



# Student Handbook

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Sue Murphy - District Curriculum Director

Dennis Love - District Special Ed. Director

Carol Schaumleffel - District Nurse

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Steve Glade- Counselor

Ron Smitley - Counselor

Lisa Thompson - District School Psychologist

### Kindergarten

Brenda Cunningham

Derrie Davis

Kim Ortiz

### First Grade

Winnie Beach

Sara Cannon

Torie Underwood

### Second Grade

Amy Bethel

Aimee Green

Kim Harley

### Third Grade

Annette Losco

Lyndi Maxwell

Joyce Robinson

### Fourth Grade

Jeanette Compston

Erin McElhiney

David Wamer

### Fifth Grade

Amy Gedeon

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### Title One

Alanda Christian

Linda Crossan

### Tag

Kelly White

### Music

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### Reading First

Carla Colborn, District Coord.

Intervention Specialist

Dana Folk

Gail Underwood

### Art

Angela Kalb

### Librarian

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### PE

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Mona Kiener

### Special Ed. Teachers

Mike Buscemi

Caroline Howard

Teri Mosebrook

Jennifer Wiseman

### Educ. Ass'ts

Karen Fisher

Kathy Gall

Jane Morgan

### Custodians

Don Butcher

Jim McNulty

Harry Showalter

### Cooks

Gail Gottke, Head Cook

Vicki Dickerson

Peggy Deitrich

Bonnie Garey

Toni Johnson

## County Employees

### Preschool Teachers

Adrienne Rawl

Erica Skidmore

Shauna Back

Marcie Gordon

### Educ. Asst's

Cheryl Bair

Lora Cavinee

### Educ. Attendants

Holly Holdcroft

Tracy Poling

### Special Ed Teacher

Leslie Brown

### SBH Teacher

Christi Eyerman

### Pre-Kindergarten

Jessica Wilson

### Speech Teacher

Linda Wolshire

### Educ. Asst's

Angie Barringer

Kathie Godby

Mary Musser

Cassie Moore

Missy Lotozo

Tracy Poling

# *New Lexington City School District Mission Statement*

The mission of the New Lexington City School District is to promote the highest level of educational achievement, maximizing all students' potential, while challenging them to become lifelong learners and social responsible citizens.

## *Junction City Elementary Vision Statement*

The Junction City Elementary Staff is committed to meeting each child where they are and taking that child as far as possible. Our goal is to help each student become a responsible citizen and life long learners.

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### **School begins at Home**

We want every child to experience success at school. Here's how you can help ensure that success:

1. Please make sure your child is at school on time each and every day. Students may begin going to the classroom at 8:45 if they are taking advantage of the **Free Breakfast for Everyone Program**. If you are not taking advantage of this Free Breakfast for Everyone Program, your child should be here by 9:00. It is very important that you have your child here on time everyday so that your child does not miss out on the important instructions for the day.

Also, please do not pick your child up before the school day ends at 3:25 unless it is **ABSOLUTELY** necessary. Your child will be missing out on valuable instruction time. With so many State Indicators to be taught, our teachers are teaching until the very end of the school day **everyday**.

2. Teach your child to respect and obey all adults at school This includes the secretary, custodians, aides, cooks, and volunteers along with the teaching staff. All have the authority and responsibility for the safety and order of our school.

3. Talk with your child about using good manners and treating other with respect.

4. Send your child to school properly washed and dressed. Check weather conditions and the Board Policy under "Dress and Grooming" in this handbook.

5. Tell your child when he/she is doing a good job in school. Praise him/her for good effort and behavior.

6. If your child is a walker, tell your child to use the same route to and from school every day.

### **School Day Begins**

Only bus students eating breakfast are permitted to come into the building before 8:45. All other students will be permitted to start entering the building at 8:45. Please do not have your child dropped off before that time. Please do not have walkers arrive before that time.

Students should be at school by 9:00. The late bell will ring at 9:15. Any student arriving after 10:45 or leaving before 2:00 will be counted as absent 1/2 day. Walkers will be dismissed at 3:25 along with the students being picked up by parents or parent designee. Walkers will be leaving by the front doors, while students being picked up will be leaving by the side door. Parents picking us students, please park in the side lot or the gravel lot beside the gym door. Bus students are dismissed as their buses arrive.

***NO STUDENT WILL BE PERMITTED TO STAY AFTER SCHOOL OR RIDE A DIFFERENT BUS WITHOUT A NOTE FROM THE PARENT/GUARDIAN.***

**Helps Us Ensure the Safety of our Students by Checking in at the Office Whenever Visiting.**

All visitors must always report to the office before going anywhere in the building including any and all classrooms. You must sign in at the office and you must have a visitor's pass when going anywhere in the building including classrooms.

