



**NATIONAL TRAIL HIGH SCHOOL
STUDENT HANDBOOK 2017-2018
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
Brian McKnight, H.S. Principal
Sindi Hoke, H.S. Office Secretary
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Anna Duckro, School Counselor, 9-12
Beth Michael, Attendance\EMIS

This agenda belongs to:

Name: _____

Address: _____

City/Town/Zip: _____

Phone: _____

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2017-2018 TABLE OF CONTENTS

School Information	4	Building Hours	24
District Mission Statement	5	Bus Regulations	
Welcome		College Visits	25
NTHS Mission Statement	6	Dances	
Attendance Policy		Driving to School	
Truancy Intervention Meeting		E-Days	26
Excused Absences	7	Fees	
Legal Reasons for Absence		Field Trips	
Documentation of Absence/Tardy		Incompletes	27
Unexcused Absence	8	IDEA Act	
Loss of Credit		Lockers	
Tardy Policy		Medication	28
NT Academic Information	9-10	Post-Secondary/Dual Enrollment	
Graduation Requirements		School Closing/Delay	29
Athletic Eligibility	11	Student Aides	
Grade Scale	12	Visitors to School	30
Honor Roll		Withdrawal/Transfer Procedure	
National Honor Society		Safety Procedures	31
Participation in Graduation	13	District Internet Use	32
Valedictorian and Salutatorian		2016-2017 School Calendar	35
Code of Conduct			
Search of Students Possessions	17		
Detention & Extended Detention	18		
Emergency Removal			
Suspension & Expulsion	19		
Appeal of Decision to Suspend			
Hazing			
Harassment	20		
Harassment BOE Policy	21		
Dress Code	22		
General School Rules	23		
Blended Learning			

STUDENT/PARENT HANDBOOK 2017-2018

NATIONAL TRAIL HIGH SCHOOL

6940 Oxford Gettysburg Road

New Paris, Ohio 45347

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Mr. Frank Carr	Athletic Director/Dean of Students
Mrs. Beth Michael	Attendance/EMIS
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NATIONAL TRAIL LOCAL SCHOOLS

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Mr. Jeff Parker	Superintendent
Mr. Kerry Borger	National Trail & PCESC Treasurer
Mr. Brian Pool	Director of Technology
Mrs. Dorothy Frist	Food Service Supervisor
Mr. Brian Smith	Facilities Director
	Maintenance Supervisor
	Custodian Supervisor
Mr. John Toshlog	Transportation Supervisor
	District Safety Coordinator

BOARD OF EDUCATION

Mr. David Harris	Board President
Mr. Cindy Lee	Board Vice President
Mr. Gary Moore	Board Member
Mr. Greg McWhinney	Board Member
Mrs. Andy Blevins	Board Member

WEBSITE: <http://www.nationaltrail.k12.oh.us>

Gain up to date access to National Trail High School

MOODLE INFORMATION

To receive Moodle log in information, contact Sindi Hoke

At 937-437-3333 or email at shoke@nationaltrail.us

**ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE BY THE
ADMINISTRATION**

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 **2017-2018** 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!

NTHS 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 TRIMPHANTLY! HEY!**

School Year 2017-2018

- * *Adopted by the Board of Education on June 27, 2017*
- * *Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on June 27, 2017*

NATIONAL TRAIL HIGH SCHOOL MISSION

The mission of National Trail High School is to provide a safe learning environment for students to focus on career and college readiness while learning to think, and function, in an ever-changing, technological world. Teachers will utilize a balance of traditional and innovative programs to prepare and develop lifelong learners and impart the value of a robust education and respect for academics. NTHS recognizes that all students are valued individuals with unique personal and academic needs with whom teachers need to model and share their expectations. Students attending NTHS will go through a total development of character and intellectual needs so that they learn understanding, compassion, and kindness; and become active and productive citizens. In short, NTHS' staff and students strive to become problem solvers and decision makers who thrive in an academically challenging setting, and who all come together as a community of learners. Thus, National Trail High School not only lives up to, but embodies the district mantra of: Every student, every lesson, every day.

NATIONAL TRAIL 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 between the ages of 5 and 18 during each school day.

Rights

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

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

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

Students have a right to attend field trips or school-sponsored activities without being penalized.

Responsibilities

Students have a responsibility to attend all classes.

