks

Textbooks are supplied by the Board of Education and are loaned to students for their use. The student is responsible for the books and should see that they are not damaged or lost. In case of damage beyond normal wear or lost books, the student will be charged replacement costs.

Guidance Services

Guidance services are available for every National Trail student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns, or any question the student may feel should be discussed with the counselor.

Peer Mediation / Conflict Resolution

The Middle/High School has a program to help resolve personal and social conflicts that may arise between students. A group of middle school and high school students have been trained in mediation skills and, at a student's request, will sit down and help mediate a conflict. The end result of mediation is not to determine right or wrong, it is instead an opportunity to calmly express concerns, attentively listen to another person, and to come to a mutually agreeable resolution to a misunderstanding. This is done in a private atmosphere and the confidentiality of all those involved is respected. Any student interested in this service should inquire at the Guidance Office.

Schedule Changes

Students may change their class schedule, drop or add a class only with the permission of the parent/guardian, guidance counselor **and** the principal. All schedules will be permanent 2 weeks after school begins, (with the exception of 2nd semester classes - that will have a 2 week window opportunity of change, in January).

Grading Scale

A student must meet all requirements of the school district and teacher before any course of study can be considered passed. The following system must be used in determining the student's grade.

90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D, 0 - 59 = F

Title IX

The superintendent of National Trail Schools is responsible to coordinate and carry out any investigation of any complaint alleging the noncompliance of Title IX. The Superintendent of School can be reached at 6490 Oxford-Gettysburg Road, New Paris, OH, 45347, or by phone at 937-437-3333, ext. 1106.

Retentions

7th and 8th grade students who fail 2 or more core subjects (math, English, social studies, and science) may be retained. If a student passes summer school classes so that they are passing 3 core classes, they will be promoted to the next grade. 5th and 6th students will be retained on a case-by-case basis with the input of the classroom teacher and parent. The decision to retain or not retain will ultimately be made by the building principal.

Fees

Student fees are collected to help pay for workbooks and other consumable supplies purchased by the school. Fees are required to be paid at the beginning of the school year. If student fees present an undue hardship, arrangements should be made with the principal or her/his designee at the beginning of the school year. Records of unpaid fees are kept from year to year in the student's permanent record. All fees must be paid before a student may receive a diploma and graduate from high school in the National Trail Local School District.

Lockers

Each student will be assigned a locker. Students are to use only the lockers assigned to them. Lockers are to be kept clean and locked at all times. School lockers are the property of the National Trail Local Board of Education and are maintained as a place for students to safely keep their belongings. Lockers will not be used for illegal or dangerous purposes and can be inspected periodically or to inspect the contents when safety and/or pupil's welfare is in question. Formal notification is not required. **Lockers are subject to search at any time by school administrators. O.R.C. 3313.20 (C).**
Search Of Students and Student's Possessions

When a school administrator has a reasonable suspicion to believe that a student is in possession of, or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products, any alleged stolen property, contraband, or items which could cause a disturbance or which may endanger the safety of the student or any other person, a search of the student, her/his locker, desk, gym bag, backpack, etc. may be conducted.

A student shall not refuse a search or impede a search of her/his person, including without limitation, his or her backpack, purse, billfold, locker, gym bag, or desk. Refusal to be searched or impeding a search will result in the behavior being classified as insubordination. Local law enforcement authorities may be called upon to assist in a search. Upon completion of any search, parents will be notified of the search and the results thereof.

Medication and Illness at School

Students who become ill during the school day should report to the clinic with a clinic pass. When the clinic is closed, students should report to their office. The nurse or office personnel will contact the parent if deemed necessary. A parent/guardian, or parentally approved designee must sign out each ill student in the office. Students are given as many days as they are absent to make up any missed class or homework.

If a student must take any over-the-counter or prescription medication during the school day, the parent/guardian must arrange for the school nurse or office to hold and dispense the medication. A medication authorization form must be completed before any medication can be administered to a student by the school nurse, or other school personnel designated to perform this task. Students are not permitted to hold or self-administer any type of medication during the school day. Students are permitted to carry prescribed inhalers, if they have a current medical authorization form on file in the clinic.

Selling At School

Students are not to sell or trade any items of any kind nor ask for donations for any non-school sponsored organization.

