

**NEW LEXINGTON
HIGH SCHOOL**



**STUDENT HANDBOOK
2014-2015**

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New Lexington City Schools 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 life-long learners and socially responsible citizens.

Introductory Statement

Please review the following information that summarizes school policies, regulations, and procedures that directly affect high school students. Additional information and direction can be found on the school Web site, <http://www.nlpantthers.org>. At the beginning of the school year, students will be given information and forms requesting acknowledgement and signatures. Students and parents are to return the completed forms following a review of the material.

PARENT RIGHTS AND RESPONSIBILITIES

Parents' Right to Know – Highly Qualified Teachers

New Lexington City School District is dedicated to making sure all children succeed in school and life. As a district we are continuing to work to implement the many requirements of the federal law No Child Left Behind (NCLB). Under NCLB, every school is required to notify parents of their rights to request and receive information about teachers' professional qualifications held and whether the teacher is certified in the area he/she is teaching. This right also includes the option to request information with regard to whether their child is provided services by instructional paraprofessionals and their qualifications. If you have any questions about NCLB, please don't hesitate to contact your building principal.

Parental Rights and Responsibility

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

Every parent has the right to:

- Be treated with courtesy by all members of the school staff and student body.
- Respect as an individual regardless of race, creed, national origin, economic status, sex, or age.
- Information about academic requirements of any school program.
- Participate in meaningful parent-teacher conferences to discuss his or her child's school progress and welfare.
- Information about school policies and administrative decisions.
- Information about approved procedure for seeking change in school policy and for appealing administrative decisions.
- Inspect his or her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal Governments.
- Information about all programs in special education.
- Appeal the placement, in accordance with established guidelines, of his or her child in a special education class.

- Secure as much help as is available from the school district to further the progress and improvement of his or her child.
- Expect that reasonable attempts will be made by school personnel to ensure the receipt by parents of important school news and messages.
- Reasonable protection for his or 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 needs of the child.
- Strive to prepare the child emotionally and socially to make the child receptive to learning and discipline.
- Strive to have the child attend school regularly and on time.
- Encourage and lead the child to develop proper study habits at home.
- Know school requirements and procedures.
- Speak up to prevent misunderstandings.
- Discuss problems with the appropriate persons.
- Work for the success and improvement of the school program.
- Make sure that his/her child has the necessary supplies not provided by the school (e.g., pencils, paper, workbooks, etc.).

Parent Right of Access and Limitations and Parent Communication with Staff Members

The District recognizes that parents have the right and desire to know about their students' educational experience. The District also respects the privacy rights of parents and their children as well as appropriate professional boundaries of District staff members.

The District's definition of "parent" related rules is provided for in Policy adopted by the Board: "The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit. Although the grandparent is authorized to provide consent in all school related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child. Likewise, although the grandparent is authorized to provide consent in all school related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child."

Parents should be aware that their right to access to information about their child(ren) may be limited by the decree of a court of law. Parents are responsible for maintaining up to date custody information with their child(ren)'s school. Parents must provide the school with copies of documentation of court orders and decisions affecting custody of their child(ren). The District cannot and will not follow court orders and decisions of which it has not received documentation

that it has been able to authenticate. Parents and others who provide falsified or outdated documentation may be subject to prosecution and penalty under state and federal laws.

Pursuant to Policies adopted by the Board of Education, the District:

- Will not require an unemancipated minor to submit or participate in any survey, analysis, or evaluation that reveals the political affiliations or beliefs of the student or parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- Will permit parents to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student.
- Will permit parents to inspect, upon request, any instructional material used as part of the educational curriculum of the student.
- Will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- Will attempt to contact the parent prior to questioning of the student by law enforcement agencies investigating violations of law, and will require that a building administrator remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.
- Will attempt to notify the parent prior to interviewing of the student by an official of a public children's services agency or law enforcement agency if the student is the subject of a child abuse/neglect investigation and the parent is not believed to be the perpetrator.
- Will provide, upon request, information regarding the student's classroom teacher(s).
- Will provide parents with information on the level of achievement of their child(ren) on the required state academic assessments, and timely notice if the student is assigned to a teacher who is not "highly qualified" as required (or if the student is taught for more than four weeks by a teacher who is not highly qualified).
- Will permit parents, **only** upon prior approval of administration, to make classroom visitations during school hours.

Parents are encouraged to communicate with District staff by following the proper communication protocol. Specifically, parents may communicate with staff members by school telephone and school email, and may also set up appointments with staff members for in-person conferences. However, parents may not use school telephone or school email of staff members in excess to communicate with staff members or to otherwise harass staff members. Parents are strongly discouraged from using personal telephone, personal email, and/or social media of staff members to communicate concerning school-related business.

The Family Educational Rights and Privacy Act (“FERPA”) and Directory Information

The district and the Board of Education recognize the need to safeguard students’ privacy and restrict access to students’ personally identifiable information. Student personally identifiable information includes, but is not limited to:

- The student’s name; the name of the student’s parent or other family members;
- The address of the student or student’s family; a personal identifier, such as the student’s social security number, student number, or biometric record;
- Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; and
- Information requested by a person whom the District reasonably believes knows the identity of the student to whom the education record relates.

An exception to disclosure of student information without consent is the release of “directory information.” The District defines the information listed below as directory information and will make such information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing that she/he will not permit distribution of such information:

- Student’s name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially-recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of Attendance
- Date of graduation
- Awards received
- Photograph

Each student’s parent/guardian may refuse permission for the district to release the student’s directory information by signing and submitting the opt-out form contained in this Handbook. This opt-out form also contains an option for the parent/guardian to permit or refuse permission for the district to share student photographs.

When students turn 18 years of age, FERPA rights transfer from the parent/guardian to the student (the student becomes an “eligible student” under FERPA).

