

Glenwood Jr./Sr. High School

2018-2019

Vision

With the arrival of the 21st century, the staff and administration of the New Boston Local School District have a vision that each student will reach his or her maximum potential. Each child will utilize his or her academic, social, and emotional abilities so that he or she may become a productive citizen.

Mission

It is our belief that each student within our school system can learn and realize the fulfillment of his or her individual talents and skills. It is our mission as educators to assist each student by offering a diversified curriculum, a well-balanced extra-curricula program, and support and encouragement in all areas of learning so that our students will succeed in life.

Tigers are G-R-R-R-REAT

Responsible –

To be accountable for one's self (the person in the mirror) and one's actions.

Respectful –

To show consideration for one's self and others.

Be a Great Tiger –

To utilize one's abilities and opportunities to become the best "Tiger" you can be.

Welcome to Glenwood Jr. High/Sr. High School

We hope you had an enjoyable and relaxing summer and are now eager to return to academic life with a mind sharpened and rededicated to personal success. We wish you a pleasant and rewarding year at Glenwood High School.

The information in this handbook was gathered to serve as a guide for your thinking and understanding. **Read it thoroughly and digest it.** We believe you will find it extremely helpful. Not all the answers are here; you will have to ask questions, many times and rely on good common sense.

At our school, there are certain rules and regulations that are necessary. It is the duty of each student to learn to assume responsibility. This handbook cannot include every guideline, rule or regulation but it will provide the basic guides to help you as a student at Glenwood High School.

Morning Arrival

Regular Schedule	Enter building only through main entrance after daily schedule begins.
One Hour Delay	Enter building only through main entrance after daily schedule begins.
Two Hour Delay	Enter building only through main entrance after daily schedule begins.

Daily Schedule

Pupils May Enter Cafetorium	7:15 a.m.
Bell to 1 st Block	7:45 a.m.
Tardy Bell	7:49 a.m.
1 st Period Block	7:49 a.m. – 9:09 a.m.
2 nd Period Block	9:13 a.m. – 9:53 a.m.
3 rd Period Block	9:57 a.m. – 10:37 a.m.
Lunch	10:37 a.m. – 11:07 a.m.
4 th Period Block	11:11 a.m. – 11:51 a.m.
5 th Period Block	11:55 a.m. – 1:18 p.m.
6 th Period Block	1:22 p.m. – 2:45 p.m.
15 Minute Detention	2:45 p.m. – 3:00 p.m.
30 Minute Detention	2:45 p.m. – 3:15 p.m.
ABC School	2:45 p.m. – 3:45 p.m.
Saturday School	8:30 a.m. -12:30 p.m.

Student Responsibility

Students should show pride in their school by the use of proper manners and treatment of others, in and out of school. What you do will reflect on your school. The building should be kept clean and unmarred by the students. A good school citizen will not throw papers on the floor or scratch or mark on desks. Students should respect all property belonging to others. Any student caught marking or defacing school property in any way will face disciplinary actions, along with a required payment for damages.

Student Expectations

Student Expectations	Requirements
Bus Regulations	<p>The following regulations pertain to school bus conduct and are intended to ensure the safety of students and others on the road.</p> <ul style="list-style-type: none"> * Student/Athletes will: <ol style="list-style-type: none"> 1. Be on time at the bus stop and for all events. The bus will not wait and it is not an excuse from school or an event if you miss the bus. 2. Obey driver at all times. 3. You are to sit in your assigned seat at all times 4. No loud noises or distractions. 5. Keep head, hands, and arms inside bus. 6. No eating or drinking while on school bus. 7. No damage to bus seats or property. 8. Students remain seated on bus at all times. 9. Any student riding the bus that is not a regularly scheduled bus rider must have prior approval in writing from the Principal. 10. All Student Handbook Rules and Code of Conduct Infractions apply when riding the bus. 11. All Students must have a bus permission form on file in the school office. * The Principal will handle any discipline problems that occur on the school bus. Riding the bus is a privilege, and lack of cooperation and respect of bus rules can result in forfeiting bus privileges.
Tardiness	<ul style="list-style-type: none"> * Report to Principal's office for tardy slip * Students are counted tardy until 9:45 a.m.; after that time students are counted absent. * Tardies result in serving 15-minute detention with the exception of a doctor's statement, court statements, legal documents, or Principal approval.
Early Dismissal	<ul style="list-style-type: none"> * Student is counted absent if early dismissal is before 12:45 p.m. * Student is responsible to check in with teacher prior to leaving school. * Student is to turn in work and request new assignments for time missed.
Leaving School	<ul style="list-style-type: none"> * Do not leave building without permission from the Principal's office.
Plagiarism	<ul style="list-style-type: none"> * Plagiarism in any form is not acceptable. Plagiarism is defined as stealing and passing off the ideas or words of another as one's own without crediting the source. * Plagiarism is not acceptable behavior.

