NATIONAL TRAIL HIGH SCHOOL
STUDENT HANDBOOK 2026-2027
National Trail Local Schools

6940 Oxford Gettysburg Road, New Paris, Ohio 45347

Telephone (937) 437-3333
High School Extension - 1200
Middle School Extension - 1300
Elementary School Extension - 1400

Jeff Schmidt, H.S. Principal
Kelly Stanley, H.S. Administrative Assistant
Troy Ferguson, Athletic Director 7-12
Saharra Williamson, School Counselor, 9-12
Michelle Collins, TA Secretary
Jenny DeBoo, Attendance Secretary/Receptionist K-12

STUDENT/PARENT HANDBOOK 2026-2027

NATIONAL TRAIL HIGH SCHOOL
6940 Oxford Gettysburg Road
New Paris, Ohio 45347
Telephone: (937) 437-3333 FAX: (937) 437-8270
Attendance: (937) 437-3333 x1205

Mr. Jeff Schmidt	H.S. Principal
Mrs. Kelly Stanley	Administrative Assistant
Miss Saharra Williamson	School Counselor
Mr. Troy Ferguson	Athletic Director
Miss. Michelle Collins	Transportation Secretary
	Athletic Secretary
Mrs. Jenny DeBoo	Attendance/District Receptionist

NATIONAL TRAIL LOCAL SCHOOLS
6940 Oxford Gettysburg Road
New Paris, Ohio 45347
Telephone: (937) 437-3333 FAX: (937) 437-7865

Mrs. Jennifer Couch	Superintendent
Mr. Kerry M. Borger	NT/DCESC/PCESC Treasurer
Mr. Brian Pool	Director of Technology
Mrs. Laura Brinkley	Food Service Supervisor
Mr. Brian Smith	Facilities Director
	Maintenance Supervisor
	Custodian Supervisor
Mr. John Toschlog	Transportation Supervisor
	District Safety Coordinator
Ms. Julie Schenck	School Resource Officer (SRO)

NATIONAL TRAIL BOARD OF EDUCATION
Mrs. Mindy Ward
Mr. Greg McWhinney
Mr. David Harris
Mrs. Carrie Vonderhaar
Mrs. Aubrey Hickey

To stay connected to activities at National Trail...please be sure to check the following:

NTSLD Website - http://www.nationaltrail.k12.oh.us/
Instagram - @nt_blazers
Facebook - National Trail Local School District
Twitter - @NationalTrailAD
ParentSquare-http:/www.parentsquare.com

MOODLE INFORMATION
To receive Moodle log in information, contact Kelly Stanley
At 937-437-3333 or email at kstanley@nationaltrail.us

ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE

THE RFACTOR

Starting with the 2019-2020 school year, National Trail rolled out the rFactor to the students of our District.

We believe our culture is the heart of our school system. It makes National Trail Schools a special place to learn and work, and it gives us a unique advantage. Building and sustaining the National Trail culture requires intentional effort from everyone in the district.

What is The R Factor?

- A simple, proven, systematic behavior toolbox for Discipline-driven Responses in any situation.
- A common language that drives a powerful, shared culture among people.

While a member of the National Trail Community, we expect ALL to do the following:

- Be the Best Version of You
- Live by Vision, not Circumstance
- Ensure that Everyone Matters





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 and 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 2026-2027 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 the high 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 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!

School Year 2026-2027

*** Adopted by the Board of Education on July 28, 2026**
*** Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on July 28, 2026**

NATIONAL TRAIL HIGH SCHOOL MISSION

Our mission is to empower independent, critical thinkers for success in the real world through rigorous academics, innovative problem-solving, and strong community partnerships.

NATIONAL TRAIL HIGH SCHOOL - ATTENDANCE POLICY

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 of compulsory school age during each school day.

Rights

1. Students have a right to know how the school defines and handles excused absences, unexcused absences, and tardiness.
2. Students have a right to ask that a penalty for an unexcused absence be reviewed.
3. Students have a right to make up work they missed during an excused absence.
4. Students have a right to attend field trips or school-sponsored activities without being penalized.

Responsibilities

1. Students have a responsibility to attend all classes.
2. Students have a responsibility to be on time for school and all classes.
3. Students have a responsibility to ask their parents to notify the school when they are absent.
4. Students have a responsibility to ask teachers for and to complete make-up assignments.
5. Students have a responsibility to turn in assigned work on time while on field trips or school-sponsored activities.

TIER 1: AWARENESS OF DISTRICT ATTENDANCE POLICY

STUDENT ABSENCE

National Trail Schools has created a “Multi-Tier” approach to address Chronic Absenteeism in our schools. Student absences take away from instructional time and have an adverse effect on student learning. National Trail has identified strategies to prevent students from becoming chronically absent. Parent, guardian, and student awareness of the attendance policy is key to providing students with the best opportunity to obtain a solid education for each grade level. Please thoroughly read this attendance policy.

NOTIFICATION OF ABSENCE

If a student is absent from school, the parents/guardians must notify the school attendance office by 8:15 a.m. and provide an explanation. Upon returning to the school a written note shall be provided, within 5 school days, stating the date(s) and the reason for the absence.

STUDENT ABSENCES: EXCUSED AND UNEXCUSED

Excused Absences: Lawful excused absences are defined as follows:

- Personal Illness of the student
- Illness in the student’s family, needing the presence of the child
- Quarantine for contagious disease
- Emergency of other set of circumstances in which the judgement of the Superintendent constitutes a good and sufficient cause for absence form school, which may include but not be limited to absences due to documented medical, behavioral, or dental appointments.

Unexcused Absences: Absences occurring for any reason not listed above and may be classified as Truant (unlawful). Any hours missed beyond the 62.5 hours (10 days) permitted by parental notes will be counted as unexcused, unless the reason is accompanied by a medical note.

PARENTALLY EXCUSED ABSENCES PROCEDURES

When a student has accumulated 30 hours (5 days) parentally excused absences during the course of the school year, the principal/designee will contact the parents/guardians via a letter. This letter will stress the importance of good attendance and ask if there is any way the school can be of assistance.

When a student has accumulated 60 hours (10 Days) parentally excused absences during the course of the school year, the school official will contact the parents /guardians via a letter. The letter will explain the school's concern and that the threshold for parentally excused absences has been met.

HABITUAL TRUANCY

Unexcused absence from school is not acceptable. A student will be considered Habitually Truant if the student is absent without a legitimate excuse for one or more of the following State of Ohio Habitual Truant thresholds (often referred to as Habitual Truancy Triggers):

- 30 consecutive unexcused hours (5 unexcused days in a row)
- 42 unexcused hours within a school month (7 unexcused days within a calendar month)
- 72 unexcused hours within a school year (12 unexcused days within a school year)

National Trail Schools will be diligent in their attempts to obtain excusal notes (parent note and/or medical notes) from parent/guardians to excuse any and all unexcused absences from school. The goal of obtaining excusal notes is to avoid a student from reaching the Habitual Truancy thresholds (triggers) .