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

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

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

Students have a responsibility to turn in assigned work on time while on field trips or school-sponsored activities

ATTENDANCE DEFINITIONS

1. A **tardy** is charged to students when they come to school late up until 85 minutes after the start of the school day.
2. A **one-half day** absence is charged when they arrive more than 85 minutes late or leave more than 45 minutes early.
3. A **whole day** absence is charged to students when they are not in attendance for at least 2 blocks.

TRUANCY INTERVENTION MEETING

Parents and students may be asked to attend a monthly truancy intervention meeting with National Trail High School and representatives from the Preble County Truancy Office to discuss their students absences from school.

EXCUSED ABSENCES

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence from school. You can report your child's absence by calling the attendance secretary at 437-3333 ext. 1 to record the information. Each absence must be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary stationed in the office or commons area. If a note has not been received within two days of returning from absence, the absence will stand as unexcused. If you must leave school during the day, you must have permission from the principal's office to sign out. All students are expected to make up class work missed during an absence. **It's the students' responsibility to meet with the teachers to collect their missing assignments.**

Students have one day to make up the work for each day absent plus one extra day. **However, previously assigned work is due the day of return.**

LEGAL REASON FOR ABSENCES

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

DOCUMENTATION OF ABSENCE/TARDY

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

Steps for Handling Excused Absences per Preble County Attendance Policy

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

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

UNEXCUSED ABSENCES

If absences are not excused as defined in the previous section, the absences are considered unexcused. Students who have an unexcused absence will receive a grade of zero for instructional activities for which a grade is given. A student may make up the work missed but may only receive a maximum of 59%

Steps For Handling Unexcused Absences Per Preble County Attendance Policy

1. When a student has three **first unexcused absence** the principal or designee will contact the parents either by phone, letter or in person. It will state in the letter that any further unexcused absences will result in a legal notice being sent.
2. When a student has a **second unexcused absence** the principal will contact the Preble County attendance officer. The attendance officer will then contact the parents, issue a legal notice and outline the procedures to occur if there are additional absences.
3. If a student has a **third unexcused absence** the principal will forward this information to the attendance officer. Upon receipt of this information the attendance officer will initiate court action against the student and the parents.
4. Further unexcused absences will result in additional court action

LOSS OF CREDIT DUE TO POOR ATTENDANCE

Students absent more than (4) four days of school per quarter will receive a grade of "F"=59% in **ALL CLASSES** for the nine –week grading period, only if the students quarterly percentage is greater than 59%. If the grade is less than 59%, the student will receive the lower percentage for a grade. Days missed for court-ordered appearances, doctor's visits, bereavement (within the immediate family), field trips and school-sponsored activities will **not** count toward the four (4) day limit. **Out-of-school suspensions will count toward the four (4) day limit.** A student may make up the credit by attending an "Extended Detention," or time as assigned by the principal. A student must attend one day of Extended Detention (or its equivalent) for each half-day absence in excess of four (4) days. If a student is on attendance they cannot go on any field trips. Students over the 4 day limit may appeal any days missed. The appeal must be made in writing within 5 school days of the end of the 9 weeks in question.

TARDY TO SCHOOL OR CLASS

If a student is not in his assigned room when school begins at 7:30, 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. Students may have two unexcused tardies to school/class before a consequence is assigned

Steps For Handling Unexcused Tardies per Semester:

- | | |
|--------------------------|------------------------|
| 1. Third unexcused tardy | One detention |
| 2. Fifth unexcused tardy | Two Detentions |
| 3. Any additional tardy | Principal's Discretion |

3 Unexcused tardies to school = 1 unexcused absence

Tardiness due to medical appointment must be verified by a doctor's office note. If verified, the tardy will be excused. Tardiness due to court appearances must be verified by the court. If verified, the tardy will be excused.

NATIONAL TRAIL ACADEMIC INFORMATION

NATIONAL TRAIL GRADUATION REQUIRMENTS

Credit requirements for graduation are as follows: 26 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/Computer	2 credits (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	7 credits (CTC students 5 credits)

THE FOLLOWING APPLIES TO ALL GRADUATING CLASSES AT NTHS

*Only three credits are required, but 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 all sections of the Ohio Graduation Tests (Class of 2017)

Students may NOT participate in the commencement program unless all State Board of Education and National Trail Local Board of Education standards are met.

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.