Classes	<ul style="list-style-type: none"> * You must attend all classes unless you have been excused by the Principal's office or by the teacher in charge of the class. * The passing time between classes is four (4) minutes. All students are expected to be in class on time. Tardiness to class will result in the appropriate discipline. * You may not cut classes. Any student who is missing from a class without permission will be subject to disciplinary actions. * Any student who is asked by a teacher, an aide or other designated person in charge to leave a class for reasons of unacceptable behavior, must report to the Principal's office. * If you become ill during class, request the permission of the teacher to go to the Principal's office. The restrooms are not to be used as recovery centers.
Textbooks	<ul style="list-style-type: none"> * Textbooks are property of the Board of Education. * Any student(s) who damages or loses their textbook(s) will be responsible for the payment(s) to replace the textbook(s). Payment(s) is/are due in the Treasurer's Office
Homework/ POWER of "I"	<ul style="list-style-type: none"> * Glenwood High School is a High School That Works (HSTW) School and practices the Power of "I" (Incomplete). <p>The Power of "I":</p> <ul style="list-style-type: none"> * Incomplete/failed assignment, homework, test, etc. can be turned in to the teacher for credit; the highest points/score possible is 70% (C-)
Flash Drives	<ul style="list-style-type: none"> * <i>FOR EDUCATIONAL PURPOSES ONLY!</i> * Allowed with prior scanning from the Tech-Coordinator.
Student Lockers	<p>Each student is assigned a locker for the school year. Lockers are considered school property. The Principal supervises and regulates locker use and has the authority to search lockers at any time for any reason.</p> <ul style="list-style-type: none"> * No marking of any kind on lockers. * Decals are not permitted. * Will be inspected yearly for damages. * Doors not to be slammed or abused * Caution: Do not bring large amounts of money or personal items that can be stolen. Students are responsible for personal property.
Telephone Use	<ul style="list-style-type: none"> * Office telephones are to be used by students by permission only and only in case of extreme emergency.
Class Changes	<ul style="list-style-type: none"> * In order to make changes, secure a form from the counselor and receive the necessary signatures. * Any withdrawal after the third (3rd) day of classes will result in the student receiving a failing (F) grade in that class and no credit will be granted.

Hallways/Pods	<ul style="list-style-type: none"> * No loitering * No personal belongings * No horseplay or excessive noise.
Media Center	<ul style="list-style-type: none"> * The Glenwood High School Media Center is a pleasant place to access resources, research, and study. The library accommodates all students and staff. We maintain an atmosphere where behavior is governed by thoughtfulness and a cooperative attitude. Reasonable rules are in place in order to make the center workable for everyone. * Circulation Policy – all materials leaving the library must be checked out using the appropriate procedure. Fiction and nonfiction books may be borrowed for ten (10) school days. Materials may be renewed if the item is not reserved for another person. * Be courteous and considerate of others. Students are responsible for all lost or damaged materials. * Computers – Computers are to be used for educational purposes only. No student is permitted to make changes to any computer desktop settings. When on the computers, comply with the signed <i>Acceptable Use Agreement</i>. * Leave Media Centers neat.
INFOhio	<p>INFOhio provides state-funded resources free to all Ohio K-12 students and teachers for the school year. Username and password are required for home access: Username: infohio Password: power (case sensitive)</p>
Lunch Room Courtesy	<ul style="list-style-type: none"> * Go directly to the cafetorium at lunchtime; walk, do not run. * Do not crowd in line * Allow teachers to go directly to the front of the line upon their arrival. * Keep tables clean and conduct yourself in an orderly manner. * All eating is to be done in the cafetorium. * No student is to have food delivered to the school. * Cafetorium restrooms are to be used when students are at lunch. * Leave cafetorium neat.
Nurse's Clinic	<ul style="list-style-type: none"> * No student can go to clinic without prior approval. * Principal or teacher must call clinic to confirm available space and to describe complaint /concern. * Students are responsible for all missed work.

Medications	<ul style="list-style-type: none"> * Prescription Medications may be distributed by the nurse or from the Principal's office. They must be in the original container. There must be a signed physician order and written permission of parent/guardian. * OTC/non-prescription medications may be distributed by the nurse or from the Principal's office. They must be in the original container. There must be written permission of parent /guardian. * Self Carry Medications are limited to Epi-Pens and Inhalers. There must be a signed physician order on file that indicates the student is capable of self-carry. The order form must include written permission of parent/ guardian.
Immunization	<ul style="list-style-type: none"> * Ohio law states that required immunizations must be on file within 14 days of beginning school. <p>Grades 7-12: Hepatitis B - 3 doses DPT - 4 to 5 doses Polio - 3 to 4 doses MMR - 2 doses Varicella - 1 to 2 doses Grade 7 Tdap and Meningococcal immunization – 1 dose each Grade 12 Meningococcal immunization – 1 to 2 doses</p>
Field Trips	<ul style="list-style-type: none"> * Field trip permission forms must be turned into office. * Students are responsible for any and all work, test, assignments, etc that they miss. * Assignments are to be turned in before student leaves on a field trip. * All assignments are due upon your return to school. * Assignments due the day of the field trip need to be turned in before you leave on the trip. * Field trips are a privilege; behavior problems and excessive absence will be taken into consideration. * Privileges may not be granted.
Post School Activities	<ul style="list-style-type: none"> * Students must vacate the building within 15 minutes after dismissal unless participating in an activity under direct teacher/advisor supervision.
Student Council	<ul style="list-style-type: none"> * All elected class officers will meet with their advisors, as deemed appropriate. The council will meet or organize and take up its responsibility as a representative of the student body. The council works with the faculty advisor and the high school Principal for the good of the school.