CHRONIC ABSENTEEISM (ORC 3313.48)

"Chronically absent" defined as missing at least 10% of the minimum number of hours required under ORC §3313.48 for the school the student attends. Missing 10% of the school year excused or unexcused. Statistics show student academics suffers when students are chronically absent from school. Along with graduation rates. The goal of every public school in Ohio is to reduce the percentage of days missed from school. Beginning August 1, 2026, all Ohio public schools will be required to notify parents and/or guardians when a student misses 5% of the school year. Notification may require an intervention meeting with school officials if the school principal deems it is necessary.

TARDY TO SCHOOL OR CLASS

If a student is not in his/her assigned room when school begins at 7:30 am, or the tardy bell rings before each class, he/she will be considered tardy. If a student is tardy to school, he/she must report to the office for a pass to class.

Steps for unexcused tardies per semester:

1. Third unexcused tardy	Meeting with Principal and/or Designee
2. Fifth unexcused tardy	After School Detention
3. Any additional tardy	Principal's Discretion

18+ STUDENT ATTENDANCE POLICY

If and when a student hits a Habitual Truancy threshold and becomes Habitual Truant, the school administrator may deny participation in sports, homecoming, prom holiday events, clubs, etc. This may also include denial of participation in the graduation Ceremony. The administrator, in conjunction with other school resources, the Attendance Secretary, county Truancy Officer, student, and family, may come up with a plan to earn back privileges.

TIER 2: NOTIFICATION OF THE DISTRICT ATTENDANCE POLICY

AttendanceK12 software will monitor student attendance and notify parents /guardians by text message and an email letter when the following attendance thresholds are met:

Parent Excused Absences Thresholds

- 5 parent excused absences from school (30 hours)
- 10 parent excused absences from school (60 hours)

Habitual Truancy Avoidance Thresholds

- 24 hours of unexcused absences from school
- 36 hours of unexcused absences from school
- 48 hours of unexcused absences from school
- 60 hours of unexcused absences from school

Chronically Absent Thresholds

- 5% Chronically Absent (excused and unexcused absences from school)
- 10% Chronically Absent (excused and unexcused absences from school)

AttendanceK12 software will be used to set intervention meeting to address any of the above listed absences. Phone calls and emails will be sent to parents as a means of creating an open dialog concerning student absences.

TIER 3: DISTRICT STRATEGIES TO ADDRESS CHRONIC ABSENTEEISM

Chronic absenteeism results in students having fewer opportunities to develop the academic and social-behavioral skills needed to allow for a successful future. Indeed, students who are chronically absent in high school have less than a 10% chance of graduating on time, which has many downstream economic impacts, including lower-status occupations, higher rates of unemployment, and lower earnings.

Tier 3 will address school interventions with parents/guardians with the goal of avoiding Habitual Truancy complaints being filed at the Preble County Juvenile Court. Intervention meeting will be scheduled with parents/guardians/students to discuss student's academic success when a Chronic Absentee percentage has been reached. Intervention meetings will be conducted at school, by phone, or via Zoom.

STATE OF OHIO HABITUAL TRUANCY LAW (ORC 3321.191) - TRIGGERING EVENTS

- 30 Consecutive hours of unexcused absences from school
- 42 Hours of unexcused absences from school within a calendar month
- 72 Hours of unexcused absences from school during the current school year

DISTRICT RESPONSIBILITY - ABSENCE INTERVENTION TEAM (AIT)

- Selects members of the Absence Intervention Team (AIT). Schedule AIT meeting.
- Make 3 attempts to secure participation of parent/guardian/custodian to attend the AIT meeting.
- AIT has option to execute AIT Meeting if the parent/guardian/custodian participation in the AIT meeting cannot be secured.
- AIT to develop the Absence Intervention Plan (AIP). Parent/guardian/custodian are given a copy of the student's AIP.
- If parent/guardian/custodian are not responsive to the AIT/AIP process, the AIT may make a determination whether there is reason to involve Child Protective Services.

DISTRICT RESPONSIBILITY - ABSENCE INTERVENTION PLAN (AIP)

- AIP for duration of 90-hours, approximately 15 school days (6 hr avg school day)

1. 18 Consecutive unexcused hours (3 school days), "Automatic failure AIP"
2. 24 Unexcused hours in a calendar month (4 school days), "Automatic failure AIP"
3. After the 90-hour AIP is complete, the Attendance Officer (AO) and the AIT will review the student's attendance to determine if compliance of the AIP was met.
4. If the student makes satisfactory progress, the AO/AIT may decide not to refer the truancy issue to Juvenile Court. If no progress is made, attendance officer will file a referral to the Diversion program or a complaint to the Preble County Juvenile Court.
5. If student hits another HT trigger after completion of AIP, AO will file a complaint
6. **FAILURE OF THE AIP - PREBLE COUNTY JUVENILE COURT AND DIVERSION PROGRAM**

- Referral to Diversion program for 1st time offenders 12 years of age or older
- File with Juvenile Court on 2nd time offenders 12 years of age or older. File "Unruly" against student, file "Non-Support of Student" against parents
- File "Non-Support of Student" complaint with Juvenile Court Prosecutor against the parents/guardian/custodian of offenders under the age of 12yrs
- Diversion or Court filing on student/parents/guardians who reach a Habitual Truant threshold twice in one school year and/or consecutive school years. No additional AIT/AIP required
- ***Attendance Of icer and the Absence Intervention Team have the "Option" to not file on students and parent/guardian/custodian if a student fails the Absence Intervention Plan. Per-case basis to be determined by the AO and the AIT team.***

CHRONIC ABSENTEEISM INTERVENTION

National Trail Schools will include procedures for notifying parent/guardian when a student is absent for a number of hours determined by the Board (cannot exceed 5% of minimum number of hours required under ORC § 3313.48 for the school the student attends.

At or before a student misses 5% of school, intervention meetings will be set to outline strategies to aid and support the student's academic health with resources to help students and families address the root causes of the absences. Intervention meeting will be held at the school, by phone, via Zoom, and/or home visit by the intervention support team or councilor.

- Behavior Support – Principal meetings with students/parents/guardians to address the behavior(s) that interfere with student's academic success.
- Mental Health Support – Councilor meetings with students and parents/guardians to address the student's mental health issue(s) that may

be interfering with the student's academic success.

- Credit Recovery Support – Principal to use resources to convert Chronic Absences into academic success.
- Parent/Guardian Support – Success Program Liaison involvement with families to address barriers that cause students to miss school.

NATIONAL TRAIL ACADEMIC INFORMATION

NATIONAL TRAIL GRADUATION REQUIREMENTS

Credit requirements for graduation are as follows: 23 total

English	4 credits
Math	4 credits (including Algebra II)
Science	3 credits*
Social Studies	3 credits* (World History, American History, and Government)
Physical Education	0.5 credits
Health	0.5 credits
Business and/or Computer	1 credit (CBI can only be used for one business credit. Students may use AG II or any AG III/IV class for both credits.)
Unified Arts	1 credit (Art, Music, Any Agriculture Class, French, Spanish, Business/Computer, Family and Consumer Science, or Graphic Design class)
Fine Art	1 credit (Fine Arts include: Band, Steel Band, Choir, Guitar, Music Appreciation, Art and Graphic Design)
Electives	5 credits (CTC students 5 credits)
Financial Literacy	One-Half Unit

THE FOLLOWING APPLIES TO ALL GRADUATING CLASSES AT NTHS

Only (3) three credits are required, but (4) four credits are recommended for students who plan to enroll in any college program after high school.