9th grade students entering the after July 1, 2014 will be required to pass the above credit requirements as well as 1 of the following options:

1. Earn a cumulative passing score on seven (7) end of course exams (Algebra I, Geometry, Biology, American History, Government, English 9 & English 10).
 - a. Students must earn a minimum of four (4) points in math, four (4) points in English and six (6) points across science and social studies.
2. Earn a "remediation-free" score on a nationally recognized college admission exam.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

“RETENTION” POLICY

Students must earn the following minimum credits to be “promoted” to the next grade Level.

5 credits to be promoted to the 10th grade

11 credits to be promoted to the 11th grade

17 credits to be promoted to the 12th grade

HONORS DIPLOMA

To receive an honors diploma upon graduation, students must meet 7 out of the 8 following criteria.

National Trail High School 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 and one unit of Chemistry;
4. Earn four (4) units of Social Studies (W/US1, W/US 2, Government, and 60's/current issues or AP history)
5. Earn either three (3) units of one Foreign Language or two units each of two Foreign Languages;
6. Earn one (1) unit of Fine Arts (Fine Arts include: Band, Steel Band, Choir, Guitar, Music Appreciation, Art, & Graphic Design)
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
8. Obtain a composite score of 27 on the American college test'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 required writing section).

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 and one unit of Chemistry;
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 9-12:** 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 9-12 must attain a minimum grade point average of **1.4** 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).
 - i. 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 **1.4** 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 **1.4** 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 and Physics.

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 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

Calculations to determine valedictorian and salutatorian occur at the completion of the fourth quarter grading period of their graduation year. The Valedictorian and Salutatorian will be officially named once grades and final grade calculations have been entered by the teaching staff. The Valedictorian and Salutatorian will be selected utilizing a students weighted grade point average (GPA). If there is more than one valedictorian, no salutatorian will be named.

NATIONAL TRAIL LOCAL SCHOOLS CODE OF CONDUCT

May 24, 2016

Rights

Students have the right to be treated with respect.

Students have the right to a safe and orderly school.

Responsibilities

Students have the responsibility to treat others with respect

Students have the responsibility to respect the rights of others.

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 1 - TRUANCY

Students shall comply with the compulsory school attendance laws. When a student is absent from school or any portion of the school day without a legal excuse or leaves without school authorization, it constitutes truancy. (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 PRODUCTS

State laws in Ohio prohibit tobacco use by persons under the age of 18. Students in Ohio public schools are not permitted to smoke, use tobacco products or possess tobacco products during any school supervised activity. This rule includes all tobacco products 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 - PROFANITY, OBSCENE/VULGAR/OFFENSIVE LANGUAGE OR GESTURES

A student shall not use profanity, obscene, vulgar, or offensive language in written or verbal form or use obscene gestures. Included in this prohibition is the possession of pictures, publications, and other 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/FAILURE TO FOLLOW DIRECTIONS

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 - APPROPRIATE DRESS

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

Rule 9 - THEFT

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

Rule 10 - EXTORTION

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

Rule 11 - FORGERY/FRAUD Students shall not be involved in any form of forgery. Students are not permitted to falsify in writing the name of another person or times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or to the student's parent or guardian.

Rule 12 - CHEATING/PLAGIARISM

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.
- Copying or allowing someone to copy homework, quiz or test answers from someone else's paper.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets.
- Communicating to students the questions on a test, quiz or assignment that you have taken but they have not.
- Allowing someone else to use your disk or password to access your work.

- A student shall not copy any published works. This prohibition includes any information not properly cited which is taken from any computer or internet site.

Plagiarism and cheating will result in a failing grade on that assignment or test as well as 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 15 - DISRESPECT, INTIMIDATING, THREATENING, OR DISGRACEFUL ACTS (INCLUDING SEXUAL HARRASSMENT)

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 (facebook, texting or any other 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

A student will not be permitted to use personal electronics on school property during the school day unless administrative or teacher permission is granted. Ipods/MP3 players may be used on the bus at the drivers discretion. Contents of personal or school owned electronic devices may be searched if there is a reasonable suspicion of violation of the National Trail Student Code of Conduct. Cameras, laser lights and other recording devices are prohibited also unless approved by an administrator or teacher. 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 device must be confiscated and given to local law enforcement. Electronic Devices are to be turned off from 7:30 to 2:30 and may only be turned on and used during approved time frames. All students wishing to use a personal computer/tablet must sign off on the school's "Personal Computer Acceptable Use Form".