If you do not have a visitor's pass, you will be asked to return to the office by the classroom teacher. This is to ensure the safety of all students at Junction City Elementary. **This rule will be strictly enforced due to safety concerns.** Please help us by following this procedure to ensure the safety of all students.

## ATTENDANCE

The Board of Education as an agency of the State is required to enforce regular attendance of students. The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen. In school, as in other facets of life, punctuality and regular attendance are necessary for success.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned unless it is shown to the satisfaction of the Superintendent that the mental condition of the student is such that s/he cannot benefit from instruction, or that the bodily condition of the student is such as to prevent attendance at school or that s/he is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required.

In accordance with statute, the Superintendent shall require, from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes the Principal to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence.

The Board does not believe that any student should be excused from school for non-emergency trips out of the District. Children who are taken out of school for trips and vacations will not be granted permission by the school. The responsibility for this will rest with the parents. Students out of school on vacations will be counted absent. Teachers will not be expected to re-teach any work missed by the student while absent. However, if the school is notified in advance of such a trip or vacation, an effort will be made to prepare a general list of assignments for the child to do while s/he is absent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reason not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merit by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term. O.R.C. 3321.01; 3321.04; 3321.14; 3331.38; 4507.061 O.A.C. 3301-35-02; 3301-35-03; 3301-51-

If your child is to be absent from school for any reason, you are to:

1. Call the school and explain the reason for the absence.
2. If you fail to contact the school by phone on the day of the absence, please send a signed note to the school with your child when he/she returns.
3. If your child misses more than 2 days of school and no explanation is provided, a call will be made to your home or a letter sent asking you to give a reason for the absence.
4. It is the student's responsibility to make up work missed due to absence. Students choosing not to make up work will receive a grade of zero for each day absent. Make-up work must be completed in all classes in as many days as the student was absent unless other arrangements are made with the teacher. For example, if a student misses three days of school he/she will have three school days after he/she returns to complete his/her make-up work. If the principal receives no cooperation from the home, s/he may contact the county attendance officer if the situation warrants. If your child does not return home from school within a reasonable amount of time, and is not involved in extracurricular activities, call the principal or school bus garage or local law enforcement authorities to make them aware of the situation.

## **PARENTAL RIGHTS AND RESPONSIBILITIES**

To promote increased understanding and cooperation between home and school, the following Parent's Bill of Rights and Responsibilities is proposed.

### **Every parent has the right to:**

- Be treated with courtesy by all members of the school staff.
- Be respected as an individual regardless of race, creed, national origin, economic status, sex, or age.
- Information about academic requirements of any school program.
- Participate in parent-teacher conferences concerning his/her child's progress and welfare.
- Information about school policies and administrative decisions.
- Information about appealing administrative decisions.
- Inspect his or her child's cumulative record.
- Appeal improper placement in a special education class.
- Information about all programs in special education.
- Secure as much help as is available from the school district to further the progress of his/her child.
- Expect the school to ensure that parents receive important school news and messages.
- Reasonable protection for his/her child from physical harm while under school authority.
- Organize and participate in organizations for parents.
- Information about educational and cultural programs available to the public school children.

### **Every parent has the responsibility to:**

- Make every effort to provide for the physical and emotional needs of their child.
- Strive to prepare the child emotionally and socially to make the child receptive to learning and discipline.
- Require their child to attend school regularly and on time.
- Make sure that their child has the necessary supplies not provided by the school.
- Encourage and lead the child to develop proper study habits at home.
- Know school requirements and procedures.
- Keep open communication with the school.
- Discuss problems with the appropriate personnel.
- Work for the success and improvement of the school program.

**All visitors to the school MUST report to the office.**

**A visitor's pass must be issued in order to proceed to any other area of the school.**

**This is in compliance with Ohio School Code 2917-22. Violations of this law will result in removal from the school grounds.**

**Students desiring to have a visitor for part or all of the school day must obtain, in advance, permission from the principal.**

## **STUDENT PLACEMENT INTO CLASSROOMS**

Students are assigned to heterogeneous classroom groups at the end of each school year by those who are in the best position to make the assignments. The objective of this process is to produce the most “workable” combination of student groups. This important task contributes significantly to the creation of a positive classroom environment, which enables students to function to the fullest of their abilities. Please rely on our professional judgment and trust that we will group children in a way that will provide them with the best possible learning environment.

## **HOME TUTORING**

Upon the recommendation of the superintendent, the Board of Education may appoint a home tutor for a student who cannot attend school due to health impairment. These reasons must be documented by a licensed physician or psychiatrist on a form provided by the school.

When seeking this option for a student, parents will be required to meet with the teacher, principal, and school nurse to draw up an educational plan for the student. One hour of tutoring will be provided for each day of absence.