Students must complete 1 unit of Financial Literacy which is included in Business, Financial Management I and II, and Government.)

Students following a career-technical pathway are exempted from the fine arts requirement.
The successful passage of the various End of Course Exams

Students may NOT participate in the commencement program unless all State Board of Education and National Trail Local Board of Education standards are met. See the Ohio Department of Education Testing Portal for more information.

Seniors who leave National Trail High School during the 4th grading period of their senior year to attend the Preble County Alternative School or enter the NTHS APEX Program may forfeit their ability to participate in the graduation ceremony.

Students MUST participate in commencement rehearsal to take part in the formal commencement program. The Principal or Superintendent of Schools must approve exceptions.

HONORS DIPLOMA for Class of 2026 and Beyond

National Trail High School Honors Diploma Criteria (Students must meet 7 criteria)

1. Earn at least four (4) units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
2. Earn at least four(4) units of science including two units of advanced sciences (Physics, Chemistry, Anatomy & Physiology, or CCP courses);
3. Earn four (4) units of social studies (World History, American History, Government, Street Law/Current Issues, 60's/Current Issues or CCP coursework)
4. Earn either three (3) units of one foreign language or two units each of two foreign languages;
5. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
6. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1280 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).
7. Earn two additional diploma seals; not including Honors Diploma Seal. (If a student earns the OhioMeansJobs Readiness Seal as a part of their experiential learning requirement, it can not count as one of their additional seals earned).
8. Experiential Learning - Field Experience, OhioMeansJobsReadiness Seal, Portfolio or Work-Based Learning

*Student Strength Demonstration Requirement - students may use this to replace one of either the ACT/SAT, GPA or World Language Option:

- College Credit Plus: 12 total College Credit Plus credit hours
- Advanced Placement: three courses with score of 3 or higher on AP tests
- Career-Technical Assurance Guide (CTAG): 12 total credits
- Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if required to be older than 18
- WorkKeys: Score of 6 or higher on all tests (*void for Career-Tech Honors Diploma)
- Armed Services Vocational Battery: Score of 50 or above on the ASVAB
- Work-Based Learning: 250 total hours of work-based learning

MVCTC Honors Diploma Criteria

1. Earn four (4) units of English;
2. Earn at least four (4) units of Mathematics which shall include Algebra I, Algebra II, Geometry and another higher-level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four (4) units of Science including one unit of Physics one unit of Chemistry, or one unit of CCP science coursework.
4. Earn four (4) units of Social Studies;
5. Earn four (4) units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp, with additional content available by clicking here) or equivalent assessment aligned with state-approved and industry validated technical standards; or

7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or

Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section)

ATHLETIC ELIGIBILITY

A. All eligibility guidelines established by the OHSAA and the National Trail Local School District are to be strictly enforced

B. OHSAA Guidelines:
   1. All beginning seventh graders are eligible insofar as the scholarship bylaw.
   2. All beginning ninth graders **must have passed a minimum of 5 courses** taken in the last grading period of the eighth grade.
   3. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and Yearly grades have no effect on eligibility.
   4. Grades 7-12: To be eligible, a student must be currently enrolled in a member school and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the preceding grading period. All students in grades 7-12 must attain a minimum grade point average of **2.0** during the preceding grading period

C. A student who is ineligible and becomes eligible does not qualify for participation until classes commence for the next grading period (except in the fall-OHSAA Bylaw 4-4-3).

D. A student is eligible and becomes ineligible is not denied participation until classes commence for the next grading period (except in the fall-OHSAA Bylaw 4-4-3).
   1. At each quarter mid-term point, students' eligibility will be checked. Students failing two or more classes become ineligible and will remain ineligible until the student provides teacher verification that grades are above the criteria. They will be reinstated immediately. Students who are ineligible during this time, will be unable to participate in a game until they are declared eligible by the Athletic Director (Athletes are expected to practice but not play in games).

E. The eligibility of a transfer student does not begin until school records or verification from the sending school is received. If the grades are below a **2.0** for the grading quarter prior to transferring, the student is ineligible.

F. The National Trail Board of Education has implemented the following eligibility standards for participation in extracurricular activities:

1. A high school grade point average of **2.0** must be maintained each quarter of eligibility. A student must maintain the required grade average for each grading period. This procedure used to calculate the average will be the same as that used to determine the school honor role.

G. The athletic director will issue written notification of a GPA lower than the standard.

H. If an athlete is denied participation for any reason (academic or Discipline), he/she may continue to practice only with the approval of the head coach, athletic director, and the building principal. The athlete may not dress for competition during this period of denial of participation

I. Student grades are final as of 2:30 pm on the Monday following the last day of the grading period unless approved by the building principal. The only way a student will receive a grade change for eligibility purposes is if a student's grade is listed as Incomplete due to absences or other extenuating circumstances.

GRADE 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.

Un-weighted classes			Weighted classes	
4.00	A	95-100	4.20	A
3.80	A-	90-94	3.95	A
3.40	B+	87-89	3.55	B+
3.00	B	83-86	3.15	B
2.80	B-	80-82	2.95	B
2.40	C+	77-79	2.50	C+
2.00	C	73-76	2.10	C
1.80	C-	70-72	1.90	C
1.40	D+	67-69	1.45	D+
1.00	D	60-66	1.05	D
0.0	F	0-59	0.00	F

A weighted grading scale will be used for the following courses: all college credit plus classes, Spanish IV, French IV, Pre-Calculus, Calculus, Physics, Greenhouse and Nursery Management, Agricultural Animal Science and Technology, and Agricultural Business Management.

HONOR ROLL

Each grading period, students who achieve certain academic levels will be recognized for their success.

Principal's List - GPA of 3.333 and above and no more than one C
Superintendent's List - GPA of 3.750 and above and no grade below a B

NATIONAL 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 be considered. Students who qualify will have the opportunity to fill out an application that documents leadership, service and character. The application form must be turned in by the deadline for consideration.

The faculty and administration consider all qualified students on the following criteria:

- Integrity – No recorded incidents of cheating or intentional dishonesty
- Positive Behavior – No record of skipping classes or of knowingly violating school regulations and no record of civil offenses within the community.
- Cooperation – Willingness to assist classmates, faculty members and administration.
- Ethics – Effort to do the "right thing" at all times.

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

Once becoming a member, each student is periodically reviewed to assure that he/she maintains the NHS standards. As a member of the NHS, each student will be required to participate in service projects throughout the year. When a chapter finds that one of its members has either fallen below the standards by which the member was selected, violated school rules or the law, or has failed to meet one or more of the established obligations of membership, it may be necessary to pursue disciplining the member.