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 - 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 - 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:

Rule 21 - DANGEROUS WEAPONS AND INSTRUMENTS

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

Rule 22 - DRUGS, ALCOHOLIC BEVERAGES, AND NARCOTICS

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

Rule 23 - UNAUTHORIZED FIRE

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

Rule 24 - FALSE ALARMS

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

SEARCH OF STUDENTS AND STUDENT'S POSSESSIONS

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

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

DETENTION GUIDELINES

Detentions may be assigned to students as a consequence for misbehavior. Any school employee who is responsible for the supervision of students may recommend an after school detention.

After school detentions assigned for misbehavior are served in the assigned room on the assigned date from 2:35 to 3:30 pm. Detention is held Mondays and Thursdays.

If a student skips a detention they will receive the following consequences:

First Offense: Student will be reassigned the original detention and will be assigned one (1) additional detention.

Additional Offenses: Student will be reassigned the original detention and one (1) day of In School Detention (ISD). Additional consequences may be added as well.

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.

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, or 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 in order to obtain assignments from their child's teachers when suspension occurs. Those students who complete their missing assignments may receive a maximum grade of 64% provided they return this work on the first day back from their suspension. Make up of missed tests may be scheduled when they return to school. Make up work will be available 24 hours after the suspension has been issued.**

APPEAL OF DECISION TO SUSPEND AND/OR EXPEL

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

Students may also be assigned to the **Short Term Day Time Alternative School Program** (Formally the PASS PROGRAM) in lieu of suspension. This program is housed at the Alternative School in Eaton and parents are responsible for transportation.

HAZING POLICY

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

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

or tolerate any hazing activities. No student may plan, encourage, or engage in any hazing.

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

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

HARASSMENT, INTIMIDATION, OR BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in the National Trail Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited from originating from any location if the effects of such acts occur on school property. Such effects are including but not limited to: causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

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

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

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

HARASSMENT, INTIMIDATION, OR BULLYING (Board Policy JFCF)

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.

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.

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. 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: August 28, 2012

NATIONAL TRAIL LOCAL SCHOOLS STUDENT DRESS CODE

Revised May 24, 2016

PROPER DRESS AND APPEARANCE

Rights

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.

Responsibilities

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

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management and control of the learning atmosphere for the student body. All students are expected to dress in a manner 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, well - groomed so as not to create a health or safety hazard. All students should observe good health and grooming habits.
2. Clothing must be clean, well-fitting and in good taste. Clothing must be free of holes above the knee.
3. Dresses, skirts and shorts shall be no shorter than 5 inches above the kneecap.
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 shirts that do not have sleeves that cover the shoulders are not acceptable. No transparent garments, open mesh garments or garments with large open sides may be worn without an appropriate under liner.
5. Clothing or personal possessions containing messages that are obscene, sexually suggestive or make reference to violence, illegal drugs, and alcohol or tobacco products are not permitted.
6. Students will be asked to remove any body piercing, which creates any physical safety concerns.
7. Students are not to wear hats, hoods, or bandanas between the hours of 7:20a and 2:30p.
8. Chain wallets and studded jewelry are not permitted.
9. Shoes must be worn at all times and must not present a safety hazard.

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 Laptop program for students in an effort to embrace 21st Century Skills. Students will be utilizing laptops in the classrooms and after returning the required agreement, they will be allowed to take their designated laptop home to continue school work. Laptop use will be monitored by building level administration as well as district level administration to gauge the use and effectiveness in the classroom. **Laptops are school district owned devices and the contents on the Laptop can be viewed at any time.** Students are expected to have their laptop 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 in instead of using the school supplied one. 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 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

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- Keep the laptop 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 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.

Cost of Replacement/Repairs

Lost or beyond repair Laptop:	\$300.00
Damaged / Lost Power Supply	\$ 35.00
Damaged / Lost Case:	\$ 45.00
Damaged Screen	\$ 65.00

Misc. Repairs will be accessed at the cost of replacement parts.

Consequences

1st Offense - Detention

2nd Offense - Detention

Each Additional Offense - Administrative Decision

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.