<p>Student Activities</p>	<ul style="list-style-type: none"> * Honor Society * Yearbook Staff * Athletic Teams * Band * Chorus * Cheerleaders * Quiz Bowl * Student Council * Library Staff * Office Staff
<p>Hazing, Harassment, Intimidation and bullying</p>	<ul style="list-style-type: none"> * Hazing, bullying behavior and/or dating violence, by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence mean any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other student/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity: in any District publication; through the use any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop. <p>Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ physical violence and/or attacks; ▪ threats, taunts and intimidation through words and/or gestures; ▪ extortion, damage or stealing of money and/or possessions; ▪ exclusion from the peer group or spreading rumors; ▪ excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers or ▪ repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites(also known as “cyber bullying), such as the following;

<p>Hazing, Harassment, Intimidation and bullying (cont')</p>	<ul style="list-style-type: none"> A. posting slurs on web sites, social networking sites, blogs, or personal online journals: B. sending abusive or threatening emails, web site postings or comments and instant messages; C. using camera phones to take embarrassing photographs or video of students and/or distributing or posting the photos or videos online D. using web sites, social web sites, blogs, or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students <p>In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.</p>
<p>Cell Phone Policy</p>	<ul style="list-style-type: none"> * Cell phone use is permissible only before 7:45 a.m. and during lunch (10:37 a.m. – 11:07 a.m.) in the cafeteria/gym. Cell phone use is prohibited at all other times, as well as during lunch detention, ABC school, and Saturday school. * Use is interpreted as using any cell phone functions or feature, not just the sending or receiving of calls. * This includes the use in hallways, restrooms, offices, or on any other school property; students may NOT take a pass out of class to use their phones. * Ear phones are not to be connected to cell phones other than before school and at lunch. * Cell phones must be turned off and kept out of sight. * Cell phone use is permitted during lunch. * Students who choose to use or have cell phone in sight will be referred to the Principal's office and the following disciplinary action will occur: * First offense: Cell phone will be confiscated and turned into the Principal; parent/guardian only may pick up phone in the Principal's Office. Referral written at the time of incident – 4 days ABC School. * Second offense: Cell phone will be confiscated and turned into the Principal; parent/guardian only may pick up phone in the Principal's Office. Referral written at the time of incident – 12 days ABC School. * Further Offenses cell phone will be confiscated and turned into the Principal; parent/guardian only may pick up phone – Out of School Suspension will occur. * Any inappropriate use of cell phones, including but not limited to inappropriate photographs, text messaging, and recording/

Cell Phone Policy
(cont')

videotaping will result in confiscation of the phone; further consequences include possible police referral.

- * Students bring these devices to school at own risk. Glenwood High School, its faculty and staff are NOT responsible for any damages, missing, or stolen cell phones.
- * If a student has a cell phone and it is damaged or stolen, school will not use administrative time to neither investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone chargers.
- * The taking, disseminating, transferring, or sharing of obscene pornographic, lewd, or otherwise illegal images or photographs whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting) may constitute a crime under state and/or federal law.
- * Any person taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs under this Code of Conduct will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

Computers
(iPad/
Chromebook/
Desk Top)
Technology
Guidelines

1. I will follow the “**Acceptable Use and Internet Safety Policy**” for technology.
2. I will follow **classroom rules** for the computers set up by my classroom teacher.
3. I will be **on task in class** and am aware of the off task consequences listed in the student code of conduct.
 - a. I will exclusively use apps and programs during class that are appropriate to the in-class assignment.
4. I will **handle computers carefully and respectfully**.
 - a. I will never leave the computers unsecured.
 - b. I will never place computers on a flat surface with beverages.
5. I **will ask permission prior to recording** audio and taking photos/videos of my classmates and staff members.
6. I understand that computers **are the property of New Boston Schools** and will be **routinely inspected** at any time without notice. Use of the computers are a privilege and violation of any of these rules could result in loss of computer use, Internet use and/or other disciplinary action.
7. I will use computers as a **Learning Device**.
 - a. I will not text or play unapproved games during the instructional time.
 - b. I will delete media (e.g. apps, photos, music, etc...) that impedes the device from being used for educational use.
 - c. I will not delete or tamper with **profiles and configurations** on any computer
8. Students will alert their teacher immediately if they come across any information that makes them feel uncomfortable. Students will not create, access, display, distribute or download offensive (bad) messages, images or materials.
9. I will **report damage immediately** to Mr. Meeker.

Guidance Program

Counseling services are seen as a very important part of your high school experience. The main purpose of this department is to help students get the most out of their time spent at Glenwood. Students are offered the opportunity for personal conferences to discuss values, attitudes, abilities, interest, educational & vocational goals, and personal problems – both in and out of school.

The guidance office is available to students on a walk-in basis or, if necessary, by appointment. All conferences are of a strictly confidential nature, between you and the counselor unless the situation requires the counselor by law to report the situation. The guidance office is here to help students.

<p>Guidance Programs</p>	<ul style="list-style-type: none"> * Career and college information. * Achievement and intelligence testing. * Interest and aptitude testing. * Registration for college entrance exams. * College financial aid information. * High School class load * Graduation requirements * Class rank and grade average * Honor roll list * Transcripts of high school records * Cumulative records for all students * Changing class schedules * Information on Scioto County Career and Technical Center * Enrollment of new students * Withdrawal of students
<p>Program of Studies/ Graduation Requirements</p>	<ul style="list-style-type: none"> * Students must meet both testing requirements and curriculum requirements in order to earn a diploma. * Mandatory intervention/reading classes as assigned when needed. * Twenty-one (21) units of credit are required for graduation. * Units will include: <ul style="list-style-type: none"> Four (4) units of English Language Arts Three (3) units of Social Studies Three (3) units of Science Four (4) units of Math One (1) unit of Health ($\frac{1}{2}$) and Physical Education ($\frac{1}{2}$) Five (5) units of Electives: <ul style="list-style-type: none"> Economics and Financial Literacy Fine Arts * <u>Mathematics</u>: units must include 1 unit of Algebra II or the equivalent of Algebra II. * <u>Science</u>: units must include 1 unit of Physical Science, 1 unit of Life