PARTICIPATION IN GRADUATION

Participation in the graduation ceremony is a privilege, not a right. Students who violate the student code of conduct may not be allowed to participate in the graduation ceremony. No Student may participate in graduation until all graduation requirements are met and **all school fees are paid**. Graduation practice is mandatory. No one may participate in graduation that does not attend practice. Seniors who leave National Trail High School during the 4th grading period of their senior year to attend the Preble County Night School or Daytime Alternative School may forfeit their ability to participate in the graduation ceremony.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian and Salutatorian will be selected utilizing a student's weighted grade point average (GPA) at the conclusion of the students' 7th semester. The Valedictorian and Salutatorian will be officially named during the Senior Awards Ceremony in 4th quarter. If there is more than one valedictorian, no salutatorian will be named.

GRADUATION PLANS AND STUDENTS AT RISK OF NOT QUALIFYING FOR A HIGH SCHOOL DIPLOMA (POLICY IKFC)

The Board desires that all students are able to earn a high school diploma. Recognizing students may be at risk of not earning a high school diploma, the Board adopts the following policy.

Graduation Plans

Beginning with the 2020-2021 school year, the District develops a graduation plan for each student enrolled in grades nine through 12 to address the student's academic pathway to meet the curriculum requirements specified by the District and to satisfy the applicable graduation requirements.

The plan is developed jointly by the student and a representative of the District and updated each school year in which the student is enrolled in the District until the student qualifies for a high school diploma. The District invites the student's parent, guardian or custodian to assist in developing and updating the graduation plan.

Graduation plans supplement the Board-adopted career advising policy.

A student's individualized education plan (IEP) may be used in lieu of a graduation plan when the IEP contains academic goals substantively similar to a graduation plan.

At-Risk Students

The Board directs the Superintendent/designee to develop criteria for identifying students at risk of not qualifying for a high school diploma. This criteria at minimum includes a student's lack of progress on the graduation plan developed by the District in accordance with law. The criteria also may include other factors such as student absences or misconduct and other factors deemed appropriate by the administration.

The Board directs the Superintendent/designee to develop procedures for identifying at risk students. These procedures must include a method for determining if a student is not making adequate progress in meeting the terms of the student's graduation plan. Procedures must allow for identification of students as at risk in any of grades nine through 12 and may include identification of students in other grades.

The District provides written notice to the parent, guardian or custodian of an at-risk student in each year a student has been identified as at risk. This written notice includes all of the following:

1. A statement that the student is at risk of not qualifying for a high school diploma;
2. A description of the District's or school's curriculum requirements, or the student's IEP, and, as appropriate, the applicable graduation conditions of State law;A description of any additional instructional or support services available to the at-risk student through the District or school.

The District assists students at risk of not graduating with additional instructional or support services to help the student qualify for a high school diploma. These services may include any of the following:

1. Mentoring programs
2. Tutoring programs;
3. High school credit through demonstrations of subject area competency;
4. Adjusted curriculum options;
5. Career-technical programs;
6. Mental health services;
7. Physical health care services;
8. Family engagement and support services.

[Adoption date: April 28, 2020]

NATIONAL TRAIL LOCAL SCHOOLS CODE OF CONDUCT

APRIL 27, 2022

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 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.

The faculty and staff of the National Trail Local Schools are committed to providing each student with 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 occur during, before, or after school hours. It shall also apply to any conduct occurring on buses, which are in route to or 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 both on and off of 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 as well as 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	Short Term Day Time Alternative
Counselor-student conference	Restitution
Teacher-parent conference	Court referral
Principal-student/parent conference	Loss of extra-curricular activities
Detention (after school)	Extended Detention
Referral to the office	In-School Detention
Emergency removal from class or school	Expulsion from school
Suspension from school (up to 10 days)	Alternatives deemed appropriate to the situation

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.

SEVERE CLAUSE
School administrators have full authority to depart from Disciplinary Actions in a reasonably prudent manner and may impose more severe or less severe sanctions than listed above.

Rule 1A - TRUANCY, 1B - CHRONIC TARDY 1C - UNEXCUSED ABSENCES 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. (More information can be found in the National Trail School Attendance Policy.) 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, harassments, 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 attires, horseplay, demonstrations that disrupt the school or school activities, talking in class, running in the building, and throwing objects. Students shall obey all directives or requests given by employees 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 could include: trees, landscaping, buildings, lockers, furniture, windows, walls, computers or school owned electronic devices and instructional materials. 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 or school employee or visitor. Students are prohibited from contributing, instigating, pushing, fighting, hitting, or any other unauthorized touching.

Rule 5 - TOBACCO or SIMILAR PRODUCTS
State laws in Ohio prohibit tobacco use by persons under the age of 21. 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 including cigarettes, cigars, chewing tobacco, electronic cigarettes or similar devices and smokeless tobacco. The possession of matches, lighters, or similar devices is also prohibited.

Rule 6 - UNACCEPTABLE LANGUAGE/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 printed or inappropriate digital/electronic material. Any offensive language directed at a staff member will result in more severe penalties as determined by the school administrator.

Rule 7 - INSUBORDINATION
A student shall not fail to comply with reasonable directions or rules established by the 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. This rule 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 - DRESS CODE
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/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 - <u>CHEATING/PLAGIARISM</u>
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 personal laptop account 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 may result in a failing grade on that assignment or test as well as potential 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 under suspension are not permitted to be on school property unless permitted by a school administrator. 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 15A - HARASSMENT/INTIMIDATION
Rule 15B - UNWELCOME SEXUAL CONDUCT
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 any form of hazing. Included in this prohibition is electronic bullying (any electronic media forums) 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 - USE OF ELECTRONICS
All phones, smart watches, recording devices, and other electronic devices (including headphones, earbuds, laser pointers, and/or other related accessories) must remain off, not in use, and stored in the student locker or vehicle during the school day. This is in effect in all classrooms, in the school building, and anywhere on school property during school hours. Except as authorized by a school staff member, students are prohibited from using Personal Communication Devices (PCD) during the school day to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Using a PCD to gain or attempt to gain access to another PCD with or without consent is strictly prohibited.

Classroom teachers, only with the approval of the building administrator, may allow students to use personal cell phones for reasonable and appropriate purposes.

Any phone, recording device, or electronic device causing a disruption, or violating this section of the Code of Conduct (including a noise or ring tone made by the device), may be confiscated immediately by school personnel. When confiscated, the entire electrical piece must be surrendered and remain unlocked. If reasonable suspicion exists that indicates a violation of the code of conduct involving a device, the device may be searched**.** If a device is locked, the student must unlock it at the request of administration. Refusal to surrender a device upon request of school personnel, and/or refusal to unlock a device at the request of administration, will be considered insubordination and may be disciplined as such.

Any image or text from a personal or school device that describes or represents nudity or sexual conduct appearing on a computer monitor, television screen, electronic device or data storage device is a violation of school rules and also will be reported to local law enforcement authorities. Electronic devices may be confiscated and given to local law enforcement.

All communications between parents and students are to take place through the office. Texting or electronic communication during the school day, regardless as to who it is with, will be considered a technology violation unless with administrative permission.

The school assigned student profile picture must be appropriate as determined by the administration.