Students are expected to comply with the following:

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

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

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

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

CAFETERIA

The only place where food and beverages may be consumed is in the cafeteria. Students may bring their lunches to school; however, they shall not bring beverages in glass or open

containers. Students shall not consume food in classrooms, hallways, and/or restrooms. Students may not have food delivered to school during the school day. **Students may consume beverages only in clear and 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.
- 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-DAYS

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

FEES

Student fees are collected to help pay for consumable supplies purchased by the school for the students. Fees are required to be paid at the beginning of the school year. If student fees present an undue hardship, arrangements should be made with the principal or her/his designee at the beginning of the school year. Records of unpaid fees are kept from year to year in the student's permanent record. **All fees must be paid before a student may receive their report cards, transcripts or a diploma.**

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular 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 or failing classes may be ineligible for any field 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.
- Educate the child in the self-management of their food allergy including

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 planner. 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**

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.

LOCKERS

Each student will be assigned a locker. Students are to use only the lockers that are assigned to them. Lockers are to be kept clean and locked at all times. School lockers are the property of the National Trail Local Board of Education and are maintained as a place for students to safely keep their belongings.

General searches on school property may be conducted at any time by school authorities when there are reasonable grounds to fear for the welfare or safety of the school community. There shall be reasonable causes for school authorities to believe that the possession of certain items constitute a rule violation or a crime. **O.R.C. 3313.20 (C)**

MEDICATION

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. Check the voice mail listings in this handbook.

PASSES

If a student needs to see a teacher during intervention, they must obtain a pass from that teacher and report to their assigned location prior to the tardy bell. Any student wishing to see a teacher outside of the intervention block, must make arrangements with that teacher prior to the block.

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 March 30th of their intent to participate in the Dual Enrollment program. 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 and that National Trail Schools are closed, this will be indicated. The schools will also make-use of the automated phone system to alert parents of delays or cancellations. If more than five (5) calamity days are utilized during the school year, e-days will be used on days six (6), seven (7) and eight (8) for instructional purposes. After day eight (8), any day missed will be made-up on board approved dates listed on the district calendar.

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 High School Office with the appropriate visitor's identification tag. **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.

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 is an issue and students are outside, an Outside Threat Warning Recognition System is in place. When students hear 3 blasts of an air horn, students are to take immediate shelter in the designated safe location.

DISTRICT INTERNET USE (Acceptable Use Policy)

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

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

aware of district procedures dealing with unsuitable material.

The District has implemented technology-blocking measures to prevent access to inappropriate materials or materials considered to be harmful to minors. The District has access to monitoring devices which maintain a running log of all Internet activity, recording which sites have been visited and from what device. School devices taken off campus are the responsibility of parents/guardians to monitor.

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

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

STUDENT'S RIGHTS AND RESPONSIBILITIES

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

1. ACCEPTABLE USE: access to the electronic network is made available for the purpose of supporting educational research, education and collaboration in and among educational institutions in the United States and elsewhere. All network usage must be consistent with these purposes and the terms of the Acceptable Use Policy.
2. USES NOT ACCEPTABLE: unacceptable use is defined by, but is not limited to, the following:
 - a. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
 - b. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
 - c. accessing personal social networking websites for non-educational purposes;
 - d. reposting (forwarding) personal communication without the author's prior consent;
 - e. copying commercial software and/or other material in violation of copyright law;
 - f. using the network for financial gain, for commercial activity or for any illegal activity;
 - g. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
 - h. accessing and/or viewing inappropriate material and
 - i. downloading of freeware or shareware programs.
3. VANDALISM: Vandalism includes, but is not limited to:
 - a. Intentionally and without authorization, entering into restricted networks.
 - b. Reading other users' mail or files, interfering with other users' ability to send or receive electronic mail or attempting to read, delete, copy, modify, or forge other users' mail or files.
 - c. Causing physical damage to any component of the district network.
4. SECURITY/PERSONAL SAFETY:
 - a. The user is ultimately responsible for all activity on her/his account; therefore the

User agrees not to disclose her/his password to any person and to use only the password provided in accessing the system.

- b. Do not arrange a face-to-face meeting with an unknown computer user.
- c. Students are not permitted to subscribe to list serves or visit chat rooms of any kind.
- d. Anything on the school computers is the property of National Trail Schools and can be searched and read at any time.
- e. User is responsible for any and all costs that may be associated with recovery from damages caused intentionally by the user.

5. WARRANTIES:

- a. The user shall have no expectation of privacy regarding usage of the district network and Internet. The district reserves the right to review and remove user files.
- b. The user is responsible for any and all costs that may be associated with recovery from damages caused intentionally by the user.
- c. The district does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The district shall not be liable for any damages sustained or incurred in connection with the use, operation, or inability to use the system.