No tutoring will be approved until an official physician's statement and an educational plan have been provided to the Administrative Assistant.

## **OPEN ENROLLMENT**

We are a participating school in the Open Enrollment Policy. Please contact Central Office if you need information on this.

## **ARRANGING A CONFERENCE**

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences. Your child's teacher will contact you to arrange a time. If you have any concerns about your child during the school year, please contact your child's teacher by note or telephone to set up a meeting time.

## **INTERIM REPORTS**

Students experiencing problems or positive achievements in specific academic areas will receive progress reports during a particular grading period. If a student is experiencing a problem, the Interim Report will be used as a basis for conferring and working out solutions for your child. Parents are requested to follow up on the report and meet with the teacher as needed.

## **TEXTBOOKS**

Each student has the responsibility to take care of equipment, textbooks, and library books which have been provided on loan. Students will be held responsible for torn and/or mutilated books and damaged equipment.

Students will be assigned textbooks in all courses deemed advisable by the teacher. The number and condition of the textbooks will be recorded and kept on file by the teacher.

Lost textbooks are to be paid for before another book is issued to the student. The student should maintain the receipt after paying for a lost book. If the book is found at a later date, the receipt may be turned in for a refund.

The schedule of fines is in the Board Policy Book which is available in the office.

## **HOMEWORK POLICY**

The most important key to school and homework is the support and cooperation of parents. Students not completing homework, the day it is due, may be required to remain in at recess that day working on the assignment. If not completed at that time, a phone call to the parents may be the next step in the process to inform parents about this problem.

Since the purpose of homework to serve as practice of a skill, the teacher will check the homework but the homework will not be used toward a nine week grade.

## **STUDENT FEES**

Student fees will be collected by the homeroom teacher. These fees are expected to be paid by the first nine week period.

Fees that are not paid will be accumulated from school year to school year by the New Lexington City School's Treasurer.

## USE OF MEDICATIONS

**Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance to the following:**

A. The school nurse or other designee appointed by the building principal will supervise and secure the proper storage and dispensation of medications. The medication must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Nonprescription drugs must also be in original containers.

B. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order.

C. The school nurse or other designated individual must receive and retain a statement, which complies with R.C. 3313.713 and is signed by the physician who prescribes the drug.

D. The parent, guardian, or other person having care of charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes.

E. No employee, who is authorized by a board of education to administer a prescribed drug and who has a copy of the most recent physician's statement, would be liable in civil damages for administering or failing to administer the drug, unless s/he acted in a manner that would constitute "gross" negligence or wanton or reckless misconduct."

F. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

G. No employee, without appropriate training, shall administer a drug to a student by injection.

Written instructions signed by a parent and physician will be required and will include the following:

- A. child's name
- B. name of medication
- C. purpose of medication
- D. time to be administered
- E. dosage
- F. possible side effects
- G. termination dates for administering

The following staff are designated as being authorized to administer medication and treatment to students: principal, school nurse, others as designated by student's IEP and/or 504 plan. The principal shall post, in a conspicuous place in the secretary's office or nurse's office, a listing of those personnel authorized to administer drugs.

The school nurse or office personnel will be responsible for the following:

- A. inform appropriate school personnel of the medication
- B. keep a record of the administration of medicine
- C. keep medication in a locked cabinet
- D. return unused medication to the parent only

The school district retains the discretion to reject requests for administration of medicine.

The intent of these regulations is to ensure that no medication will be taken at school without school and home cooperation.

### EMERGENCY NUMBERS

**Make sure each school your child attends has the necessary information to contact you in case of an emergency. If your address or phone number changes, please notify the school immediately.**

## Student Conduct Code

The goals of Junction City Elementary School are to help students recognize and achieve self-discipline and to take responsibility for their actions and choices. In order for these goals to be achieved, basic rules of conduct are essential.

We take a firm yet fair position on discipline and believe the rights of all students must be observed and guaranteed; and therefore, any behavior that would negate such rights cannot and will not be tolerated.

These serious misconduct rules apply at all times: during regular school hours, while on school property after school hours, and/or while involved in all extra-curricular activities either on or off school property.

### Part I. Authorization

The schools have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged to be unacceptable.

#### Hallway Behavior

- walk in a straight line
- walk or stand with feet and hands to self
- quiet voices after recess
- walk quietly through the halls respecting other classes rights not to be disturbed

#### Playground Rules

- no **GRABBING Others**
- no bringing toy guns or toys that resemble guns, knives, etc.
- must ask the adult on duty before entering the building during recess time
- do not bring expensive toys that might get lost or stolen to school
- no food or water outside at recess
- no playing on the porch area in front of the building
- line up quickly and quietly when the bell rings.