NEW LEXINGTON HIGH SCHOOL
2547 PANTHER DRIVE NE NEW LEXINGTON, OH 43764
PHONE: 740-342-3528- FAX: 740-342-4765

James Young, Principal

Rich Warren, Assistant Principal

Dear NLHS Parents/Guardians:

The purpose of this letter is to inform you about FERPA (Family Educational Rights and Privacy Act of 1974). The implementation of the Act and district policy involves parents/ guardians and students under the age of 18. The rights of FERPA are described below:

1. Parents/Guardians and eligible students have a right to inspect and review the student's education records defined by law to include those records, files, documents, and other materials which contain information directly related to the student and are maintained by the District or by a person acting for the District. A parent/guardian or an eligible student shall make a request for access to the student's education records, in writing to the Building Principal of the school at which the student is, or was last, in attendance. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.
2. Parents/Guardians and eligible students are also entitled to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to ask for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Parents/guardians and eligible students are also entitled to notice of any decision by the District not to amend a student's education records as requested by the parent/guardian or eligible student, and their right to a hearing regarding the District's denial of a request for such an amendment. Any questions concerning the procedure to be followed in making a challenge and/or requesting a hearing should be directed to the Superintendent of Schools.
3. Parents/guardians and eligible students have a right that student education records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of such parents/guardians or eligible students except:
 - a) As directory information unless the parent/guardian or eligible student objects by October 1 of each school year. District student directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic team), degrees and awards received, and the name of the educational agency or institution previously attended by the student;
 - b) Parents/guardians and eligible students may refuse to let the District designate any or all of the above information about the student as directory information to another school district in which a student seeks to enroll or intends to enroll, upon request by such a district;

- c) To individuals employed by the District either as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities, and individuals with whom the District has contracted to perform a special task (i.e., the school attorney, auditor, medical consultant or therapist) who have legitimate educational need for access to students' records. A legitimate educational need for any of these individuals to access a student's records without prior consent of a parent/guardian or eligible student will be deemed to exist only when it can be shown that such access and disclosure is necessary for any such individual to fulfill his/her professional responsibilities; or
 - d) As otherwise expressly permitted by law.
4. Parents/guardians and eligible students have a right to obtain a copy of the district's policy and accompanying-regulation pertaining to the confidentiality of student education records. A copy of the said policy and regulation may be obtained from the building principal of the school at which the student is, or was last, in attendance.

If you feel that your rights under the "Family Educational Rights and Privacy Act of 1974" have been abridged as a result of alleged failures by the District to comply with the requirements of FERPA, you may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

Sincerely,

James Young
Principal

MEDICAL INFORMATION

Medication Policy

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses. If possible, the parent should administer all medication at home. If this is not possible, medication will be dispensed in accordance with the following guidelines:

1. The school nurse or an appropriate person 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. *Non-prescription drugs must also be in original containers.*
2. *Following Board Policy 5330, over-the-counter medications such as Advil, Tylenol, etc. will not be administered without a doctor's medication permit.*
3. Written permission must be received from the parent/guardian of the student, requesting that the district comply with the physician's order.
4. 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.
5. The parent, guardian, or other person having care or 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.
6. No employee, who is authorized by the 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 he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
7. 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.
8. 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: Child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination dates for administering. The building principal, secretary or other designee as indicated on a student's IEP will administer medication. 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:

1. Inform appropriate school personnel of the medication
2. Keep a record of the administration of medicine
3. Keep medication in a locked cabinet
4. Return unused medication to the parent only

The School District retains the discretion to reject requests for the administration of medicine. The intent of these regulations is to ensure that no medication will be taken at school without school and home cooperation.

Control of Head Lice

Head lice are an annoying nuisance. However, they do not cause serious medical problems or transmit any diseases. The aim of this policy is to insure prompt treatment when head lice are found in order to prevent transmission to other students while maintaining respect and confidentiality for the student.

When a school employee has received a report or if they suspect a student has head lice, the following steps will be taken:

1. The school nurse will be contacted.
2. If the school nurse determines that a student has an “active” (live lice) case of head lice, the child will be discouraged from close direct head contact with others. The child will not be removed from the classroom. The staff of the school will maintain confidentiality. The child’s parent or guardian should be notified that day by telephone or by a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates. A lice fact sheet and directions for care will be sent home to the parents by the school nurse.
3. A student with an “active” (live lice) case of head lice will be sent home with a form that the parent must sign stating that the proper treatment has been conducted. The child needs to bring this form back to school the next day and deliver the form to the school nurse. The school nurse will check the child’s head to make sure that there are no live lice found. If there are not any live lice, the student may return to the classroom. If the signed for doesn’t return to the school, the school nurse will make contact with the parent to discuss treatment and to provide assistance to the family if needed.
4. Brothers and sisters of those having lice will also be checked for “active” lice.
5. If students return to school with nits in their hair after treatment, the school nurse will check the students’ hair every 2-3 days after their return to school and at the two-week interval to insure that a re-infestation hasn’t occurred. The school nurse will check the students privately. The teacher or any other employee of the school should not check students in the classroom. This violates the student’s privacy.
6. School-wide classroom screenings are not advised. School-wide screenings haven’t proved to be beneficial and are a distraction to the educational process. However, the principal or the school nurse will have the ability to check a large group if he/she feels that it will be beneficial to the situation that is occurring at that time.

7. The school nurse may send a note home to parents of a particular classroom if there appears to be several cases in one classroom.
8. Parents are encouraged to check their child's head on a routine basis at home. Head lice detection is the responsibility of the parent
9. Every effort will be mad to maintain the confidentiality of the student.

Revised: May 16, 2011

GENERAL INFORMATION

School Numbers & School Hours

▪ New Lexington High School	342-3528	7:30-2:30
▪ New Lexington Middle School	342-4128	7:35-2:20
▪ New Lexington Elementary	342-2556	9:15-3:25
▪ Junction City Elementary	987-3751	9:15-3:25
▪ Administrative Office	342-4133	

School Closings

Schools may be closed due to emergencies or severe weather conditions. During the school year announcements of delays, early dismissals, and school closings will be carried on the following radio and TV stations. Delays, early dismissals, and school closings will also be announced using the One Call Now system.

▪ WHIZ -Zanesville	1240 AM	102.5 FM	TV Channel 18
▪ WWJM- New Lexington	106 FM	95.5 FM	
▪ WLGN - Logan	1510 AM	98.3 FM	
▪ School Web site:	http://www.nlpanthers.org		

**During inclement weather, parents should tune into the stations listed above.

PLEASE DO NOT CALL THE SCHOOLS OR SCHOOL PERSONNEL.