<p>Program of Studies/ Graduation Requirements (cont')</p>	<p>Sciences, and 1 unit of Advanced Study in one or more of the following sciences: chemistry, physics, or other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science.</p> <ul style="list-style-type: none"> * <u>Social Studies</u>: must include ½ unit of American History and ½ unit of American Government. * <u>Electives</u>: units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English Language Arts, mathematics, science or social studies course not otherwise required. * <u>All</u>: students must receive instruction in economics and financial literacy during grades 9 – 12 and must complete at least two (2) semesters of fine arts taken any time in grades 7 – 12. Students following a career-technical pathway are exempted from the fine arts requirements.
<p>Curriculum of Study</p>	<ul style="list-style-type: none"> * Curriculums are designed to provide either a sound background for future work in college or practical knowledge, which can be utilized immediately upon graduation. * Programs are designed for college and career readiness.
<p>Honor Roll</p>	<ul style="list-style-type: none"> * Issued at the end of each nine (9) week period. * "A" Honor Roll 3.85 – 4.00 average * "A " Average Honor Roll 3.55 – 3.84 average * "B" Average Honor Roll 3.00 – 3.54 average * Students will NOT be eligible if any grade for a particular nine (9) weeks is a D, F, U, or incomplete.

Grade Point Average	<p>Point Values:</p> <table border="1" data-bbox="467 128 1458 751"> <thead> <tr> <th>Mark</th> <th>Value</th> <th>Starting %</th> <th>Ending %</th> <th>Starting Point</th> <th>Ending Point</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.0</td> <td>96</td> <td>100</td> <td>3.85</td> <td>4</td> </tr> <tr> <td>A-</td> <td>3.7</td> <td>90</td> <td>95.99</td> <td>3.55</td> <td>3.84</td> </tr> <tr> <td>B+</td> <td>3.5</td> <td>87</td> <td>89.99</td> <td>3.25</td> <td>3.54</td> </tr> <tr> <td>B</td> <td>3.0</td> <td>84</td> <td>86.99</td> <td>2.85</td> <td>3.24</td> </tr> <tr> <td>B-</td> <td>2.7</td> <td>80</td> <td>83.99</td> <td>2.55</td> <td>2.84</td> </tr> <tr> <td>C+</td> <td>2.5</td> <td>77</td> <td>79.99</td> <td>2.25</td> <td>2.54</td> </tr> <tr> <td>C</td> <td>2.0</td> <td>74</td> <td>76.99</td> <td>1.85</td> <td>2.24</td> </tr> <tr> <td>C-</td> <td>1.7</td> <td>70</td> <td>73.99</td> <td>1.55</td> <td>1.84</td> </tr> <tr> <td>D+</td> <td>1.5</td> <td>67</td> <td>69.99</td> <td>1.25</td> <td>1.54</td> </tr> <tr> <td>D</td> <td>1.0</td> <td>64</td> <td>66.99</td> <td>0.85</td> <td>1.24</td> </tr> <tr> <td>D-</td> <td>0.7</td> <td>60</td> <td>63.99</td> <td>0.70</td> <td>0.84</td> </tr> <tr> <td>F</td> <td>0.0</td> <td>0</td> <td>59.99</td> <td>0</td> <td>0.69</td> </tr> </tbody> </table> <ul style="list-style-type: none"> * Full credit course counts its full value. * Half (1/2) credit course only counts one-half (1/2) the point value. * Quarter (1/4) credit course only counts one-fourth (1/4) the point value. * Interim reports are mailed to the parent/guardian every 4½ weeks for all students. * If a Junior High Student fails a total of two (2) credits, he/she will be retained in the same grade level. 	Mark	Value	Starting %	Ending %	Starting Point	Ending Point	A	4.0	96	100	3.85	4	A-	3.7	90	95.99	3.55	3.84	B+	3.5	87	89.99	3.25	3.54	B	3.0	84	86.99	2.85	3.24	B-	2.7	80	83.99	2.55	2.84	C+	2.5	77	79.99	2.25	2.54	C	2.0	74	76.99	1.85	2.24	C-	1.7	70	73.99	1.55	1.84	D+	1.5	67	69.99	1.25	1.54	D	1.0	64	66.99	0.85	1.24	D-	0.7	60	63.99	0.70	0.84	F	0.0	0	59.99	0	0.69
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Final Exams	<ul style="list-style-type: none"> * All students must be present on exam day. * Only exceptions are doctor excuses or emergency beyond the control of the family, which has to be cleared through the Principal. * Early dismissals per approval by Principal on exam days. * First (1st) semester exams, student must be excused through the Principal's office. * If you received credit in a class taken at Glenwood you may only retake the class as P/F with the exception of Advanced PE, Art, Vocal Music, Band, and Yearbook classes. 																																																																														
Withdrawal From School	<ul style="list-style-type: none"> * For a student to withdraw from school, the following criteria must be met: * Notification must be made to the guidance counselor, who will give you a notice to present to your teachers. * Textbooks and all school property must be returned. * Lockers must be cleaned and locks returned to the Principal's office. * All iPad equipment is property of New Boston Local Schools and must be turned in to the office prior to withdrawing. 																																																																														