#### Bathroom Rules

- use restroom quietly
- restroom will not be used for playing
- put towels in proper container
- always wash hands after using the bathroom

#### Consequences of not following these behaviors will result in:

- 1) Verbal Warning
- 2) Isolation
- 3) Loss of recess
- 4) Parent Contact &/or Pink Slip
- 5) Accumulation of two or more pink slips may result in an After-School Detention, an IN-SCHOOL RESTRICTION, or an OUT-OF-SCHOOL SUSPENSION depending on the severity of the offense.

## Part II. Serious Misconduct

A violation of any rule contained herein may result in disciplinary actions including expulsion, suspension, or removal. All of the following rules apply when students are on school property, or are at anytime under the authority of the New Lexington City School system.

**RULE 1. DISRUPTION OF SCHOOL:** A student shall not, by the use of violence, force, coercion, threat, profanity, or by any other method cause disruption, obstruction, or other interference with the educational process.

**RULE 2. DAMAGE TO SCHOOL PROPERTY:** A student shall not cause or attempt to cause damage to any or all property which is under the care of the school district. Students in violation of this rule will be required to pay the replacement cost of damaged property.

**RULE 3. DAMAGE TO PRIVATE PROPERTY:** A student shall not cause or attempt to cause damage to any private property. Students in violation of this rule will also be required to pay the replacement cost of damaged property.

**RULE 4. ASSAULT AND FIGHTING:** A student shall not attempt to provoke, participate in, or behave in such a way as to endanger any school official, personnel, student, visitor, or staff.

**RULE 5. DANGEROUS WEAPON /INSTRUMENT:** A student shall not attempt to possess, handle, transmit, or conceal any object which may be judged as a weapon or an instrument of potential danger to the individual or to others.

**RULE 6: Narcotic, Alcoholic Beverages, and Drugs:** A student shall not attempt to possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, or drugs, unless prescribed for a specific medical purpose for the person

**RULE 7. TOBACCO:** A student shall not use or possess tobacco or tobacco products (snuff, chew) within any school bus or building or on school grounds.

## **SUSPENSION, REMOVAL & EXPULSION**

### **Out of School Suspension**

1. The superintendent or the principal may suspend a student from school.
2. Written notice of intent to suspend which enumerates the reason(s) for the intended suspension must be given to the student prior to the informal hearing.
3. The suspension cannot exceed ten (10) days.
4. After the student has received the written notice of intent to suspend, an informal hearing may be held before the superintendent, the principal or his/her designee. The student may challenge the reason(s) for the intended suspension, and otherwise state his/her position concerning the matter.
5. The superintendent, the principal or his/her designee may give notification of the decision to suspend in writing, to the parents, guardian, or the custodian of the student, and the treasurer of the Board of Education within 24 hours of the suspension.
6. The notice must include the reason(s) for the suspension, the right of the student or parent to appeal to the Board of Education or its designee, and the right to request the appeal be held in executive session.
7. A student may be kept from class or extracurricular activity temporarily until disposition of the matter at the hearing.
8. Misconduct may result in alternative disciplinary action which may include but not be limited to detention, parental conference, work detail or in-school restriction
9. Out-of school suspensions are considered unexcused for academic purposes and no credit (zeros) will be assigned to school work missed during the time of suspension. In the case of in-school restriction, students are permitted to complete assignments.

### **Emergency Removals**

1. The superintendent or the principal may remove a student from the classroom, extracurricular activity, or the school premises when the student's presence is considered to be dangerous to the other persons or property, or disrupts the academic process.
2. A teacher may remove a student from the classroom, or extracurricular activity, but not from the premises for the reasons stated above. The teacher must submit the reasons for the removal in writing to the administration as soon as it is practical after the removal of the student.

### **Emergency Removals Cont'd**

3. Parents must be contacted within 24 hours of the removal. If a student wishes to appeal, an informal hearing will be granted with the principal. A hearing must be held within 72 hours of the removal if the removal could extend for more than 24 hours.
4. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The student has the opportunity to appear and challenge the reason for removal. If the superintendent, principal or assistant principal remove the student or other disciplinary action is taken, written notification may be given to the parent, guardian, or custodian of the student within 24 hours of the hearing.
5. Emergency Removals are considered unexcused for academic purposes and no credit (zeros) will be assigned to school work missed during the time of suspension. Students should get assignments from classmates and are encouraged to maintain academic progress.