Bus Regulations

Transportation is provided by the National Trail Local School Board of Education to deliver students to and from school and extracurricular events as safely, efficiently and effectively as possible. Transportation should be regarded as a privilege by students and parents. All school rules apply when students are being transported by a National Trail bus. It is expected that those who ride the school buses will observe classroom conduct at all times. **All passengers must exercise these responsibilities.** Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and, jeopardizes the safety of all passengers.

Students are expected to comply with the following:

1. Students are to load and unload only at their assigned bus stop.
2. Arrive at the scheduled bus stop at least 5 minutes before the bus is scheduled to arrive.
3. Wait in the assigned, designated place of safety, clear of traffic and away from the bus stop.
4. Not engage in any activity at school bus stops that threaten life, limb, or property of any individual. School rules apply at all bus stops.
5. Follow directions
6. Stay in your seat AT ALL TIMES
7. No profanity or loud talking
8. No tobacco/alcohol products
9. No eating or drinking on the bus except as required for medical reasons
10. All objects carried on the bus must remain on your lap, keeping the aisles and exits clear at all times
11. No damage to the bus in any way
12. No fighting, pushing, tripping or horseplay.

Consequences can include but not be limited to the following: Student warning issued by driver; parent notification by driver and/or school staff, assigned designated seat, and/or discipline report to principal which may result in bus and/or school suspension. Students will be assigned seats at the driver's or administration's discretion.

Students are only permitted to ride their assigned bus to and from school. Exceptions to this rule will only be made by the building administrator and/or director of transportation.

Withdraw and Transfer Procedure

A student who is withdrawing from school must report to the appropriate building administrator or office personnel on or before the morning of her/his last day of attendance. A withdrawal form must be filled out and signed by a parent/guardian. **All bills, fines, and school fees must be paid in full prior to withdrawal.**

Parents are not permitted to hand carry a student's records to another school. The parent must sign the Transfer Form at the school to which the child is being transferred, that school will request and we will transfer the child's school records by mail or fax.

Students under the age of 18 who withdraw must be re-enrolled in another school within two weeks time (pursuant to O.R.C. 3321.13 (B) (1)). Failure to do so results in the superintendent notifying the Judge of the Juvenile Court and the Bureau of Motor Vehicles.

Records

A. Access To Student Records - Parents

1. Parents requesting access to their child's records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child's records. There is a copy charge of 10 cents per page.
3. Parents have the right to a response from school officials to reasonable request for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

B. Access to Student Records – Non-custodial Parents

1. A divorce or change in custody does not change the rights of a natural parent to their child's records.

2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and have the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

C. Change of address or Phone

Any time a student moves or has a change of address or phone number, he or she is to inform the school secretary immediately so that school records can reflect the change.

D. Child Custody

1. Parents have an obligation to inform the school anytime the custody of a child changes.
2. It is the responsibility of the parents to insure that the school officials receive a copy of the court order pertaining to a child's custody.
3. The school shall not accept out-of-state court orders for a parent to leave with a child. Only in-state court orders, which are current, shall be honored.

E. Confidentiality

1. Student records are confidential and are protected by the "privacy act". Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "privacy act". Directory information includes pupil's name, address, phone number, date of birth, place of birth, major field of study, dates of attendance, date of graduation, team rosters, and in case of athletic team members, the height and weight of the pupil. Parents may request in writing that the school not release this information.

F. Unpaid Fines or Bills

Grade cards may be withheld if there are any fines or unpaid bills at the end of the grading period, semester, or year. After graduation, and until paid, any unpaid bills or fines will be indicated on the student's cumulative records.

Visitors to School

All visitors to the school must check-in in the appropriate office. Visitors must sign in and out and wear a visitor's identification tag while on the school premises. Students are not permitted to have guests attend class or visit in the lunchroom during the school day. Parents must obtain advance permission from classroom teacher(s) and the principal, before a lunchroom or classroom visit will be allowed. Failure to secure this authorization may result in charges of trespassing.

Dances

Evening dances will be approved only for National Trail students in Grades 7 & 12. In the middle school, only National Trail students may attend approved dances. No outside guests, including students from National Trail High School or National Trail Elementary School, are permitted. NT Middle School students may not attend dances National Trail High School.