College Visits	<ul style="list-style-type: none"> * Seniors are given two (2) excused absences to go on college visits. * Any visits over two (2) must be approved by the Principal.
Mentoring	<ul style="list-style-type: none"> * Juniors and seniors with a 3.0 GPA or above are eligible for a mentorship program that is coordinated by the South Central Ohio Educational Service Center.
College Credit Plus	<ul style="list-style-type: none"> * Students in Grades 7 through 12 with a 3.0 GPA or above are eligible if they have an ACT score of 18 in English and a 22 in math or by placing into college level coursework via a college placement exam.
Credit Flexibility	<ul style="list-style-type: none"> * Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective. See Principal or Guidance Counselor for application forms.
AP Courses – Advance Placement	<ul style="list-style-type: none"> * Most colleges accept AP credit based on performance on the AP exam and, as a result, doing well in AP Classes COULD replace introductory courses at the college level.
Hybrid Courses	<ul style="list-style-type: none"> * Hybrid Class students will meet two days a week (as long as they have a B or higher grade average) or as instructed by the teacher, and the remainder of the class will be completed online.
Valedictorian and Salutatorian	<ul style="list-style-type: none"> * In order to be recognized as Valedictorian or Salutatorian, students must be enrolled and take at least two (2) advanced classes that must be approved by the Principal. This may include but not limited to AP classes and post-secondary courses.
Advisor/Advisee Program	<ul style="list-style-type: none"> * The purpose of this program is to develop a mentoring relationship with students to enhance academic, social, and personal skills as well as to become an empathetic advocate for each student at Glenwood. The student's role is to strive to achieve excellence in every aspect of your life as a Glenwood student and beyond.

Talented and Gifted Program

* The district uses the following assessment instruments for screening and identification pursuant to ORC 3324.01-07:

Superior Cognitive Ability:

InView, gr. 2,6 (Screen = 126, ID = 128)

WISC-V, gr. 1-11 (Screen = 125, ID = 127)

Specific Academic Ability

WIAT, 3rd ed, gr. K-12, (Screen =93%, ID=95% Composite)

Terra Nova 3rd Ed. Complete Battery, gr. 3,6 (Screen =93%, ID=95%)

Creative Thinking Ability:

InView, gr. 2,6 (Screen = 110, ID = 112)

WISC-V, gr. 1-11 (Screen = 110, ID = 112)

Gates – Gifted & Talented Eval. Scales(Sect.IV)

Screen = 65-82, ID = 83 and above

Visual & Performing Arts:

ODE Rubrics for Scoring Audition/Performance

GATES, Grades K-12, (Section 5)(Screen = 75, ID = 78)

RIGHT TO
KNOW and
PARENT
INFORMATION/
RESOURCE
CENTER
INFORMATION

The Every Student Succeeds Act (ESSA) legislation requires every school district receiving Title I funds to notify all parents of their **Right to Know** information. The New Boston Local School District receives Title 1 funds.

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by contacting the building Principal. Or you may fax your request to 740-456-6402 or e-mail donnie.stapleton@nbtigers.net

All districts receiving Title 1 funds are responsible for notifying parents of their right to know about teacher qualifications and for informing parents about teacher qualifications. This responsibility applies to each student attending a school receiving Title 1 funds

ABSENCES and ATTENDANCE

- The importance of consistent and punctual attendance cannot be over emphasized.
 - There is a direct and positive relationship between school attendance and student achievement.
 - It is important for every student in Ohio to attend school everyday. Missing too much school has long-term effects on students such as lower achievement and graduation rates.
 - Time on task is extremely important. It is difficult for a student to learn if he/she is not present for instruction. Due to the importance of class attendance, all time for tardiness and early dismissals will be accounted for (Examples: illness, medical appointments, court appearances, suspensions).
1. **Parents or guardians should always call the Principal's office when the student is absent.** If a parent does not call, the school will contact him or her.
 2. Students have two (2) days after being absent in which to bring in a written excuse.
 3. A student is allowed three (3) parents' notes for excused days per nine week. After that a doctor's statement is required for an absence to be excused.
 4. If a student is absent for a week or longer, the parent or guardian must call the school to inform us as to the reason of his/her absences.
 5. When a student is absent from school (excused absence), he/she will have the same amount of days to make-up work that was missed while absent. Example: if a student misses (3) consecutive days excused, he/she will have three (3) days to make-up assignments, exams, etc.
 6. **Any high school student who accumulates more than 12 days of absences on the high school block schedule, will receive no credit in those classes. Junior high and high school classes that meet all year will not receive credit if they miss more than 24 classes.**
 7. If a student is absent for reasons other than illness, then administrative (Principal) permission is required.

Note: *Regular attendance is the legal responsibility of the parent and the law requires legal action to be taken against parents who do not keep their children in school.*

ABSENCE AND TARDY RULES

If a student arrives after 7:49 bell and before 9:45 am he/she will be considered **tardy**.

All students coming in tardy must report to the High School Office before going to class. All tardies will result in a detention with the exception of a doctor's statement, a court statement or other legal document. All missed work must be made up.

The following information is aligned with Scioto County Policy and Ohio House Bill 410: Habitual and Chronic Truancy. New Boston Local School District is in compliance with HB 410 and will adhere to the requirements below:

	Consecutive Hours	Hours Per Month	Hours Per Year
Habitual Truancy	30 Hours Without Legitimate Excuse (Unexcused)	42 Hours Without Legitimate Excuse (Unexcused)	72 Hours Without Legitimate Excuse (Unexcused)
Excessive Absences		38 Hours With or Without Legitimate Excuse (Excused or Unexcused)	65 Hours With or Without Legitimate Excuse
Chronic Absenteeism			10% or 92 with or without legitimate Excuse

The school will report the following information to the South Central Ohio Educational Service Center Attendance Officer.