### **Expulsion**

1. The superintendent may expel a student from school for a period not to exceed 80 days.
2. The superintendent or his/her designee shall notify the parents, guardian, or custodian of the student of the intended expulsion.
3. The notice shall include the reasons for the intended expulsion, and the right of the student, parent, guardian, custodian, or representative to appear before the superintendent and challenge the reasons and explain the actions of the student.
4. The notice shall state the time and place at which the student or his/her representative may appear. The date of the hearing shall not be sooner than three days, nor more than five days, after the notice is given. The superintendent or his/her designee may grant an extension of time when requested by the student or his/her representatives.
5. If the superintendent expels a student, he/she must notify the parent, guardian, or custodian of the student, and the treasurer of the Board of Education, within twenty-four hours of the decision. The notice must include the right of the student, parent, guardian, or custodian to appeal the decision to the Board of Education or its designee, the right to be represented at the appeal, and the right to request the appeal to be heard in executive session.



## CAFETERIA RULES

All students eat lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. Each student will learn and practice proper table manners as a part of his/her education. The following rules will be enforced:

1. Children will enter the cafeteria in a quiet and orderly manner keeping hands and feet to self.
2. Children will remain seated unless they raise their hand and receive permission to get up.
3. Children may receive permission to go to ala carte only when they have eaten all their food.
4. Children will use proper manners at all times, such as - PLEASE and THANK YOU.
5. Children are not permitted to share food or money, throw food, or borrow money.
6. Children will talk in an inside/restaurant voice to students at their table only.
7. Children are responsible for placing paper, garbage, and trays in the proper receptacles.
8. Children may not drink pop for lunch. Juice is available if allergic to milk.

## LUNCH ROOM PROCEDURES

- There will be no charges of lunches  
Lunches may be paid in advance
- Pre-School will eat from 10:45-11:15
- Kindergarten will eat from 11:00-11:30
- Grade 5 will eat from 11:15-11:45
- Grade 1 will eat from 11:30-12:00
- Grade 2 will eat from 11:45-12:15
- Grade 4 will eat from 12:00-12:30
- Grade 3 will eat from 12:15-12:45
- All students will eat their lunch in the cafeteria whether buying or carrying their lunch. Only students living in Junction City may walk home for lunch if they bring written permission from home.

## TORNADO AND FIRE DRILLS

For the safety of each student, tornado and fire drills will be held regularly in the school buildings and on school buses. All students are expected to cooperate and be ready to follow all directions given. Specific plans for each building are outlined for students.

During drills, students are to evacuate the building immediately upon hearing the signal. Teachers will assume the responsibility for checking the rooms and corridors. If a student is not under the direct supervision of a teacher at that time, s/he should leave by the nearest door and report to the flag pole in front of each building. Students are to remain outside until given permission to return by the teacher in charge.

## FREE BREAKFAST FOR ALL and FREE or REDUCED LUNCH

The New Lexington City School District serves nutritious meals every school day. Breakfast is served 8:45-9:15.

### EVERY CHILD MAY EAT A FREE BREAKFAST.

Children from families whose income is at or below the level shown on the income eligibility scale are eligible for either a free or reduced price for lunch. Forms can be obtained in the school office. The information on the application may be checked by the school or other officials at any time during the school year.

You may apply for benefits at any time during the school year.

If you do not agree with the school's decision on your eligibility application or the result of verification, you have a right to a fair hearing. This can be done by calling or writing the superintendent at 342-4133

Children who receive meal benefits are treated the same as children who pay for the meals. In the operation of our cafeteria, no child will be discriminated against because of race,, sex, color, natural origin, age or handicap.

## Dress & Grooming

The following personal guidelines are designed to insure an appropriate atmosphere and to insure the health and safety of all school students.

**FOOTWEAR:** All persons are required to wear an appropriate pair of shoes or boots at all times while under school authority.

**GENERAL:** Clothing with profane or suggestive phrases and/or pictures including those concerning alcohol, drugs, and/or tobacco is not appropriate clothing for school wear.

**HATS/CAPS:** Hats and caps are not to be worn in any school building.

**SHIRTS/TOPS:** Shirts and tops should be of a fabric, style, and fit which is appropriate for school wear. Fishnet shirts/tops, see through shirts/ tops, halter tops and backless shirts/tops are not acceptable. Shirts and tops may be sleeveless but not of the muscle shirt cut. All shirts and tops must overlap the lower garment.

**SHIRTS/PANTS:** All pants must be full length and have no holes which are not patched. Shorts must be of knee length and may not be cutoffs, "biker" variety, or made of the spandex material. Sweat pants are acceptable but must be worn with legs down.

**DRESSES/SKIRTS:** Dresses and skirts should be of fabric, style, and fit appropriate for school wear. See through garments are not suitable for school wear. Length of skirts/ dresses are to be such that the bottom of the garment comes no higher than 3 inches above the knee.

**GROOMING:** Hair should be kept clean, groomed, and attractively styled. Hair length should be such that it does not interfere with the student's ability to accomplish school work.