Field Trip Policy

On any field trip scheduled on behalf of the school, students are required to comply with the code of conduct away from the building in the same manner as if they were in the building. Students are required to obtain any missed assignments **in advance** from their teachers and should have that work completed as arranged with their teacher or by the next scheduled meeting for that class.

Eighth Grade Trip Regulations

All students interested in the eighth grade trip must enroll by October 31st of the same school year. All meetings concerning the eighth grade trip are **mandatory**. The student who is going on the trip and an adult must be in attendance at these meetings or the student may not go on the trip.

Students with the following disciplinary actions will not be eligible for the trip.

1. Any out of school suspensions or P.A.S.S

Students not going on the trip because of disciplinary action will lose all money deposited for the trip. Amounts earned from fund-raisers designated for the 8th grade class will remain in the class treasury.

Any students who move into the district after the October deadline have 1 month from that date to pay amount due. See advisor for amount.

Students who have met all requirements, made an effort to participate in fundraisers and fail to make the final payment, may apply for assistance. Parent/guardians of students should make their requests to the Middle School Principal.

All decisions of the administration and advisor are final.

E-DAYS

An e-day is an electronic make up day as a means for making up calamity days once days 6, 7 and 8 have been cancelled due to inclement weather. Teachers will post lessons to their class Moodle page and students will complete those lessons. Consideration will be given for students who do NOT have internet access from home. A paper copy, or comparable assignment, will be given upon the date of return to school if requested. Students will have 14 calendar days from the date of return to submit e-day lessons. This assignment will be evaluated by your student's teacher.

National Junior Honor Society

Selection: Membership in NHS is not a right, rather it is an honor bestowed upon a student because he or she has demonstrated qualities of excellence in the areas of scholarship, leadership, service, and character. A qualifying GPA of 3.5 is needed to qualify. Students who qualify will fill out informational forms that document leadership, service, and character. These informational forms must be turned in by the deadline.

Once the forms have been completed, they are given to the Faculty Council for study. The Faculty Council then meets and picks the students for membership. The decision of the Faculty Council is **final**. All students who submit informational forms will be notified of selection or non-selection. The Faculty Council is under no obligation to reveal information concerning non-selection.

The principal or his designee appoints the Faculty Council each year. The Faculty Council is composed of 5 teachers from various departments. Faculty Council decisions are made by a majority vote.

Student Journalism

All official student publications (newspapers, yearbook, etc.) are a part of the school curriculum. Editorial control remains with school authorities.

Telephone

Office telephones are business phones and may be used by students only with the permission of office personnel for emergencies.

Harassment, Intimidation, or Bullying Behavior

Harassment, intimidation, or bullying behavior by any student/school personnel in the National Trail Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, means: Any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phones, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, ridicule or humiliate". Such behaviors are prohibited from originating from any location in the effects of such acts occur on school property. Such effects include but are not limited to:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Formal Complaint Procedure: Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of

the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Informal Complaint Procedure: 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 shall be reasonably specific as to the actions giving rise to the suspicion of 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. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

Anonymous Complaint Procedure: 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 complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

Hazing Policy

Hazing is defined as doing any act or coercing another, including the victim, to do any act of intimidation unto any student or organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the District shall encourage, permit, or tolerate any hazing activities. No student may plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other District employees are particularly alert to possible conditions, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering school employee of the probation contained in this policy and are required to end all hazing activities immediately. All hazing incidents are reported immediately to the superintendent.

Administrators, faculty members, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

SAFETY PROCEDURES

Fire Drills

Fire drills are required by law and are an important safety precaution. A fire evacuation plan is posted in each room. Students should study the Fire Drill plan in each room where he or she attends class and become familiar with it. When the fire alarm sounds, students should exit the building quietly, quickly, and orderly, as previously instructed by their teacher, and should report to the designated meeting point, away from the building. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students should refrain from talking while exiting the building and until attendance and instruction are given and are to remain at least fifty feet away from the building until the signal is given to re-enter. No one is to return to the building until permission is given by the principal/designee.

Tornado Drills

Tornado drills are required by law and are an important safety precaution. A tornado drill procedure is posted in each room. Students are to go to the designated area quickly, but do not run. Students are to stay quiet at all times and listen for directions.

Safe School Drills

Lock Down drills have been established by the administration of National Trail Schools to train students to respond in emergency situations.