Legitimate Excuse (Excused Absence)*

1. Personal Illness
2. Death of a relative in immediate family
3. Compulsory legal business (example: Court Appearance)
4. Medical appointment
5. To obtain a temporary or permanent driver's license
6. Family emergency and/or out of town emergency
7. Other excuses may be acceptable with administrative permission

A student who arranges IN ADVANCE with the Principal, may be excused for the following reasons:

- Convention or conference
- College visit during SENIOR year (two are permitted)

An absence is considered excused with a **written parent's note or doctor's excuse** for each absence, properly signed by the parent, guardian or physician must be presented to the student's teacher on the first or second day of his/her return to school. **UNEXCUSED ABSENCES – an unexcused absence covers anything not mentioned under excuse absences. The validity of questionable excuses will be determined by Principal.**

Habitually Truant Consequences	<p>When a student is habitually truant, the following will occur:</p> <ol style="list-style-type: none"> 1. Within seven days of the triggering absence, the school and/or SCOESC truant officer will do the following: <ol style="list-style-type: none"> a. Assemble the absence intervention team; b. Make three meaningful attempts to secure the student’s parent or guardian’s participation on the absence intervention team. 2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team: 3. Within 14 days after the assignment of the team, the school will develop the student’s absence intervention plan; 4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.
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Excessively Absent Consequences	<p>When a student is excessively absent from school the following will occur:</p> <ol style="list-style-type: none"> 1. The school and/or truancy officer will notify the student’s parents in writing within seven days of the triggering absence; 2. The student will follow the district’s plan for absence intervention; and 3. The student and family may be referred to community resources.
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Adjustments to the above information may occur due to Ohio legislative rulings.

School Attendance Intervention Team	<p>In addition, the school attendance intervention team:</p> <ul style="list-style-type: none"> • May require a student to attend summer school/ additional school hours • May provide a truancy intervention plan for any student absent longer than the threshold for a habitual truant • May provide counseling for a habitual truant • May require a parent, guardian, or custodian to attend a parental involvement program • May require a parent, guardian, or custodian to attend a truancy prevention mediation program • Will notify the registrar of motor vehicles • May take legal action
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Adjustments to the above information may occur due to Ohio legislative rulings.

ABSENCES and ATTENDANCE (Extra-curricular Activities)

- * A student must be in attendance at school by 9:45 a.m. and must attend the second half of the day in order to participate in, or attend, an extra-curricular activity, whether home or away. The second half of school day begins at 11:57 a.m.
- * The only exceptions would be a doctor's excuse or approval by the Principal prior to 9:45 am on the day of the event.
- * School related activities include: plays, concerts, athletic events, etc.

Student Dress and Grooming Code

Students may not wear clothing or hairstyles that can be hazardous to them or others in their school activities such as shop, lab work, physical education, and art. Grooming and dress, which prevent the student from doing his/her work, because of blocked vision or restricted movement, are discouraged.

Articles of clothing that cause maintenance problems are unacceptable. A general consideration might be, "Does my appearance in any way disrupt the educational process? Am I neat and clean?"

The Principal reserves the right to deem any clothing inappropriate due to possible distraction to the educational process.

Consequences for Violations of Dress Code

First Offense	15 minute detention and sent home to change
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Second Offense	30 minute detention and sent home to change
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Third Offense	Suspension and sent home to change
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The following dress and grooming requirements apply to all students and will be enforced at school and at school sponsored activities.

Garment Type	Requirements	Examples of Prohibited Apparel
Tops	<ul style="list-style-type: none"> * Must be long enough to completely cover the back and midriff area at all times * Sleeveless garments must cover from the base of the neck to the top of the shoulder and around the armpit * No cleavage 	<ul style="list-style-type: none"> * Tops with offensive words, slogans, cartoons and/or pictures * Tops with drug, alcohol or tobacco slogans or pictures * Vulgar or suggestive in a manner which is distracting to the student body * Articles of clothing that reveal underclothing/private areas * Articles of clothing that are in "poor taste"

Bottoms	<ul style="list-style-type: none"> * All pants must fit around the waist or above and be properly fastened * Pants must not sag or bag * Pants may not create safety concerns due to length, size, etc * Shorts, skirts, and other similar apparel may not be more than four (4) inches above the knee and may not be non-manufactured cut off shorts 	<ul style="list-style-type: none"> * All sportswear-type form fitting spandex, frayed shorts, or shorts with holes * Articles of clothing that have holes or ripped or torn above the knee exposing skin must be patched by the student before school
Outer Garments and Book Bags	<ul style="list-style-type: none"> * Due to safety and security issues, New Boston Local Schools reserves the right to randomly search lunch boxes, backpacks, shoulder bags, duffel bags, purses, etc. 	<ul style="list-style-type: none"> * Chains and accessories that could be used as weapons, or might cause a health hazard
Shoes	<ul style="list-style-type: none"> * Must be worn at all times * Must be styled to permit students to move safely and quickly in case of emergency 	<ul style="list-style-type: none"> * Slippers * House shoes with soft soles
Headwear	<ul style="list-style-type: none"> * Hats, hoods, caps, etc may not be worn inside school building 	<ul style="list-style-type: none"> * Bandannas * Sunglasses * Or any distracting head dressings
Accessories		<ul style="list-style-type: none"> * Any jewelry or accessories that could cause personal harm or damage to others * Pointed studs * Large link chains

Assemblies

Assemblies are scheduled because they are educationally beneficial to the entire student body. The conduct of our students should be a credit to our school.