Voice Mail System

When calling the school after hours, you may access our voice mail system to make communication more convenient. Please listen to the entire greeting for directions on accessing the school directory. You may leave a message for any staff member, or a general message for the secretary. We will do our best to get back with you on the next school day.

Visitors

Visiting the school building during regular school hours is discouraged exclusive of special events and exceptional circumstances as approved by the building principal. Anyone entering a public school building without permission or without being supervised by a faculty member or an authorized group leader is subject to immediate removal and possible legal consequences. All visitors to the school building must report directly to the school office for clearance.

Homeless Students Information

If your family lives in any of the following situations: In a shelter, motel, vehicle, or campground; On the street; In an abandoned building, trailer, or other inadequate accommodations; or Doubled up with friends or relatives because you cannot find or afford housing - Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (740-740-1303) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Student Safety

The Board of Education is committed to providing a safe learning environment for students through preparedness and planning.

Each school will conduct fire, tornado, and school safety drills during the school year in accordance with state law. Specifically, students will be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated), including: a threat to the school involving terrorism; a person in possession of a deadly weapon or dangerous ordnance on school property; and other acts of violence.

In addition, the Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

To that end, the District's Superintendent has developed a Crisis Management Plan. As a part of the Crisis Management Plan, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include:

- A. Appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. Security procedures at school and while students are on the way to and from school;
- C. Prevention activities that are designed to maintain safe, disciplined and drug-free environments; and
- D. A code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - 1) Allows a teacher to communicate effectively to all students in the class;
 - 2) Allows all students in the class the opportunity to learn;
 - 3) Has consequences that are fair and developmentally appropriate;
 - 4) Considers the student and the circumstances of the situation; and
 - 5) Is enforced accordingly.

Search and Seizure

Student lockers, desks, cabinets and similar belongings are considered property of the New Lexington City School District. Lockers and other such property carry no expectation of privacy for the students who occupy them. These belongings and their contents are subject to search by the school authorities at any time and without warning. Searches may also be conducted to protect the safety of others.

Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs or other illegal paraphernalia.

Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time.

Security Monitors

Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where people have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices [unless there is express consent given by the office occupant], or conference/meeting rooms), or in individual classrooms during instructional times.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding, or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

ATTENDANCE RULES AND REGULATIONS

Absentee Reporting

If your child must be absent from school, the parent is to call the school giving the student's name and the reason for the absence. *All student absences, tardiness, and early releases require a written note explaining the reason for the absence.* The following constitute reasonable excuses for absences. All other absences are unexcused, and no make-up work will be permitted (except as noted below for approved vacations).

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extra-curricular activity
 - *The student shall complete all classroom assignments missed due to the absence.
- H. Such good cause as may be acceptable to the Superintendent
- I. Medically necessary leave for a pregnant student in accordance with **Board Policy 5751**
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in **Board Policy 5725**

Failure to furnish verification of the absence by phone and note will result in the office ruling the absence as unexcused. An unexcused absence results in no make-up work being permitted in all classes missed and may result in the assignment of an extended detention for each day of unexcused absence. Students will have five school days after returning to school to provide written documentation of excusable absences before being assigned extended detention. Excused absences will have two (2) days for each day absent to make up the work missed. All work missed due to advanced absence and/or a field trip is to be submitted before the absence and/or by the time the student returns to school.

The attendance officer has the responsibility of checking students who are absent from school without a legitimate excuse or have had excessive absences.

The Board does not believe that any student should be excused from school for non-emergency trips out of the District. Except as provides in G above, 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.

Truancy

By Ohio Law, all students between the ages of six and eighteen are required to attend school. Therefore, students who are truant from school or have excessive absences may not only be disciplined at school, but may also be required to answer to charges of truancy.

The Board of Education uses the following definitions and policies related to truancy:

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for *five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.*

"Chronic truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for *seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.*

When the Board of Education determines that a student has been truant and the parent, guardian, or other person having care of the child has failed to cause the student's attendance at school, the board may require the parent, guardian, or other person having care of the child to attend an educational program established pursuant to rules adopted by the state board of education for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

On the request of the District Superintendent, the attendance officer or other appropriate officer shall examine any case of supposed truancy within the district and shall warn the child, if found truant, and the child's parent, guardian, or other person having care of the child, in writing, of the legal consequences of being an habitual or chronic truant. When any child of compulsory school age, in violation of law, is not attending school, the attendance or other appropriate officer shall notify the parent, guardian, or other person having care of that child of the fact, and require the parent, guardian, or other person to cause the child to attend school immediately. The parent, guardian, or other person having care of the child shall cause the child's attendance at school. Upon the failure of the parent, guardian, or other person having care of the child to do so, the Superintendent or Board of Education may direct the attendance officer or other appropriate officer to send notice requiring the attendance of that parent, guardian, or other person at a parental education program and may file a complaint against the parent, guardian, or other person having care of the child in any court of competent jurisdiction.

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is considered a habitual truant, the board of education shall do either or both of the following:

- 1) Take any appropriate action as an intervention strategy contained in the policy developed by the board pursuant to section [3321.191](#) of the Revised Code; and/or

- 2) File a complaint in the juvenile court of the county in which the child has a residence or legal settlement or in which the child is supposed to attend school jointly against the child and the parent, guardian, or other person having care of the child. A complaint filed in the juvenile court under this division shall allege that the child is an unruly child for being an habitual truant or is a delinquent child for being an habitual truant who previously has been adjudicated an unruly child for being an habitual truant and that the parent, guardian, or other person having care of the child has violated section [3321.38](#) of the Revised Code.

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is considered a chronic truant, the board of education shall file a complaint in the juvenile court of the county in which the child has a residence or legal settlement, or in which the child is supposed to attend school, jointly against the child and the parent, guardian, or other person having care of the child.

Consequences for anyone found in violation of Ohio Revised Code section 3321.38 include a possible fine of \$500 or less, or up to 70 hours of community service work. The school may request suspension of the driver's license of any student who misses 10 consecutive days or 15 total days of school in one semester.