Since fashions and designs constantly change and issues may arise which are not addressed by the above guidelines, it is the duty/responsibility of the building administrator to make individual decisions on each new situation so as to maintain the general philosophy stated within this policy.

## Lost and Found

Parents are encourage to print names in or on coats, sweaters, hats, lunch boxes, boots, etc. to help incur safe keeping. Occasionally, such items find their way the Lost and Found in the office and students should check when they have lost something. Any unclaimed items still in the Lost and Found after school closes will be contributed to a charitable.

## Divorced or Separated Parents

Both parents have the legal right to participate in their child's education and to see the child's educational records, except when curtailed by a order, a copy of which shall be in the child's records.

Visitation by non custodial parents regarding the child's educational program shall be permitted, except when curtailed by a order, a copy of which shall be in the child's records . Such visitation shall occur only in the principal's office. Noncustodial parents shall not be permitted to take the child from the school premises unless signed authorization from the custodial parent is on file. Any visitation by the noncustodial parents should be prearranged.

It shall be the custodial parent's responsibility to make sure that the school authorities are informed regarding the provision of the above and that the necessary documentation is placed in the child's records.

## Valuables

Students should not bring valuables to school. The school can not be responsible for the loss of the items. If technology devices are brought to school, they must remain in book bags when entering the buildings. Examples are phone, CD players, radios, etc.

## Telephone

Students may not make phone calls unless it is an emergency. It is your child's responsibility to bring homework, books, lunch money, gym clothes etc. without calling the parents to bring these items to school. Students will not be called to the phone unless an extreme emergency arises. Messages from parents/guardians shall be given to the student at the end of the day.

## School Closings

When school is closed to due emergencies or severe weather conditions, it will be posted on radio & TV.

Radio:

WLGN - Logan	1510 AM & 98.3 FM
WHIZ - Zanesville	1240 AM & 102.5 FM
WHOK - Columbus	95.5 FM
WCLT - Newark	100.3 FM
WYBZ - Zanesville	107.3 FM
WLRY - Rushville	88.5 FM

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TV

WBNS 10TV - WSYX 6 TV - WCMH 4TV

## **BUS RULES & SAFETY PROCEDURES FOR STUDENTS.**

The primary concern of the New Lexington City School's transportation system is to provide for the safety and welfare of all passengers. While on the school bus or at any designated bus stop, the students are under the specific authority of and directly responsible to the bus driver. Students are also subject to all rules/guidelines found in the General Guidelines, Bus Minor Misconduct Code and Board approved Student Conduct Code.

### **General Guidelines**

1. All students must report to their assigned seats immediately upon boarding the bus. The driver is responsible for assigning students to a seat and may, as circumstances dictate, change a student's seating assignment.
2. Students may ride only the school bus to which they are assigned by the Transportation Supervisor or his designee.
3. Parents/Legal Guardians may request a temporary reassignment in writing to the building principal. The building principal must approve, in writing all such requests.

### **BUS MINOR MISCONDUCT CODE**

Students who violate one or more of the following rules/guidelines will be subject to one or more of the following penalties: conference with driver, conference with driver and parent/legal guardian or phone contact to parent/legal guardian, a work assignment (cleaning bus), reassignment or change of assigned seat or written referral to the building principal for further disciplinary action.

1. No eating. Drinking, chewing gum or littering is permitted on the bus.
2. Students shall remain properly seated at all times on the bus except when boarding or unloading. Properly seated means student's bottom on the seat bottom. Students back against the seat back, student's feet on the floor (if they will reach) and out of the aisle. Feet shall be behind and under the seat in front of them.
3. Students are not permitted to throw objects of any type while on the bus or at designated bus stops and no objects may be thrown from the bus (out of windows or doors).

4. While on the school bus, students must keep all body parts inside the bus (arms, hands, feet, etc.) and students will keep their feet on the floor at all times.

5. Squirt guns, water bottles or any other liquid containers are not permitted on the bus.

6. Conversations on the bus are permitted, but should be kept to a minimum (this is necessary to avoid distracting the bus driver). Shouting, loud comments, chanting/singing are prohibited.

7. Absolute quiet must be maintained at railroad crossings and any other points of danger as specified by the bus driver.

8. The bus driver may permit radios, CD/tape players; however, this is at the discretion of the driver. Earphones must be used at all times when using radios and/or CD/tape players.

9. Personal objects, which may block the aisle or prevent occupation of a seat, will not be permitted on the bus. Book bags, gym bags, athletic equipment, musical instrument cases must be held by the student, otherwise they will not be permitted on the bus.

10. Parents are responsible for the safety of pupils while going to and from their assigned pickup points.

11. Students must cross a street ten feet in front of the bus, stopping at the left corner of the bus in view of the driver to check traffic in both directions before proceeding.