Violations of the Student Network and Internet Acceptable Use and Safety Policy are also considered technology violations.

Students are responsible for having wired earbuds/headphones to plug into their computers (one pair is provided at the beginning of each year).

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.

Rule 19 – PERSONAL 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. Students are to park in designated areas only.

Rule 20 – REPEATED VIOLATION OF SCHOOL RULES
A student shall not violate the Student Code of Conduct or other rules that are established for the efficient operation of the school. A student who 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:

21A USE/POSSESSION OF GUN
Rule 21B USE/POSSESSION OTHER WEAPON
Rule 21C USE/POSSESSION OF EXPLOSIVE
Rule 21D – FIREARM LOOK-ALIKES
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 22A - USE/POSSESSION DRUGS
Rule 22B - USE/POSSESSION ALCOHOLIC BEVERAGES
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 or SEIZURE 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, electronic device, car, etc. may be conducted.

A student shall not refuse a search or impede a search of her/his person, including without limitation, his/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. **Board Policy JFG and JFG-R also reference National Trail's Interrogations and Searches practice.**

ARTIFICIAL INTELLIGENCE (AI)

General Guidelines

1. **No AI-Assisted Cheating** – AI may not be used to complete assignments, quizzes, tests, or projects in a way that misrepresents a student's own work. Using AI to generate answers and submitting them as your own is considered cheating.

2. **Responsible AI Use** – AI may be used as a learning aid when permitted by the teacher. This includes brainstorming ideas, summarizing concepts, and improving study habits.

3. **Class-Specific Policies** – Each teacher will outline specific AI guidelines for their course in their Moodle classroom. Students are responsible for following these guidelines and asking their teacher if they are unsure about AI use.

4. **Academic Honesty Consequences** – Violations of this policy will follow the school's academic integrity rules, which may include a reduced grade, a requirement to redo the assignment, or additional consequences as determined by school administration.

5. **AI in Creative and Research Projects** – In classes where AI is permitted for research, writing, or creative projects, students must properly credit AI-generated content as outlined by their teacher.

6. **Approved AI Sites** - Students may only use AI tools that have been approved by the school for classroom use. A current list of approved AI sites is available on the school website. Additional tools may be reviewed and approved based on teacher recommendations and evaluation by IT staff.

7. **Student Information** - Students must not upload or share personal or confidential student information on any AI platform. This includes information protected under FERPA or CIPA, such as names, grades, identification numbers, or other sensitive data.

By following these guidelines, students can use AI to enhance their learning without compromising their integrity. If you have questions about how AI can or cannot be used in a class, please check the class policy on Moodle or ask your teacher.

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 a lunch or after school detention. After school detentions assigned for misbehavior are served in the assigned room on the assigned date from 2:35 to 3:30 pm. Detention is held Tuesdays and Thursdays, though these days are subject to change if needed by administration.

If a student skips a detention, they may receive the following consequences: First Offense: 2.5 hours extended detention after school (2:35 – 5:00 pm). If the extended detention is skipped, the student may be assigned a 3 or 5 hour Saturday School. If the 3 or 5 hour Saturday School is skipped, the next set of consequences will be Principal's discretion. The Principal may also adjust or issue alternative consequences to those above if he/or she deems it necessary.

Students are required to bring schoolwork with them to work on during detention. 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 is late to detention, does not bring appropriate materials or misbehaves, he/she will be assigned an additional consequence. It is the student's and the parent's responsibility to arrange transportation home immediately after detention. **NO BUS PASSES WILL BE ISSUED FOR DETENTION STUDENTS.**

Detentions may only be reassigned in cases of family emergency and should be arranged in advance with the principal. Lack of transportation, job responsibilities and extra-curricular activities are not satisfactory excuses for absence.

Students who do not attend their originally assigned after school punishment (unless absent from school) will not be permitted to participate in extra-curricular activities until the punishment has been served.

EXTENDED DETENTION GUIDELINES

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 from 2:35 to 5:00 pm. 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 to extended detention, does not bring appropriate materials or misbehaves, he/she will be assigned an additional consequence. It is the student's and the parent's responsibility to arrange transportation home after detention.

SATURDAY SCHOOL

A three hour or five hour Saturday School may be assigned to students as a consequence for misbehavior. The building principal will assign Saturday School. Saturday School will begin at 7:30 am to 10:30 am (3 hours) or from 7:30 am to 12:30 pm (5 hours) Students are required to bring schoolwork with them to work on during Saturday School. 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 arrives after 7:35 am, does not bring appropriate materials or misbehaves, he/she will be assigned an additional consequence and may be suspended. It is the student's and the parent's responsibility to arrange transportation home after Saturday School.

EMERGENCY REMOVAL

The Ohio General Assembly provided that the notice and hearing requirements can 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 school employee may remove the pupil from curricular or extra-curricular 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, for flagrant violation of school rules, or repeated offenses of misconduct.

Suspensions may be for 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 suspensions or expulsions are listed in the Student Code of Conduct.

1. Students must be informed in writing of the intention to suspend with the specific charges listed.
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
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 superintendent (the Board of Education designee).
5. Parent/guardian must be notified of the student's leaving school if the suspension starts before the end of the school day.
6. Students are encouraged to obtain their assignments and complete their work during suspensions. Parents/students are encouraged to contact the teacher by email or phone in order to obtain assignments from their child’s teachers when suspension occurs. Since the introduction of HB 410 in December 2016, students who are suspended are allowed to make up all classwork while suspended for full credit. Upon the first day back from suspension, it is the student’s responsibility to turn in ALL work for credit.

APPEAL OF DECISION TO SUSPEND AND/OR EXPEL

If a student or parent 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 or its designee.

Students may also be assigned to the Disciplinary Alternative Education Program (DAEP) in lieu of suspension or expulsion. This program is housed at the Preble County ESC Success Academy in Eaton. Transportation may be provided.

HARASSMENT and BULLYING (Board Policy JFCF)
(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. **Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.**

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered. **When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.**

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, 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 State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Re-adoption date: September 22, 2020]

HARASSMENT and BULLYING (Board Policy JFCF-R)
(Harassment, Intimidation and Dating Violence)
The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. **When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.**

School Personnel Responsibilities and Complaint Procedures
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, up to and 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 email 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 "cyberbullying"), such as the following:
    a. posting slurs on websites, social networking sites, blogs or personal online journals;
    b. sending abusive or threatening emails, 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, emails 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 School 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.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the applicable nondiscrimination grievance procedures are implemented **where applicable**.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. **Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.**

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.
Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

[Re-adoption date: September 22, 2020]

NATIONAL TRAIL LOCAL SCHOOLS STUDENT DRESS CODE
Revised June 25, 2024

PROPER DRESS AND APPEARANCE

Rights	**Responsibilities**
Students have a right to wear 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.	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 which 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 and eyes must be visible at all times. 2. Clothing must be clean, well-fitting and in good taste.
3. Dresses, skirts and shorts shall cover the buttocks at all times. At no time may underwear be visible.
4. Shirts or tops will be long enough to tuck into pants and will have an appropriate neckline. Shirts or tops that reveal portions of the waistline, torso, or chest area are not appropriate. Tank tops, tops with spaghetti straps or transparent garments, open mesh garments or garments with large open sides may not be worn without an appropriate under liner. Trench coats are not allowed to be worn.
5. Clothing or personal possessions containing messages that are offensive/obscene, sexually suggestive or make reference to violence, illegal drugs, and alcohol or tobacco products are not permitted. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups are also prohibited.
6. Students will be asked to remove any body piercing, which creates any physical safety concerns.
7. Students may wear ball caps/hats in hallways and common areas, as long as the hats are worn straight forward or backward and the face remains visible. Sock hats, hats that cover the ears, and hoods are not permitted. It is teacher discretion as to whether hats/hoods may be worn in their classroom. When in the building hoods must be down for safety concerns.
8. Shoes must be worn at all times and must not present a safety hazard.
9. Blankets are not allowed or permitted while on school grounds or school own property during the school day. This includes bus pick-up and drop-off.