Attendance

1. Any student arriving to school after 9:00 AM or leaving school before 1:15 PM will be counted absent for one-half day. Credit will be denied for excessive absences and minors may be filed into Juvenile Court for violation of O.R.C. 3321.02. *Excessive absences are defined as missing more than nine (9) days in one semester or more than eighteen (18) days during the school year.*
2. The following circumstances shall not be counted toward excessive absences:
 - a) Signed medical or health department excuse (all medical excuses must be turned into the office within five (5) school days of the students return to school);
 - b) Court subpoena;
 - c) Death of a relative;
 - d) Religious observance consistent with his/ her creed; or
 - e) Extraordinary circumstances deemed worthy by the principal or his/her designee.
3. Excessive absences will be processed in accordance with the Student Code of Conduct and/or through truancy proceedings, as applicable. Five (5) and ten (10) day notices will be issued to parents/guardians accordingly warning of the status and need to rectify the situation. Credit reduction is as follows:
 - a) Any student having *more than nine (9) days of absence* from school during one semester grading period will not be granted credit for all semester courses on his/her schedule. The student will still receive the earned grade for the courses taken.

- b) Any student having *more than eighteen (18) days of absence* from school during a school year will not receive credit for all yearlong courses on his/her schedule. The student will still receive the earned grade for the courses taken.

Please Note: The above limitations will also apply to individual courses on the student's schedule.

4. Notification of loss of credit: Once a student has accumulated the number of absences to deny him or her credit, a letter will be sent home by mail regarding the student's loss of credit and right to appeal.

5. Attendance Committee Appeal:

Parent responsibility: All appeals must be presented to the building administration in writing within ten (10) days of notification of credit loss. The student, parent, or guardian can present at the hearing.

- a) Hearing notification: A member of the administration will notify the parent or guardian regarding the committee's decision.

6. Teacher Responsibilities:

- a) Maintain accurate daily class attendance. (The teacher must document all absences.)
- b) Inform students regarding attendance procedures the first day of every new class.
- c) Inform students accordingly when they approach the danger of losing credit.
- d) Notify parents and the school office by completing an Attendance Warning Form when one-half of the allowable absences are reached.

7. Students permitted to arrive late for Fall and Spring Ohio Graduation Tests must report to school before the scheduled beginning of classes. Students arriving after this time may receive extended detention or other consequences (unless documentation is provided to excuse the absence or tardiness).

8. All unexcused absences may result in any of the following disciplines:

- Conference with the principal, assistant principal, or guidance counselor
- Conference between parents and the principal, assistant principal, and/or guidance counselor
- Extended Detention
- Alternative Connections 4 Education (ACE)
- Informal hearing with the District attendance officer
- Referral to juvenile court
- Loss of driver's license

9. It is strongly recommended that vacations be planned after final exams. *Vacations taken during the school year are recognized as unexcused absences.* Students can make accommodations to complete their assignments while they are away.
10. Students who wish to make up work following an excused absence must pick up a permission form for make-ups from the office on the day they return to school.
11. Any student who needs to leave school early on an advanced absence or field trip is to bring in a note from the parent at least 24 hours in advance of the intended absence. An Advanced Absence form is to be obtained from the office and is to be taken to all teachers where classes will be missed. These teachers are to assign the work to be made up and are to initial the sheet. All work is to be made up the first day the student returns unless special arrangements are made ahead of time. The student is to be ready for all work, tests, and quizzes to be given on the day he/she returns.
12. College visitations should be arranged as early in the school year as possible and should conclude no later than April 15th. Seniors are permitted to take up to three (3) days for college visitations. Juniors are permitted two (2) days for college visitations. Students must schedule their college visitations with a guidance counselor and obtain permission slips signed by the parent/guardian, even if the student is eighteen (18) years old. This procedure must be followed in order for the day to be excused as a College Visitation Day.

Tardy Policy

Tardiness to class will be handled on an individual basis according to the classroom rules of the teacher. Every student tardy to school is required to sign in at the office. Disciplinary action will be taken as described below per nine-week grading period:

- No consequences are issued for the 1st and 2nd tardy.
- 3rd Tardy After-School Detention
 3-Day Notice of Tardiness Sent Home
- 4th Tardy After-School Detention
- 5th+ Tardy Extended Detention, or at Administration's Discretion

A student is considered tardy to school if he/she signs in before 9:00 AM. If the student signs in after 9:00 AM, he or she will be counted as absent for one-half day.

Make-up of Work (Illness)

The responsibility for making up work missed during an absence rests solely with the student. Upon returning to school, a student should contact his/her teachers and make arrangements to make up the missed work. Unless there are unusual circumstances, a student will have a period of time equal to the number of days absent times two to make up the work. If no arrangements are made for the make-up work within three days of the student's return, the grades for that work will show as an F. Student's present on the day a test is announced will be required to take the test as announced on their next day present unless given a special exemption. If an exam is scheduled the day the student returns, the student will be expected to take the test unless absent when initially announced. Long term projects assigned while the student is in attendance are due the day it was originally announced.

regardless of absence. Late projects will only be accepted in extenuating circumstances with approval from the principal. Make-up work for credit is not permitted for unexcused absences.

Status of 18 Year Old Students

An adult student is defined as any regular daytime student, age 18 years or older, enrolled in a secondary school within the New Lexington City School District.

1. An adult student shall comply with all regular school rules and regulations.
2. Any adult student who is absent from a class or classes without prior approval of the principal shall be required to submit, in writing, the reason(s) for the absence.
3. If an adult student is to sign out early (except for emergencies), the student must make the necessary arrangements to leave in the school office prior to first period. If it is after first period, the student must follow the same rules as minors by first obtaining parental permission before he/she will be permitted to leave school grounds.
4. Parents or guardians of adult students may not be advised of school grades or other appropriate school records *if the school has written notice from the adult student denying such release.*
5. An adult student shall comply with any rules or regulations developed by the administration which are applicable solely to the adult student. This shall include requested proof for absences.
6. Adult students residing in the New Lexington City School District may attend school without the payment of tuition until the age of 21.
7. Any consents, waivers, etc., that are normally required of the parent or guardian of a minor student may be required of and signed by the adult student.
8. An adult student must abide by all school rules and regulations by agreeing to attend school. Regular attendance is required.