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

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

2017-18
DETENTION DATES

September		1			October		
		7				2	5
	11	14					12
	18	21				16	19
	25	28				23	26
						30	
November		2			December	4	7
	6	9				11	14
	13	16				18	21
	27	30					
January		4			February		1
	8	11				5	8
		18				12	15
	22	25					22
		31				26	
March		1			April		
		8				9	12
	12	15				16	19
	19	22				23	26
	26	29				30	
May		3					
	7	10					
	14	17					
	21						

*Extended detention per month as needed from 2:35 - 5:00 pm.

Detention starts at 2:35 and ends at 3:30 pm.

2017-2017 NTHS CALENDAR (As of 5/30/17)

NTHS SENIOR PARENT/STUDENT CLASS MTG 6:00 PM	August 14, 2017	M
NTHS FRESHMAN ORIENTATION 6:00 PM	August 17, 2017	TH
CTC Juniors First Day	August 17, 2017	TH
CTC Seniors First Day	August 18, 2017	F
Teachers' Professional Development Day	August 18-21, 2017	F-M
NTHS 1-12 OPEN HOUSE 6:00 PM - 7:00 PM	August 18, 2017	F
FIRST DAY FOR STUDENTS	August 22, 2017	T
NO SCHOOL - Labor Day	September 4, 2017	M
Last Day for Interim Reports - First Grading Period	September 22, 2017	F
NTHS Parent/Teacher Conf. (3:00 PM - 6:30 PM)	September 28, 2017	TH
NO SCHOOL - STAFF INSERVICE	October 9, 2017	M
Homecoming Dance (7:00 PM-10:00 PM)	October 14, 2017	S
End of First Grading Period	October 20, 2017	F
NTHS Parent/Teacher Conf. (3:00 PM - 6:30 PM)	November 16, 2017	TH
Last Day for Interim Reports - Second Grading Period	November 17, 2017	F
NO SCHOOL - Teachers' Professional Development Day	November 20, 2017	M
NO SCHOOL - In Lieu of Parent/Teacher Conferences	November 21, 2017	T
NO SCHOOL - Thanksgiving Break	November 22-24, 2017	W-F
HS Semester Exams	December 19-22, 2017	T-F
End of Second Grading Period	December 22, 2017	F
NO SCHOOL - Winter Break	December 25, 2017 - January 2, 2018	M-T
SCHOOL RESUMES	January 3, 2018	W
NO SCHOOL - Martin Luther King Day	January 15, 2018	M
NO SCHOOL - Teachers' Professional Development Day	January 29, 2018	M
Last Day for Interim Reports - Third Grading Period	February 2, 2018	F
NTHS Parent/Teacher Conf/Schd Night (3:30 PM - 7:00 PM)	February 8, 2018	TH
NO SCHOOL - In Lieu of Teacher Conferences	February 16, 2018	F
NO SCHOOL - President's Day	February 19, 2018	M
NO SCHOOL - STAFF INSERVICE	March 5, 2018	M
End of Third Grading Period	March 9, 2018	F
NO SCHOOL - Teachers' Professional Development Day	March 30, 2018	F
NO SCHOOL - SPRING BREAK	April 2-April 6, 2018	M-F
SCHOOL RESUMES	April 9, 2018	M
Last Day for Interim Reports - Fourth Grading Period	April 19, 2018	TH
NTHS Parent/Teacher Conf. (3:00 PM - 6:30 PM)	April 19, 2018	TH
Prom (7:30 PM)	April 28, 2018	S
Senior Awards (8:00 AM)	May 8, 2018	T
Underclass Awards (12:30 PM)	May 10, 2018	TH
MVCTC Senior Ceremony (7:00 PM)	May 18, 2018	F
Senior Exams	May 17, 18 & 21, 2018	TH-M
Underclass Exams	May 22-24, 2018	T-TH
End of Fourth Grading Period	May 24, 2018	TH
NTHS Graduation (6:30 PM)	May 25, 2018	F
Teachers' Professional Development Day	May 29-30, 2018	T-W

CALAMITY MAKE-UP DAYS (if needed): Martin Luther King Jr. Day - January 15; President's Day - February 19; May 28, 29, 30, 31, - Additional Days in June after the end of school year.