12. Students are to load and unload from the bus at its designated stop in an orderly manner.

13. Students should go promptly to the bus when dismissed from school. When discharged from the bus, they should go directly to their home.

14. Students shall arrive at the bus stop before the bus is scheduled to arrive.

15. In town, students should not arrive at group pickup points more than five (5) minutes before pickup time.

16. Students must follow reasonable directions of the driver.

17. Gestures of profanity and/or verbal profanity are not permitted.

18. Students who do not sign emergency removal or disciplinary forms will be considered insubordinate (the student's signature does not mean or imply agreement with the disciplinary action or is not considered an admission of rule/guideline violation(s)). The student's signature only indicates that the student has received notice of any disciplinary referral or action taken by the bus driver).

## **Driver Procedures in Enforcing Minor Misconduct Code:**

### First Offense Warning

1. Drivers are given broad latitude in determining when help is needed to control students, But in general the driver will insist that students correct their "minor" behavior. Drivers will try several options before seeking help. When students in grades K and 1 are misbehaving, the driver will insist that the student correct his/her behavior. Once several attempts, including contact with the parent have failed to change the student's behavior, a Bus Conduct Report will be completed and given to the Transportation Supervisor or his designee who shall then work with parents and students to correct the situation.
2. Once the driver determines that assistance is necessary, warning is given to students as follows:
  - a. The driver informs student that he/she is receiving a warning and that further misconduct may result in a suspension.
  - b. The driver then contacts the parent either in person or by telephone to discuss the student's behavior and ask the help of the parent. If parents cannot be reached after several attempts, a form asking parents to call the driver will be sent home.
  - c. If parents cannot be reached, the driver shall inform the Transportation Supervisor or his designee, who shall then see that a Bus Conduct Report is mailed or delivered to the parent.
  - d. A written Bus Conduct Report will be completed and given to the Transportation Supervisor or his designee.
  - e. The Transportation Department and the driver shall both maintain discipline records once student receives a warning.

### Second Offense

1. If after completing the warning step, a student continues to violate one or more rules in the Minor Misconduct Code, the following procedure will be observed:
  - a. Driver shall prepare a Bus Conduct Report indicating "second offense" and submit it to the Transportation Supervisor or his designee.
  - b. Transportation Supervisor or his designee shall then remove the student from riding the bus 1-5 days. The Transportation Supervisor or his designee will consult with the driver, but the length of removal is at the discretion of the Transportation Supervisor.

### Third Offense

1. If after being removed for 1-5 days the student continues to violate the Minor Misconduct Code, the following procedures will be observed:
  - a. The driver shall prepare a Bus Conduct Report and submit it to the Transportation Supervisor or his designee (the student is considered to be informed when the form is signed by the student).
  - b. The Transportation Supervisor or his designee will then remove the student from riding the bus for 5-10 days.

### Fourth Offense

1. If the student continues his/her misbehavior, procedures are observed, then the following procedures are observed:
  - a. The driver will complete another Bus Conduct Report indicating "fourth offense" and submit it to the Transportation Supervisor or his designee.
  - b. The Transportation Supervisor or his designee shall then meet with the principal to discuss the student's bus discipline record.
  - c. The principal will then issue disciplinary action that includes suspension from the bus and from school.

### Other

1. If a parent wishes to appeal a suspension of a student from riding a bus, the principal of the student shall serve as the appellate officer.
2. In conducting a hearing, the principal shall observe recognized due process procedures; the principal's decision shall complete the appeal process.
3. Offenses beyond the fourth will be administered by following the procedures described under Fourth Offense.
4. A student may not be given an Emergency Removal Report for violation of the Minor Misconduct Code.
5. In all cases when a Bus Conduct Report is completed. The driver must request the student sign the report or indicate that the student refused to sign.

### **Bus Serious Misconduct Code (Student Conduct Code Board Policy 5501.01)**

If a student violates one or more of the rules of the Board of Education's approved Student Conduct Code, the following procedures will be followed:

1. The student will be given an emergency removal by the driver not to exceed 24 hours. The student shall be informed of the removal.
2. The driver shall then complete a Bus Conduct Report and submit it to the Transportation Supervisor or his designee.
3. The driver shall then make contact with the parents to inform them of the emergency removal.
4. The Transportation Supervisor or his designee shall then meet with the principal who will then issue disciplinary action that may include suspension from the bus and from school.

These serious misconduct rules apply at all times: during regular school hours, while on school property after school hours and/or while involved in any and all extra-curricular activities either on or off of school property.

Refer to Student Conduct Code.