GENERAL RULES & REGULATIONS

Entering the Building

Students are not to be present in the building before 7:00 AM or after 3:00 PM unless under the direct supervision of a teacher.

When entering the building, students should report to the cafeteria or gym immediately and remain seated there until the first bell rings. Failure to remain in designated areas prior to the first bell may result in consequences for insubordination.

Leaving the Building

No student is to leave the building or grounds without specific permission from the office. Students who find it necessary to leave the school grounds are to obtain permission from and sign out in the office. Failure to follow this procedure will result in disciplinary action. All students must obtain parental permission before they will be permitted to leave school grounds.

Automobiles and the Parking Lot

No student is to go to a car, or in general be in the parking lot area, unless given specific permission to do so by the office. *Once a student enters the parking lot, he/she is to park the car and enter the building immediately. Students riding a bus or being transported to school by another person must also enter the building immediately.*

Cars are to be parked in the student parking section. Any student driver found to be improperly parked may lose the privilege of driving his/her car to school. It is not a requirement that students be supplied parking areas. The student driving to school must assume all responsibilities for his/her car and all circumstances surrounding its presence on the lot. It is strongly urged that all cars be locked.

Parking lot areas are off limits during school hours. Students are not permitted to go to their cars or the parking lot area during school hours *unless escorted by school personnel.*

Driving to school is a privilege that can be denied if the student is not meeting acceptable academic standards. Driving privileges may also be denied for failure to enter and exit the school or school grounds in a safe and appropriate manner.

Use of the Clinic

No student is to use the clinic without permission from the office. Students who are too sick to attend classes will be urged to call a parent and to go home. The clinic is not a nap area. Students are to obtain their rest at home, not in school. Students will normally be limited to one period in the clinic. Students must have their teacher's approval before requesting use of the clinic.

Telephones

Students are to obtain permission before using the school phones. No student is to be excused from a class or study hall to make a phone call unless there is an emergency.

Use of Electronic Devices

New Lexington High School encourages the appropriate use of electronic devices, such as cell phones and tablets. Any student who elects to use an electronic device during school hours must abide by all rules and policies in the Student Handbook, including but not limited to Attendance policies and the Student Conduct Code. The following are examples of appropriate use of electronic devices while at school:

1. Taking notes during class
2. Recording homework assignments in a calendar or notes application
3. Completing academic coursework
4. Collaborating with other students on assignments
5. Submitting assignments electronically to teachers

The following are examples of inappropriate use of electronic devices while at school:

1. Sending text or multimedia messages during class
2. Watching videos on YouTube or other media while in class
3. Listening to music during teacher instruction
4. Photographing or recording others without permission
5. Use of social media or other sites to harass or bully others (cyber-bullying)

Students who use electronic devices inappropriately may receive the following consequences:

1. Confiscation of the electronic device for the remainder of the class period or school day;
2. Teacher-assigned Detention;
3. Extended Detention;
4. Alternative Connections 4 Education (ACE);
5. Out-of-School Suspension; or
6. Other consequences deemed appropriate by the Principal or Assistant Principal.

Teachers have the right, and are encouraged, to set individual classroom policies governing the use of electronic devices. Policies set by teachers supersede the policy stated in the Student Handbook. Failure to follow policies set by teachers may result in any of the above consequences.

All devices must be silenced during the school day to prevent interruption of the educational environment.

Failure to surrender an electronic device upon request of school personnel may result in disciplinary action for insubordination in addition to the violation that led to confiscation of the device.

***Note:** New Lexington High School is not responsible for lost, stolen, or broken electronic devices.*

Lunch Policy

Each student is scheduled for thirty- (30) minutes of lunch. During lunch, the following rules are to be followed:

1. Do not throw or leave food in the cafeteria.
2. Discard of all trash in the appropriate receptacles.
3. To leave the cafeteria for other parts of the building, a student must obtain a pass from the teacher they wish to see.
4. Students are not permitted to have food delivered to them. The only exception is a cold, packed lunch from home.
5. It is the responsibility of everyone to help keep this area clean.
6. Students should sit at a table and are not permitted to sit or eat lunch on the stage.
7. Students should sit at a table and remain seated until the bell rings to dismiss them to the next period.

Food and Drink Policy

At the discretion of the classroom teacher, students are permitted to drink water in a clear plastic bottle throughout the school day. Water is the only drink to be consumed outside of the school breakfast and lunch times. In addition, students are expected to follow individual teacher policies concerning eating food during class time.

Book Bags

Teachers may require students to not bring book bags to class. Teachers may also require that students place book bags in a designated area of the classroom.

Lost and Found

Bring any articles you find to the office. If you lose something, check first in the office. Do this for several days. Lost items will be kept for one semester only. The school will not be held responsible for lost articles.

Announcements and Posting and Signs

Permission must be obtained from the principal before posting any signs, announcements, etc., on a wall or bulletin board. All P.A. announcements are to be approved by the activity advisor before being presented to the office.

Hall Passes, Locker Passes, and Restroom Passes

Students are not to be in the halls, restrooms, etc., during class unless they have a pass. If a student is permitted to use a hall pass, they must carry the pass with them and present the signed hall pass when arriving at the designated area.

Lockers

Each student will be assigned the use of a locker. He/she assumes full responsibility for the condition, content, and care of the locker. The locker remains at all times the property of the school. It is expected that the locker will remain in the same condition as it was issued. All necessary repairs will be charged to the student. As a condition to receiving a locker owned by the Board of Education, each student agrees that school authorities can open and inspect the locker and its content as deemed necessary.

Textbooks and Equipment

1. Each student has the responsibility to take care of equipment, textbooks, and library books that have been provided on loan.
2. Students will be held financially responsible for any torn, damaged, or stolen equipment or textbooks (i.e. water damage).
3. Students will be assigned textbooks in all courses where deemed advisable by the teacher.
4. The number and condition of the textbooks will be recorded and kept on file in the office on the forms provided to each teacher.
5. Fees for lost or stolen textbooks are to be paid before another book is issued to the student. The student should retain the receipt after paying for any book. If the book is found at a later date, the receipt may be returned to the school for a refund. The student's cost for lost textbooks will be equal to the current cost for replacement of the book.