Go to your seat promptly and in an orderly fashion. As soon as the person who is presiding comes forward, all talking should stop. Studying and whispering is considered disrespectful. Show your appreciation cordially but avoid excessive applause. Carried beyond a certain point, applause ceases to be a courtesy.

Emergency Procedures

<p>Tornado Alarm/Safety Procedures</p>	<ul style="list-style-type: none"> * Continuous high-pitched tone. * The tornado warning system will be used to alert person of the approach of a funnel cloud or tornado drills. Instructions will be posted in each classroom/lab indicating shelter areas.
<p>Fire Alarm/Safety Procedures</p>	<ul style="list-style-type: none"> * Short, loud, beeping sound. * The state requires that we conduct fire drills. Instructions will be posted in each classroom/lab indicating the exits to use.
<p>Lock Down Alarm/Safety Procedures</p>	<ul style="list-style-type: none"> * Emergency: "Lockdown, Lockdown, Lockdown." * Steps of Action: * Teachers will check hall for students. If students are in the hallway they are to immediately go to the nearest classroom. * Teachers will calmly lock their doors; cover door windows and turn off lights. * If no other information is given, begin to barricade doors. * Information will be provided for next steps. * All staff members are authorized to make decisions for safety of students. * The first priority is to evacuate. If that is not an option, barricade doors and if an intruder enters the room then we counter attack the threat. * The rooms that are barricaded will be cleared with the use of a secret code word. * Parents will be notified by mass notification on where to pick up their child. * It is absolutely imperative that the staff has the Parent/Guardian Release Form to sign out the students. * Lockdown will be suspended via the public address system. * Ignore Fire Drills during Lockdowns.

Related Services

Emergency	9-1-1
AEP	1-800-672-2231
Alcoholic Anonymous & Ala Teen	1-800-444-1014
American Red Cross	1-740-354-3293
Animal Control	1-740-353-8802
Bomb Threat	*57 Non-Emergency 1-800-257-2969
Columbia Gas	1-800-282-0157
Community Action	1-740-354-7541
Community Center Emergency Evacuation - GHS	1-740-456-4103
Counseling Center	1-740-354-6685
Department of Jobs and Family Services	1-740-354-6661
Family & Teen Educational Resource Center	1-740-355-6616
Fire Department	9-1-1 Non-Emergency 1-740-456-4107
Hospice of Scioto County (Grief Counseling)	1-740-356-2651 or 1-740-353-2567
Juvenile Probation Services/Juvenile Court	1-740-355-8306
New Boston Police Department	9-1-1 or 1-740-456-4109
Office of Emergency Management	1-740-353-2014
Poison Control	1-800-222-1222
Portsmouth Water Works	1-740-354-7515 or 1-740-354-4553
Rescue Squad	9-1-1 or 1-740-354-2737, 1-740-354-5433
Salvation Army	1-740-353-2400
Scioto Co. Children Service	1-740-456-4164
Scioto Co. Health Department	1-740-354-3241
Scioto Co. Sheriff Office	9-1-1 Non-Emergency 1-740-355-8350
Shawnee Mental Health	1-740-354-7702
State Highway Patrol	1-740-354-2888
Suicide Prevention Hotline	1-800-784-2433

Discipline

Glenwood High School must provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and regulations are instituted with this thought in mind. School rules apply during the regular school day and at any event where Glenwood High School is represented, regardless of location. Violations of any part(s) of the **CODE OF CONDUCT** during the period of time that a student is under the authority of the school and after school may result in disciplinary actions. The rules and policies within this handbook are not all inclusive and occurrences outside the norm will be dealt with ***INDIVIDUALLY***.

Detention

Students assigned to detention must serve the detention on the day it is assigned. The only exception is if the student has permission to serve it at another time.

- * 15 minute and 30 minute detentions may be issued by the teacher/staff member

Accumulation of Detentions

Detention	Suspension
5	1 Day
7	2 Days
9	3 Days
12	4 Days
15	5 Days

- * If a student fails to serve a detention, it may result in suspension.

Code of Conduct

Students are to follow all school rules:

- * On school grounds at any time.
- * Off school grounds at a school activity, function, event or field trip.
- * En route to and from school.
- * The jurisdiction of the district's general suspension and expulsion policy extends to misconduct by a student that occurs off district property but is connected to activities that have occurred on district property and misconduct diverted at a district employee or the property of an employee, regardless of where it occurs.
- * A student shall not disregard requests; directions or commands by teachers, substitute teachers, teacher aids, the Principal, or other authorized school personnel.

Sanctions

- A. Warning Issued by Staff
- B. 15 Minute Detention
- C. 30 Minute Detention
- D. ABC School
- E. Saturday School
- F. Out of School Suspension (OSS)
- G. Expulsion
- H. Legal Authorities Notified/Arrest
- I. Loss of Privileges

The following Code of Conduct Infractions and Sanctions list was created to provide a general guide to Student Discipline (The Administration reserves the right to modify, in any manner).