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.

GENERAL SCHOOLS RULES AND PROCEDURES

ADULT STUDENT POLICY

Students 18 years or older are faced with a number of differing decisions than students who are considered minors under law. You are allowed to attend school tuition-free until you are 21 years of age. This offers you a chance to complete your high school education under a normal school program. The following are representative guidelines for adult students:

1. The rules and procedures for the normal school operation apply to you.
2. Since you are an adult your attendance is no longer a legal necessity, but instead it is a privilege granted to you by this community and the Board of Education. It is for this reason that you should clearly understand that tardiness, absences, and improper behavior will be handled severely. **If attendance becomes an issue you may be subject to being withdrawn as an 18 year old with poor attendance.**

BLENDED LEARNING

NTLS has a 1:1 device program for students in an effort to embrace 21st Century Skills. Students will be utilizing devices in the classrooms and after returning the required agreement, they will be allowed to take their designated device home to continue school work. Device use will be monitored by building level administration as well as district level administration to gauge the use and effectiveness in the classroom. **Devices are school district owned and the contents on the device can be viewed at any time.** Students are expected to have their device with them, fully charged, every school day. Students are charged a yearly fee of $30.00 for the use of a student laptop.

Families may elect to supply their own laptop instead of using the school supplied one (Grades 9-12 Only). Personal laptops fall under the same guidance as school owned ones. Laptops must be charged and available every school day and discipline for not having a BYOL is the same as a school supplied device. **Students must be able to install applications/programs as directed by teachers to complete assignments. Students must have anti-virus software and Lanschool installed by NTLS staff.**

Students will NOT:

- Modify the laptop in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to supplied laptop.
- Exchange laptops with any other student.
- Clear or disable browsing history on the device.
- Disable the Laptop or its applications.
- Possess pornography of any kind on the laptop
- Possess illegal (boot-leg/pirated) copies of movies or music on the laptop
- Violate any rules set forth in the NTLS Acceptable Use Agreement

Using the Laptop/Ipad

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- Keep the laptop/Ipad away from food and drink.
- Charge the laptop only with the included charger and using a standard wall outlet for your power source.
- Have the laptop fully charged and ready for use during the school day.
- Keep the laptop in a well-protected temperature controlled environment when not in use.
- Do not leave the laptop in a vehicle or location that is not temperature controlled. ● Laptop must be kept in school issued case at all times

Proper care of laptops/Ipads through the school year and returning at the end of the school year with all accessories are the responsibility of the student. Students not returning their laptop will be assessed the value of a replacement added to their school fees. Students must carry their laptops with them at all times during the school year. Students who may not be able to financially replace items will have to work it off by working with Mr. Pool after school.

Cost of Replacement/Repairs
Parts costs (fees) will be incurred for: Lost laptop ($300)
Broken screen ($65)
Broken hinge ($45)
Replacement keyboard ($15)
Scratched Palmrest ($45)
Broken Bezel ($20)
Other obvious user damage.
Costs are of the parts only, there is no labor charge

BUILDING HOURS

Students are permitted in the building from 7:15 am to 2:45 pm. Exceptions are for special activities, tutoring, teacher conferences or special business. Students are not permitted to be upstairs until 7:20a. National Trail Schools has a closed lunch. Students are not permitted to leave the school building without permission from the principal.

BUS REGULATIONS

Transportation is provided by the National Trail Local School Board of Education to deliver students to and from school and extra-curricular 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. Such actions may be subject to disciplinary consequences.

The driver is in charge. Students should obey the driver's instructions promptly and respectfully.

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 all directions given by driver.
6. Stay in your seat AT ALL TIMES. No standing, changing seats or moving about is permitted.
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 or vandalism to the bus in any way. Students will be held responsible for costs associated with any repairs.
12. No fighting, pushing, tripping or horseplay.
13. Head and arms are to be kept inside the bus. Throwing objects out the window is dangerous to pedestrians and other vehicles and is not allowed.

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.

Students who stay after school for **academic reasons** may be provided with a bus pass from that specific teacher. Students staying after school for detention must provide their own transportation.

CAFETERIA

The only place where food and beverages may be consumed is in the cafeteria. Exceptions may be made with administrative approval. Students may bring their lunches to school; however, they shall not bring beverages in glass or open containers. Students may not have food delivered to school nor lunch guests during the school day. **Students may consume beverages only in closed containers.** Students are expected to be on time to lunch and to show proper manners at all times. Students are expected to clean their area/table when finished. Students are not allowed to leave the cafeteria without the permission of a Lunchroom Supervisor.

COLLEGE VISITS

Junior and senior students may take 2 school days for college visits per year. The appropriate paper work must be approved at least one week before the college day is taken. Approved college days will not count as days absent. Any days taken over the 2 days will count as days absent. Late admission may be granted by the building administration.

DANCES

Evening dances will be approved only for National Trail students in Grades 9-12. National Trail Middle School students may not attend dances at National Trail High School. Outside guests are permitted at National Trail High School dances with prior approval of the building administrator. Students attending Prom must be in grades 11 and 12. Outside guests must provide proper identification, be under the age of 21, and must have on file the proper "Non-Student Guest Form" by the Friday prior to the event.

DRIVING TO SCHOOL

- Each student driver must receive permission from the principal's office to drive.
- Student drivers will be issued a parking pass upon meeting the following:
  - Proof of insurance is shown,
  - After they have signed an agreement to follow the rules and regulations for driving
  - **$20.00 parking permit fee is paid (If pass is purchased anytime during the second semester the cost will be $10.00)**
  - Passes will be assigned by GPA order per class. Students with a 3.75 and above will be given first priority, 3.5 to 3.75, etc. Students who fail two or more classes for a nine weeks grading period will lose their parking permit for the next nine weeks grading period.
  - One day driving permits may be applied for in the principal's office. Students may apply before or after school and during lunch on the day before the permit is to be used. After school on the day the permit was valid, the permit must be turned back into the office. Failure to do this will result in no further one day permits for the individual.