#### **Designated Bus Stop:**

A designated bus stop is any location where a bus stops for the loading or unloading of student passengers. The supervision and authority of the school bus driver/school personnel extends to all designated bus stops while the bus is visibly present for loading and unloading of students. Students are subject to all school rules and guidelines while at designated school bus stop areas. The school bus stop includes all areas in the immediate vision and hearing of the school bus driver.

### **Gifted Identification**

The New Lexington City Board of Education ensures equal opportunity and access to all students in the district to be fairly and equitably assessed for identification in the four areas of giftedness: **Superior Cognitive; Specific Academic; Creative Thinking; and Visual or Performing Arts.**

The New Lexington City School District uses the following instruments from the Ohio Department of Education's approved list to screen and/or identify talented and gifted individuals: Kaufmann Brief Intelligence Test, Raven Progressive Matrices, Stanford-Binet Intelligence Scale, Wechsler Intelligence Scales for Children, Woodcock-Johnson Revised Test of Cognitive Abilities and the W-J III Achievement and Cognitive Battery, Wechsler Individual Achievement Test, the Metropolitan Achievement Tests -7, Scales for Rating the Behavior Characteristics of Superior Students and the Gifted and Talented Evaluation Scales. In the area of visual and performing arts, auditions, performances, and displays of work may also be evaluated.

The New Lexington City School District assesses referred students twice yearly during the first and last four to six weeks of the school calendar. Test scores provided by other school districts and trained personnel are accepted if the assessment instruments are approved by the Ohio Department of Education. Students transferring into the district will be assessed within ninety days at the request of a parent or legal guardian. Students may be referred for assessment by school personnel, parents, and peers.

Any questions or concerns should be directed to the coordinator of talented and gifted education located at the Perry-Hocking ESC, 740-342-3502.

The Ohio Department of Education has approved the district's policy and plan on identification of gifted students.

## **NEW LEXINGTON CITY SCHOOLS ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### General Information

New Lexington City Schools provides computer equipment services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators are employees of New Lexington City Schools or The Southeastern Ohio Voluntary Educational Cooperative (SEOVEC) and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, and end user (in this case the student) of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

### Information Content and Uses of the System

The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

New Lexington City Schools provides, through connection to the Internet, access to other computer systems around the world. The New Lexington City Schools and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists.

### On-line Conduct

Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from

using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with the school's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Users and their parents/guardians specifically agree to indemnify the New Lexington City Schools and the system administrators for any losses, costs, damages, including reasonable attorneys' fees incurred by the New Lexington City Schools relating to, or arising out of any breach of this section (On-line Conduct) by the user.

Network resources are to be used by the user for his/her personal use only; commercial uses are strictly prohibited.

### Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members accounts or the New Lexington City Schools network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the school's discipline code of a member who misuses the software libraries. Real-time, interactive communication areas-The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/internet/relay chat/video/audio).

### Copyrighted Material

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use. Any member may also non-commercially redistribute a copyrighted program with the expressed permission of the owner of authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

### Electronic Mail

Electronic mail ("Mail") is a private electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. A canceled account will not retain its mail. Members are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the member. New Lexington City Schools reserve the right to cooperate full with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the network.

### Security

Security on any computer system is a high priority, especially when the system involves many uses. If a member feels that he can identify a security problem on the system, the member must notify a system administrator or e-mail NL\_MHALAIKO@SEOVEC.ORG. The member should not demonstrate the problem to any others.

Professional staff may allow students who are not members to access the system through the staff person's account as long as the staff person does not disclose the password of the account to the students and understands that the staff person assumes responsibility for the actions of anyone using his/her account. Members may not otherwise let others use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator (NL\_MHALAIKO@SEOVEC.OHIO.GOV) if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his account terminated and be subject to other disciplinary action.

### Downloading

No downloading is permitted without approval of the Technology Director.

### Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who remains in **non-compliance** of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

### Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

### Printing

The printing facilities of the school network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense and shortens the life of the equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

## **STATEMENT OF ACCEPTANCE OF TERMS AND CONDITIONS**

I understand and will abide by the Terms and Conditions for the use of the New Lexington City Schools equipment and network. I further understand that violation of the guidelines and regulations outlined above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or usability of data of another user or any agencies or other networks that are connected to the network of the New Lexington City Schools. This includes, but is not limited to, the uploading or creation of computer viruses, worms, Trojan horses, etc. Such activities are the type of which appropriate legal action may be taken.

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Student's Signature

and

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Parent/Guardian's Signature

have read and

understand the rules and regulations stated in this Student Handbook including the **STATEMENT OF ACCEPTANCE OF TERMS AND CONDITIONS for using technology.**

We, the parent/guardian and the student agree to abide by these rules and regulations stated in the Student Handbook.

*Please remove this page from the Handbook*

**(Please sign and return this half page to your classroom teacher. This verifies that both the student and the parent have read and understand what is expected of the student.)**