School Dances

School dances are subject to the following rules:

1. Students may not return to any dance after they leave the building.
2. Non-students of New Lexington High School are permitted only if accompanied by a New Lexington High School student and have the Dance Visitor Form signed by the visiting student's parent and Principal. Guests must be no younger than 14 and no older than 20.
3. All school rules apply at a school dance.
4. School dances will conclude no later than 11:00 PM in order to align with the New Lexington curfew.

Petitions

The principal must first approve petitions circulated on school grounds. Student petitions will, in general, be approved, but the school has an obligation to screen materials that are obscene, profane, libelous, or derogatory.

Study Hall Rules and Regulations

A study hall is a place where students are to study or complete other work as needed. The study hall is to be quiet and maintain an atmosphere that is conducive to study.

The following rules will be enforced in all study halls at all times:

1. Card playing, etc., is not permitted.
2. No locker or hall passes will be issued and restroom passes will be limited.
3. Students are to bring study materials to study hall.
4. Students that may need to work with another teacher during study hall must acquire a pass from that teacher prior to the study hall period they are requesting to leave.
5. Students who desire to go to the media center may do so, but must follow the procedures established by the study hall monitor.
6. No student is to be in a computer lab without permission and/or unattended at any time.

Library/Media Center Rules & Regulations

The following rules will be enforced in the library at all times:

1. No locker or hall passes will be issued.
2. Students are to remain in the media center for the entire period.
3. Restroom passes will be limited.
4. Students are permitted to study together, but must do so in a manner so as not to disturb others.
5. Students are not to have any food or drinks in the library area.
6. Students are permitted to use A.V./technological equipment only for viewing of educational materials as assigned by a teacher (no general TV watching).
7. Students are permitted to use equipment as assigned by the library media specialist.
8. Students are expected to use the library as a study area or as an area for pleasure reading.

9. Proper care of the media center is the responsibility of all who use the facility.

Computer Labs

Students desiring use of a computer beyond their regular class times must obtain permission from the teacher designated to schedule the computer labs. This person is responsible for scheduling the computer room for staff and students. Students are expected to follow all rules dictated by the student handbook while in the computer lab. In addition, food and drinks are strictly prohibited in the computer labs.

In order to accommodate student request for lab use, the computer lab will be open after school several days per week. Check the lab schedule for dates and times.

All students wishing to use the computer labs must adhere to the following rules:

1. No student is to be left unattended in the computer lab. Any student found unaccompanied in a computer lab will be referred to the office.
2. Any student who has changed any settings on a computer or has caused damage to the computer is to be sent to the office.
3. If a student from Study Hall (who is not completing credit recovery) needs to use a computer, he/she will have to follow the policies for students who use the computer lab to complete work/assignments.
4. Once a student has been assigned to a computer, he/she is not allowed to change computers. If a student is using a computer and during the period something happens to the computer (it no longer can be used by student at that time), the study hall/computer lab monitor is to check the computer and have the student use another computer.
5. If a student is using the computer lab to complete work (online classes, writing papers, completing research), the student is expected to complete that work. Any student failing to complete assigned work will be given one warning. If the student continues to complete no work on the computer, the student will be referred to the office.
6. Each Friday, online learning progress will be checked for each student completing credit recovery or flex credit classes using online software. If any student fails to make any progress on assignments, he/she will be referred to the office.
7. Students from other classes are not allowed to use the computer lab during a Study Hall unless approved by both their classroom teacher and the study hall monitor.

Damage to School Property

Any damage to school property beyond ordinary wear and tear shall be paid for by the student(s) causing the damage, or by the student(s) contributing to such damage, or by their parents or guardians. Reasonable attempts will be made to notify the parent of damage by a student as soon as possible. Additional disciplinary action may be taken as deemed necessary by the administration.

Personal Appearance and Health Guidelines

The New Lexington City School District believes that the best educational results occur when all persons involved in the educational process maintain good health and self-discipline. To assist parents, students, faculty, administration, and the general public, the following guidelines have been adopted for the school district concerning personal appearance and health. Students are expected to follow these rules during school hours and at all school events.

These guidelines are designed to help ensure a positive learning environment.

1. General: Clothing with profane, suggestive, or symbolic phrases and/or pictures including, but not limited to, those concerning alcohol, drugs, and/or tobacco is not appropriate clothing for school wear.
2. Footwear: All persons are required to wear an appropriate pair of shoes or boots at all times while under school authority. Slippers may be worn only if they have rubber soles.
3. Head coverings: Hats, caps and head coverings of any kind are not to be worn in any school building. Hats will be taken off as soon as the student enters the building and should not be visible throughout the school day. *Unless scheduled to be outside, no students shall have a hat/cap in their possession.*
4. Shirts/Tops: Shirts and tops should be of a fabric, style and fit, which is appropriate for school wear. Fish net shirts/tops, see-through shirts/tops, halter-tops and strapless or backless shirts/tops are not acceptable. Shirts and tops may be sleeveless but close-fitting around the arms. Shirts and tops may be sleeveless if shoulder strap has three-finger width. All shirts and tops must overlap with the lower garment so that no bare skin or undergarments are revealed.
5. Shorts/Pants: All pants must fully cover the waistline, and holes in pants should be of a length that the hole is not higher than the student's fingertips when standing with the arms extended straight down the sides. Shorts should be of a length that the bottom of the short is even with or below the student's fingertips when standing with the arms extended straight down the sides. Leggings, yoga pants, and form-fitting pants of a similar nature may not be worn unless a top or skirt is worn that is even with or below the student's fingertips when standing with the arms extended straight down the sides.
6. 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 and dresses are to be such that the bottom of the garment is even with or below the student's fingertips when standing with the arms extended straight down the sides.
7. Grooming: Hair length should be such that it does not interfere with the student's ability to accomplish schoolwork.
8. Chains that do not serve a practical purpose (i.e. securing a student's wallet) are not appropriate school attire.

9. Clothing, jewelry, emblems, or any other visible display that has reference to membership in, or affiliation with gangs, occults, or that would promote violence toward others is prohibited.
10. All undergarments should be worn discreetly and kept unexposed throughout the school day.