Driving to National Trail High School is a privilege, not a right

- All student drivers will exhibit a valid National Trail parking permit.
- All student drivers will park in their assigned area which is in the student parking lot South of the high school building.
- All student drivers will drive in a responsible (not reckless) manner. If the student drivers are seen driving recklessly (i.e. peeling out, excessive speed, etc.) or driving in unauthorized areas their driving privileges will be suspended.
- All student drivers will arrive at school on time. **When a student driver is tardy the third time, his/her driving privileges will be suspended for the remainder of the grading period.**
- **Students who miss more than 10 days per year or receive 5 tardies per semester to school may lose their driving privileges**.
- Student drivers who leave school grounds without permission during the day will have their driving privileges suspended. Driving a vehicle to school is a privilege that may be revoked.
- Student drivers will park their cars and immediately walk into the school building. Student drivers will not return to their cars until school has been dismissed unless permission has been granted by the office.

e-HALLPASS

Students will request, or be assigned passes, through the e-Hallpass System. Staff members may also request students via the same system. Students found misusing the system for themselves or
others, may face disciplinary action, up to and including limitation of hall passes.

FIELD TRIPS

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

- While the District encourages students to participate in field trips, alternative assignments will be provided for students whose parent does not give permission to attend.
- Misbehavior on a previous trip during the current school year will result in no field trips for that student for the remainder of the school year.
- Students who are suspended during the semester or have 3 or more days of ISD may be ineligible for any field trip.
- Students are required to obtain any missed assignment IN ADVANCE from their teachers and have the work completed upon their return the next class period.
- Any student with excessive absences from school and/or having one or more F(s) in classes may be ineligible for the schedule field trip. A list of student names must be sent to the Principal for approval 1 week before the scheduled trip.

FOOD ALLERGIES

Food Allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

- Notify the school of the child's allergies.

- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food /Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.

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.

ILLNESS AT SCHOOL

Students who become ill during the school day should report to the office with a signed pass. The office will then send the student to the clinic. The nurse will contact the parent if deemed necessary for student dismissal. **Students not dismissed by the nurse will be considered ok to return to class.**

INCOMPLETES

All work must be completed within 10 school days of the end of the 9 weeks. After the 10th day all missing assignments will be changed to a "0". It is the student's responsibility to verify their final grade with the teacher.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this process is required. More importantly, the School wants the parent to be an active participant. To inquire about programs, a parent should contact the school. Each staff member is accountable for advancing student achievement by helping every student reach his or her optimal level of success. National Trail Local Schools will require reliable and accurate data to foster achievement for every student. When a student requires intervention, parents will be provided with the amount of student data that will be collected, strategies for increasing the child's rate of learning, and the general services that will be provided. Intervention is sometimes a process of longer duration than a few months, even lasting multiple school years. Any parent who feels that intervention is not making sufficient progress for their student has the right to request a full evaluation for special education services.

INTERVENTION PERIOD

Intervention period is a time where students can obtain additional academic instruction from teachers and to meet for non-academic/extracurricular activities. If a student needs to leave their assigned intervention class to gain academic assistance, they need to get prior approval before intervention.

LOCKERS

National Trail High School provides lockers for every student. Students are required to keep backpacks, satchels, duffle bags, etc. in their lockers and not take them to class. District-provided laptop bags are acceptable to take from class to class. Small purses or handbags not designed to carry books, laptops, or other school supplies are also allowed in the classroom.

All medication must be dispensed with permission of the school nurse. Students are not permitted to carry any type of medication on their person or in their lockers during the school day. This includes but is not limited to such medicines as aspirin, Tylenol, Ritalin, or any prescription drugs. Students who do not follow these rules are guilty of possession or trafficking (if given to another student). Inhalers may be carried by the student providing a physician's note is on file with the school nurse.

NON-SCHOOL RELATED FUNDRAISERS

Students are not to sell or trade any items of any kind nor ask for donations for any non-school sponsored organization unless permission is granted by the school administration.

OFFICE TELEPHONE

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students are not to use classroom phones without approval of the teacher

Voice Mail – All teachers have voice mail and telephone in their classroom. Do not hesitate to call a teacher when questions arise.

REMOTE LEARNING DAYS

A remote learning day is an electronic make up day as a means for making up calamity days after Day 5. 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. Failure to complete **ALL** remote learning day work will result in the student being given an unexcused absence from school for that day. On remote learning days, students will follow the schedule that is provided by each building principal prior to the start of the remote learning day.

DUAL ENROLLMENT (CCP)

Any High School student may enroll in a dual enrollment program provided they meet the requirements established by the district. Any interested student should contact the guidance department to obtain the necessary information. Involvement in the dual enrollment program requires a great amount of time, organization, and responsibility. By choosing to participate in this program the student and parent(s) assume the responsibilities for completing college course requirements and meeting National Trail graduation requirements.

- **If the course is dropped after 'drop-by date' established by the university or college or failed, student/parent is responsible for all costs.**
- CCP Courses may only be taken through an Ohio college or university.
- Dual Enrollment Courses may be taken at any National Trail approved college or university
- The number of college courses allowed is determined by number of high school courses taken by that student during the academic year.
- Homework, tests, other college assignments are the responsibility of student.
- Off campus Transportation, class schedule, etc. must be arranged by student.
- College 'credit' and high school 'credit' differ.
- Athletic participation- Students must be enrolled in 5 full credits (may be a combination of college/NT courses) to participate in NT athletics.

- Dual Enrollment courses that are required for graduation must be completed by seniors prior to NT graduation.
- Transcript of completed college courses must be received by guidance counselor prior to graduation date for seniors.
- College grades ARE shown on a NT student transcript and are factored into GPA as a weighted grade.
- College grades are factored into GPA when the college course is completed.

All students must notify the high school administration or guidance counselor by April 1 to participate in Summer/Fall CCP courses. If an intent form is turned in April 2-November 1 students are eligible to take Spring courses. Students who do not meet the program requirements will not receive written permission to participate.

SCHEDULE

Schedules are provided to each student at the beginning of each school year or upon enrollment. Any change in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass pre-requisite courses. Parents, students, instructors, and/or building administrators may request a schedule revision. The person(s) requesting the revision must submit the proposal to the Guidance Office in writing. The request will be kept on file in the student's cumulative folder. Schedule changes requested by students or parents may be made only during the first week of each semester and will require a parent signature. Changes made after the first week of each semester will require both teacher and administrative approval.

SCHOOL CLOSING/DELAY

In the event of inclement weather, please turn to one of the major radio or TV stations for school information. If weather conditions dictate that National Trail Schools are closed, this will be indicated. The schools will also make-use of the automated phone system and social media to alert parents of delays or cancellations.

STUDENT AIDES

High school students are permitted to serve as a student aid for no more than **one block** to assist teachers, staff, and /or office personnel. Only one student aid is permitted per teacher, each day, unless the building administrator grants approval for additional aides.

Students must remain under the direct supervision of the teacher at all times. Student aides are always to conduct themselves in a courteous and respectful manner towards staff and visitors. Any correspondence delivered during the class period should be provided to the teacher for distribution. Students are not permitted to enter or look into classrooms for personal reasons or otherwise disrupt the learning process.

STUDENT JOURNALISM

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

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.