Code of Conduct Infractions	Sanction(s)
Level I	
1. Persistent classroom rule violations	A,B,C,D,E,F
2. Refusal to do class work/assignments	A,B,C,D,E
3. Dress Code violations	A,B,C,D,E,
4. Disrupt, prevent, or interfere with the educational process	A,B,C,D,E,F
5. Use/Possession of prohibited electronic equipment	A,B,C,D,E, F
6. Careless or reckless behavior	A,B,C,D,E,F
7. Public display of affection	A,B,C,D,E
8. Horseplay	A,B,C,D,E,F
9. Safety violation	A,B,C,D,E,F
10. Cafetorium rules violations	A,B,C,D,E,F
11. No candy, gum, beverage or food allowed in school.	B
12. Excessive tardiness to or from school or class.	B,C
13. Out of assigned seat	A,B,C,D,E
14. Disregard of directions/defiance/disrespect/ noncompliance/Inappropriate Behavior	A,B,C,D,E,F
15. Plagiarism	A,B,C,D,E,F
16. Cheating	A,B,C,D,E,F
17. Cell Phone Policy Violation	D,F

Level II	
1. Persistent Level I Infractions/Accumulation of Detentions	D,E,F,G,
2. Damage/vandalism to school/personal property	D,E,F,G
3. Violation of over-the-counter/prescription drug policy	D,E,F,G,
4. Assisting/possession/use of tobacco products and/ or ecigarettes	E,F,G
5. Gambling	D,E,F,G
6. Violent behavior	D,E,F,G,H
7. Profane, inappropriate, inflammatory communication/ ethnic slurs or symbolism	A,B,C,D,E,F
8. Misrepresentation or falsification	D,E,F
9. Intimidation/harassment/hazing/bullying/cyber-bullying	D,E,F,G,H
10. Sexual harassment	E,F,G
11. Threats	B,C,D,E,F,G
12. Skipping class	D,E,F
13. Possession/distribution of inappropriate materials	D,E,F,G
14. Sexual activity/lewd behavior	E,F, G
15. Theft/Unauthorized possession	E,F,G
16. Violation of the Technology/Network Policy	D,E,F,H,I,G
17. Failure to serve assigned discipline	D,E,F
18. Flagrant actions	D,E,F,G
19. Violation of no contact agreement	F
20. Forgery	D,E,F,G
Level III	
1. Persistent Level II violations	F,G,H
2. Verbal/physical abuse of a staff member	F,G,H
3. Fighting/Unauthorized touching	F,G,H
4. Sexual assault	F,G,H
5. Violations of the weapons policy	F,G,H
6. Unauthorized use of fire or possession of related devices	F,G,H
7. Extortion	F,G,H
8. False alarm/bomb threat/fire alarm	F,G,H
9. Possession/use/under the influence of a controlled substance (drugs).	F,G,H
10. Possession of drug paraphernalia	F,G,H

Violations Not Listed Herein

The administration reserves the right to establish rules and procedures in areas where precedence has not been set.

Suspension

Any student who accumulates fifteen (15) days of suspension (in or out of school) can be referred to the superintendent for expulsion. The Principal has the right to recommend expulsion at any time in severe cases of violation of the school code of conduct and regulations.

When a student is suspended out of school, he/she may not attend a Glenwood High School extracurricular activity. Out of school suspension begins at the end of the school day on the day of suspension and ends the morning the student can return to school. An athlete may not participate in an activity while suspended. A student also cannot attend an extracurricular activity or any school function while suspended. A student has the right to appeal this process, which is stated on the suspension notice.

Expulsion

Our Discipline Policy consists of the following forms of disciplinary actions: detention, Saturday School, out of school suspension (OSS), ABC School, and expulsion.

- * The superintendent may expel a student for more than ten (10) days in duration.
- * Student has the right to appeal this process, which is stated on the expulsion notice.

Definitions & Explanation of Infractions

Level I:

#5. Electronic equipment – including, but not limited to, radios, music/video players, pagers, cellular phones, laser pointers, cameras, iPods, video games, etc. A violation may result in confiscation. Please note: New Boston Local Schools discourages students from bringing valuable equipment to school and does not assume responsibility for lost/stolen personal belongings. All electronic equipment, if brought to school, must be stored in the Principal's office before the school day begins.

#14. Non-compliant behaviors. A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, supervisors, Principals, school bus drivers, or other authorized school personnel.

Level II:

#2. Includes damages, defacement and/or destruction.

#7. This may include racial and/or ethnic slurs or symbolism

#9. Intimidation – to frighten or influence by threats.

#9. Harassment – to worry and/or impede or annoy persistently.

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

#10. Sexual Harassment – unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature.

#16. Truancy – a student who stays out of school without permission of parent(s)/guardian(s) or school.

#19. Flagrant actions – actions that are impossible to overlook; outrageous.

Level III:

#3. Causes or attempts to cause physical harm; the aggressor in a fight may receive a more severe punishment.

#5. A student shall not possess, handle, sell, convey, or attempt to convey, any object that reasonably can be considered a weapon or dangerous ordinance: such as, but not limited to, a razor, ice pick, explosive, machete, pistol, rifle, shotgun, stun gun, pellet gun, any “look-a-like,” or other incendiary devices.

#6. Burning of property, possession or use of fireworks, smoke bombs, lighter, matches, or other incendiary devices.

#7. Extortion – act of obtaining by force or improper pressure.

#8. This may include tampering or improper use of safety or alarm system.

#9. A student shall not possess, sell, attempt to sell, use, transmit, or show evidence of use of any of the following to included but not limited to: anabolic steroids, narcotic drugs, amphetamines, barbiturates, hallucinogenic drugs, marijuana, alcoholic beverages, caffeine pills, caffeine capsules, caffeine powder, intoxicants of any kind or any “look-a-like” or counterfeit drugs or substance purported to be any of the above.

#10. Drug Paraphernalia – any instrument, article or item whose customary and primary purpose is for the administration or use of any drug.