DISTRICT INTERNET REGULATIONS (ACCEPTABLE USE POLICY)

The acceptable use policy will serve as a contract between the National Trail Schools and the students or any other persons for the purpose of network and Internet access, and computer use. This electronic network includes access to interconnected computer systems in the district and interconnected computer systems on a worldwide basis, with availability of services such as email and web sites. The intent of the contract is to insure that the user will comply with the rules and regulations relating to the use of the district network (SWOCA) and the Internet.

Parents, students, and staff should be aware that materials available through the Internet are constantly changing. The Internet reflects the values of a global society, and may provide access to sites, which would be considered inappropriate in a school library or classroom setting. The National Trail Schools firmly believe that the educational benefits available to members of our school district offset the possibility that a user may procure materials, which would not be consistent with the educational goals of the district. It is the responsibility of each user to control her/his use of the system to avoid access to or use of inappropriate material. Students should be aware of district procedures dealing with unsuitable material.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the signed handbook forms and/or user agreements.

Network administrators may review user files and communications to maintain system integrity and user responsibility. Users should not expect that files stored on district servers would be private.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The use of the district network resources is a privilege, not a right, and may be revoked by the district or school administration at any time. This privilege is given to students who agree to act in a considerate and responsible manner. Students who are specifically authorized to use the District's computers or on-line services shall comply with the following guidelines and procedures:

1. ACCEPTABLE USE: access to the electronic network is made available for the purpose of supporting educational research, education and collaboration in and among educational institutions in the United States and elsewhere. All network usage must be consistent with these purposes and the terms of the Acceptable Use Policy.
2. USES NOT ACCEPTABLE: unacceptable use is defined by, but is not limited to, the following:
 - a. Using the computer and/or network for financial gain: commercial, political, and/or inappropriate personal use that interferes with the responsibilities of the assigned positions; or illegal activity
 - b. Using the system to encourage the use of drugs, alcohol or tobacco; promoting unethical practices; or any activity prohibited by law or Board policy.
 - c. Downloading, or transmitting material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age disability, religion, or political beliefs.
 - d. Violating copyright laws.
 - e. Installing, copying, removing, or modifying any software on the system without permission; installing software not owned by or licensed to the district.
 - f. Using profanity, obscenity, or other language, which may be offensive to other users.
3. VANDALISM: Vandalism includes, but is not limited to:
 - a. Intentionally and without authorization, entering into restricted networks.
 - b. Reading other users' mail or files, interfering with other users' ability to send or receive electronic mail or attempting to read, delete, copy, modify, or forge other users' mail or files.
 - c. Causing physical damage to any component of the district network.
4. SECURITY/PERSONAL SAFETY:
 - a. The user is ultimately responsible for all activity on her/his account; therefore the User agrees not to disclose her/his password to any person and to use only the password provided in accessing the system.
 - b. Do not arrange a face-to-face meeting with an unknown computer user.
 - c. Students are not permitted to subscribe to list serves or visit chat rooms of any kind.
 - d. Anything on the school computers is the property of National Trail Schools and can be searched and read at any time.
5. WARRANTIES:
 - a. The user shall have no expectation of privacy regarding usage of the district network and Internet. The district reserves the right to review and remove user files.
 - b. The user is responsible for any and all costs that may be associated with recovery from damages caused intentionally by the user.

- C. The district does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted.
- d. The district shall not be liable for any damages sustained or incurred in connection with the use, operation, or inability to use the system.

SANCTIONS: Any user becoming aware of the access to inappropriate material shall immediately exit from the site and report that access to a teacher, the principal, or an immediate supervisor. Because users are ultimately responsible for their accounts, breeches in security should be reported immediately.

1. Violations of this authorized use policy may result in a loss of access.
2. Vandalism will result in the cancellation of privileges.
3. Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language, behavior and/or any violation of the building code of conduct.
4. The user will be responsible for restitution due to actions resulting in damage to any part of the network.

Good Luck and have a great school year!

First Quarter Passes

X	Date	Time	Place	Teacher
---	------	------	-------	---------

1

2

3

4

5

6

7

8

9

10

11

12

Second Quarter Passes

X	Date	Time	Place	Teacher
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Third Quarter Passes

X	Date	Time	Place	Teacher
---	------	------	-------	---------

1

2

3

4

5

6

7

8

9

10

11

12

Fourth Quarter Passes

X	Date	Time	Place	Teacher
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				