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 school Superintendent can be reached at 6940 Oxford-Gettysburg Rd. New Paris, Ohio 45347 or by phone at 937-437-3333.

VISITORS TO SCHOOL

Visitors must sign in at the main entrance, then report to the Office with the appropriate visitor's identification tag. The visitor tag MUST be worn and visible by guests at all times. **If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.** Students may not bring visitors to school without prior written permission from the Principal. Failure to secure this authorization may result in charges of trespassing. Students also are not allowed to have lunch visitors.

WITHDRAWAL AND TRANSFER PROCEDURE

A student who is withdrawing from school must report to the appropriate building administrator or office on or before the morning of her/his last day of attendance. A parent signature is required (if under age 18) on the withdrawal form. **All bills, fines and school fees must be paid in full prior to withdrawal. Failure to do so will result in transcripts being held until payment is final**

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 then request and we will transfer the child's school records by mail.

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 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 orders 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, sports activities participated in, 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.

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 reenter. 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.

LOCK DOWN DRILLS

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

AUDIBLE OUTSIDE WARNING

When weather or safety concerns are an issue and students are outside, an Outside Threat Warning Recognition System is in place. When students hear announcements through the intercom system, students are to take immediate shelter in the designated safe location.

DISTRICT INTERNET USE (Board Policy EDE-R)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.

2. Do not reveal your personal home address or phone number or those of other students or colleagues.

3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.

4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.

5. The network should not be used in such a way that it disrupts the use of the network by others.

6. All communications and information accessible via the network should be assumed to be property of the District.

7. Rules and regulations of online etiquette are subject to change by the administration.

8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.

10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; 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.

15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

17. Violations of this authorized use may result in a loss of access or cancellation of privileges.

18. Users will be responsible for restitution due to actions resulting in damage to any part of the network or school owned technology.

19. It is against school policy for any student to record any class, school event, or event in the school without permission of each participant. Class recording done by teachers for instruction are considered to be for the use of their students only and may not be shared outside of the classroom environment.

[Re-adoption date: January 11, 2021]

Students should also be familiar with the following Board Policies:

1. Policy EDE – Computer/Online Services
2. Policy JFCK – Use of Electronic Communications Equipment by Students

These polices can be found on the National Trail Local Schools District Website.
www.nationaltrail.us

2026-2027 National Trail School Calendar (2/24/26 BOE Approved)

START – FINISH:
August 20, 2026-May 27, 2027

SUMMARY OF DAYS:	
First Semester	85
Second Semester	98
TOTAL DAYS	183

CALENDAR LEGEND:	
End of Quarter	
Parent/Teacher EX	
Staff Work/PD Day	
Holidays	
Vacation Days	
Student First Day	

HOLIDAYS:	
Labor Day	9/7
Thanksgiving Day	11/26
Christmas Day	12/25
New Year's Day	1/1
MLK Day	1/18
Presidents Day	2/15
Good Friday	3/26
Easter	3/28
Memorial Day	5/31

PD DAYS:
August 14th, 18th
September 25th
January 29th
March 26th

August					Student Days/Hours		
M	T	W	TH	F	(T) DAY	(ST) DAY	HOURS
03	04	05	06	07			
10	11	12	13	14	1		
17	18	19	20	21	6	2	13
24	25	26	27	28	11	7	45.5
31					12	8	52
September							
	01	02	03	04	16	12	78
07	08	09	10	11	20	16	104
14	15	16	17	18	25	21	136.5
21	22	23	24	25	30	25	162.5
28	29	30			33	28	182
October							
			01	02	35	30	195
05	06	07	08	09	40	35	227.5
12	13	14	15	16	44	39	253.5
19	20	21	22	23	49	44	286
26	27	28	29	30	54	49	318.5
November							
02	03	04	05	06	59	53	344.5
09	10	11	12	13	64	58	377
16	17	18	19	20	69	63	409.5
23	24	25	26	27	70	64	416
30					71	65	422.5
December							
	01	02	03	04	75	69	448.5
07	08	09	10	11	80	74	481
14	15	16	17	18	85	79	513.5
21	22	23	24	25	85	79	513.5
28	29	30	31		85	79	513.5
January							
				01	85	79	513.5
04	05	06	07	08	90	83	539.5
11	12	13	14	15	95	88	572
18	19	20	21	22	99	92	598
25	26	27	28	29	104	96	624
February							
01	02	03	04	05	109	101	656.5
08	09	10	11	12	114	106	689
15	16	17	18	19	118	110	715
22	23	24	25	26	123	115	747.5
					123	115	747.5
March							
01	02	03	04	05	128	120	780
08	09	10	11	12	133	125	812.5
15	16	17	18	19	138	130	845
22	23	24	25	26	143	134	871
29	30	31			143	134	871
April							
			01	02	143	134	871
05	06	07	08	09	148	139	903.5
12	13	14	15	16	153	144	936
19	20	21	22	23	158	149	968.5
26	27	28	29	30	163	154	1001
May							
03	04	05	06	07	168	159	1033.5
10	11	12	13	14	173	164	1066
17	18	19	20	21	178	169	1098.5
24	25	26	27	28	183	173	1124.5
31					183	173	1124.5

2026-2027 HIGHLIGHTS

AUG 14 Staff PD Day (No School)
AUG 17 Open House/Staff Work Day (No School)
AUG 18 Staff PD Day (No School)
AUG 19 Staff Work Day (No School)
AUG 20 Student First Day

SEP 7 Labor Day (No School)
SEPT 24 HS P/T Conference Night 3:00-6:30
SEP 25 Staff Work/PD Day

OCT 12/14 MS P/T Conferences 3:00-6:30
OCT 15 End 1st Quarter
OCT 16 No School
OCT 22/27 ES P/T Conferences 4:00-7:30

NOV 3 STAFF /Work Day (No School)
NOV 5 HS P/T Conference 3:00-6:30
NOV 23 P/T Conf. Exchange (No School)
NOV 24-27 Thanksgiving Break (No School)
NOV 26 Thanksgiving Day

DEC 18 End 2nd Qtr/End of 1st Semester
DEC 25 Christmas
DEC 21 - JAN 1 Winter Break No School

JAN 1 New Year's Day (No School)
JAN 4 STAFF Work Day (No School)
JAN 5 Classes Resume
JAN 18 MLK Day (No School)
JAN 29 STAFF PD/Work Day (No School)

FEB 2/4 P/T Conferences ES 4:00-7:30
FEB 9/10 P/T Conferences MS 3:00-6:30
FEB 9 HS P/T Conference 3:00-5:30, Showcase 5:30-6:30
FEB 11 HS P/T Conference 3:30-7:00
FEB 12 P/T Conf. Exchange (No School)
FEB 15 Presidents' Day (No School)

MAR 12 End 3rd Quarter
MAR 26 STAFF PD Day (No School)
MAR 26-APR 2 Spring Break (No School)

MAR 26-APR 2 Spring Break (No School)

MAY 27 End 4th Quarter End 2nd Semester
End 2nd Semester LAST DAY
MAY 28 Staff Work Day
MAY 29 Graduation
May 31 Memorial Day