Students who violate the dress code will be referred to the office. Attempts to secure appropriate clothing from home or borrow from the office will be made. According to the discretion of the administrator in charge, students dressed inappropriately may be assigned ISR for the day if appropriate attire cannot be arranged. Violators of the dress code will be asked to change and may be assigned disciplinary consequences. Repeat violators will face more serious consequences.

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

EXTRACURRICULAR ACTIVITIES

Eligibility for All Extracurricular Activities

All students who participate in interscholastic athletics at any time must not be involved in violation of criminal law and/or delinquent activity. All violations are cumulative while a student is enrolled at New Lexington Middle School or New Lexington High School. If the consequence occurs during the 8th grade year and is not fulfilled, the consequence will be completed in their freshman year. Once a student enters the 9th grade they will start with the first violation of all infractions.

For all other groups, the advisor and the principal determine the specific rules of eligibility. In general, the same rules are to apply to all groups and organizations. Advisors and coaches may establish additional rules. These are to be distributed to the participants in advance of the implementation of the rule(s).

The eligibility of students to participate in all extracurricular activities is set for all organizations. The major rules are:

1. To be eligible for participation in interscholastic contests a student shall be enrolled in a school by the first calendar day of the credit grading period (quarter, trimester, semester). Enrollment shall be continuous after a student has officially enrolled in a school until the student has officially withdrawn.
2. After a student completes the eighth grade, the student shall be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.
3. A student shall become eligible for high school athletics when the student attains the fifteenth birthday before August 1, or when the student attains ninth grade standing.

4. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation, received no more than one grade of F for that grading period, and have had a 1.5 GPA or better during that period.
5. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
6. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
7. A student must be in attendance the last one-half day of school to participate that evening and one-half day on Friday to participate in a Saturday event.
8. Any student receiving Out-of-School Suspension may not participate in or attend any school activity or contest throughout the duration of the suspension. Students assigned to Extended Detention, In-School Restriction, or Alternative Connections 4 Education (ACE) may be denied the right to participate by the activity advisor or principal.

OHSAA Eligibility Checklist for High School Athletes

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes will likely mean you are **NOT** eligible. For questions, see your principal or athletic director.

- I am officially in an OHSAA member high school.
- I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.
- I received passing grades in at least five one credit courses or the equivalent during my last grading period, each of which counts toward graduation.
- I have at least one parent living in Ohio.
- I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
- If I have changed schools (transferred), I have followed up with my new school to ensure that all proper forms have been submitted to the OHSAA office.
- I have not been enrolled in high school for more than eight semesters.
- I did not turn 19 before August 1, 2014.
- I have not received an award, equipment or prized valued greater than \$200 per item.
- I am competing under my true name and have provided my school with my correct home address.
- I have not completed a **mandatory** open gym/facility, conditioning or instructional program.
- I have not been coached or been provided instruction by a school coach in a team sport other than during my sport season, during an instructional period approved by the OHSAA or for no more than 10 days between June 1 and July 31.
- I am not competing on a non-school team during my school team's season.
- I have not been recruited to attend this school.
- I am not using anabolic steroids or other performance-enhancing drugs.
- I have had a physical examination within the past year and it is on file at my school.
- My parents and I attended a preseason meeting at my school which the OHSAA requires to be held no later than two weeks after the beginning of each sports season. We viewed a video presentation prepared by the OHSAA to review key eligibility issues, healthy lifestyles and sporting behavior.
- My school also reviewed with my parents and me its concussion management protocol, we reviewed and signed the Ohio Department of Health's "Concussion Information Sheet" prior to participation and we reviewed a short presentation on concussions available at no cost at nfhslearn.com.
- My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement and they are on file at my school.

Class Officers

The respective class officers are to be elected for each school year. Petitions must have the specified number of names from the respective class.

1. Each grade level will elect a secretary, treasurer, vice president, and president at the beginning of each school year.
2. Petitions and nominees must follow all established election rules.
3. Balloting shall be by written ballot during advisory period.
4. The class advisor shall be in charge of counting the ballots. All ballots are to be saved for two days for inspection if requested by any student.
5. Each class shall meet whenever deemed necessary by the principal or the advisor. No meetings are to be held in the absence of the advisor.
6. If petitions are not returned by the deadline, the advisor may appoint officers.

Student Council

The Student Council elections are to be held each school year. The procedures are the same as the election of class officers (above).

1. The council will elect officers from the group of elected delegates.
2. Students elected to student council may not become class officers for that school year.

National Honor Society

1. Selections will occur annually from November through December.
2. Grade point average will be 3.3 as a minimum for candidacy.
3. Students must have passed all parts of the Ohio Graduation Test to be considered for selection.
4. Students will be requested to complete a National Honor Society membership information packet, which is to be returned by a specified date.
5. The information packet will be reviewed by a faculty committee (no fewer than five teachers) as determined by the principal. The committee and staff will be responsible for the selection.
6. Selection of the candidates will be determined by a points system issued by the committee.
7. Courses necessary for National Honor Society consideration (must have completed prior to eligibility): 2 CP English courses, 2 foreign language courses, 2 CP science courses, and 2 CP math courses (one must be geometry). Courses are subject to change by vote of faculty.

Pep Rallies

Pep assemblies will be typically held at the end of the school day. The scheduling of each pep assembly is to be done no later than Friday of the prior week so that the necessary announcements and plans may be made.

Field Trips

Field trips can be a valuable addition to a class, but to be successful, a few rules and regulations must be followed:

1. Buses are to be taken and all students must travel on the bus. Student drivers are not an acceptable means of transportation. All regular bus rules apply to field trips.
2. Students are to be seated on the bus, and are to remain seated at all times. There is no “horseplay” allowed on the bus, and no use of tobacco products at any time.
3. Eating on the bus is permitted only when prior arrangements have been made by the chaperone and bus driver to have meals.
4. It is expected that students will behave appropriately on field trips. Students will be held accountable to the policies and procedures that are set forth in the student handbook.
5. Students must have an emergency medical authorization form completed and on file for the advisor to take on the trip or they will not be permitted to participate.
6. Students must have signed permission slips for field trip participation.
7. Each student must complete an Advanced Absence form for each trip.
8. Students will be denied participation for field trips if they have received Out-of-School Suspension and/or Alternative Connections 4 Education (ACE) during the current or previous quarter, with the exception of a student competing in an academic event or going on a college visit (with administration approval).

ACADEMIC POLICIES AND INFORMATION

New Lexington High School Bell Schedule

7 Period Day (Regular) Monday, Tuesday & Friday		7 Period Day (1 hour delay) Monday, Tuesday & Friday	
	7:30-8:00 (30 min) Collaboration		No Collaboration Today
1	8:05 - 8:51 (46 min)	1	8:30 - 9:11 (41 min)
2	8:54 - 9:40 (46 min)	2	9:14 - 9:55 (41 min)
3	9:43 - 10:29 (46 min)	3	9:58 - 10:39 (41 min)
4	(Lunch A) 10:29 - 10:59 (30 min) (Class) 11:02 - 11:48 (46 min)	4	(Lunch A) 10:39 - 11:09 (30 min) (Class) 11:12 - 11:53 (41 min)
	(Class) 10:32 - 11:18 (46 min) (Lunch B) 11:18 - 11:48 (30 min)		(Class) 10:42 - 11:23 (41 min) (Lunch B) 11:23 - 11:53 (30 min)
5	11:51 - 12:37 (46 min)	5	11:56 - 12:35 (41 min)
6	12:40 - 1:26 (46 min)	6	12:38 - 1:19 (41 min)
7	1:29 - 2:15 (46 min)	7	1:22 - 2:15 (43 min)

7 Period Day (2 hour delay) Monday, Tuesday & Friday		7 Period Day (PM activity) Monday, Tuesday & Friday	
	No Collaboration Today		7:30 – 7:56 (26 min) Collaboration
1	9:30 – 10:04 (34 min)	1	7:59 - 8:42 (43 min)
2	10:07 - 10:41 (34 min)	2	8:45 - 9:27 (42 min)
3	10:44 - 11:18 (34 min)	3	9:30 - 10:12 (42 min)
4	(Lunch A) 11:18 - 11:48 (30 min) (Class) 11:51 - 12:25 (34 min)	4	(Lunch A) 10:12 - 10:42 (30 min) (Class) 10:45 - 11:27 (42 min)
	(Class) 11:21 - 11:55 (34 min) (Lunch B) 11:55 - 12:25 (30 min)		(Class) 10:15 - 10:57 (42 min) (Lunch B) 10:57 - 11:27 (30 min)
5	12:28 - 1:02 (34 min)	5	11:30 - 12:12 (42 min)
6	1:05 - 1:39 (34 min)	6	12:15 - 12:57 (42 min)
7	1:42 - 2:15 (34 min)	7	1:00 - 1:43 (43 min)
		A	1:43 - 2:15 (32 min)

**4 Period Day (Regular)
Wednesday & Thursday**

Wednesday		Thursday
	7:30 – 8:00 (30 min) Collaboration	
1	8:05 – 9:29 (84 min)	2
Advisory or Club	9:32 – 10:05 (33 min)	Advisory
3	10:08 – 11:32 (84 min)	4
5	(Lunch A) 11:32 – 12:02 (30 min) (Class) 12:05 – 12:47 (42 min) <hr/> (Class) 11:35 – 12:17 (42 min) (Lunch B) 12:17 – 12:47 (30 min)	5
7	12:50 – 2:15 (85 min)	6

**4 Period Day (1 hour delay)
Wednesday & Thursday**

Wednesday	No Collaboration Today	Thursday
1	8:30 – 9:57 (87 min)	2
Advisory or Club	No Advisory or Club	Advisory
3	10:00 – 11:27 (87 min)	4
5	(Lunch A) 11:27 – 11:57 (30 min) (Class) 12:00 – 12:44 (44 min) <hr/> (Class) 11:30 – 12:14 (44 min) (Lunch B) 12:14 – 12:44 (30 min)	5
7	12:47 – 2:15 (88 min)	6

**4 Period Day (2 hour delay)
Wednesday & Thursday**

Wednesday	No Collaboration Today	Thursday
1	9:30 – 10:40 (70 min)	2
Advisory or Club	No Advisory or Club	Advisory
3	10:43 – 11:53 (70 min)	4
5	(Lunch A) 11:53 – 12:23 (30 min) (Class) 12:26 – 1:02 (36 min) <hr/> (Class) 11:56 – 12:32 (36 min) (Lunch B) 12:32 – 1:02 (30 min)	5
7	1:05 – 2:15 (70 min)	6

Graduating Class Assignments

New Lexington High School will require the following credits for assignment to a specific grade:

- Grade 10 5.5 credits
- Grade 11 11.0 credits
- Grade 12 16.5 credits

Grade assignments will be made at the beginning of the school year based on total credits earned and will be reviewed again at the change of the semester.

Examinations (Semester and Final)

1. All students are required to take quarterly, semester, and final examinations in all courses on their schedule.
2. In some specific courses, projects may be substituted for a written examination.
3. All examinations will be given according to a fixed schedule.
4. Requests by students to take semester or final examinations on a date other than on the scheduled days must be presented to the principal. In most cases, exams will not be approved for dates prior to the released exam schedule. Most make-up exams will be scheduled for a time and date after the regular exam period.
5. Exams missed due to excused absences are to be made up within one week of the final day of the school year. Students are to contact the office to schedule a date and time to make up any missed exams.

Exam Exemptions

Exam exemptions may be given to students who have obtained a Renaissance gold card at the beginning of the semester.

Exemptions may also be given to students for any subject area in which they score either Accelerated or Advanced on the Ohio Graduation Test.

Seniors that have an overall average of a B or better during the second semester may be excused from an exam in a yearlong course. The individual teachers determine this privilege.

Grade Cards

Grade cards will be distributed according to the schedule below.

<i>Interim Reports</i>	<i>End of Grading Period</i>	<i>Grade Distribution</i>
September 26, 2014	October 24, 2014	October 31, 2014
December 12, 2014	January 15, 2015	January 23, 2015
February 27, 2015	March 24, 2015	April 1, 2015
May 1, 2015	May 29, 2015	June 19, 2015

Grades and Grading

1. All grades count in the calculation of the final grade average (four nine weeks grades plus two semester examination grades) OR (two nine weeks grades plus one semester examination grade for a semester course).
2. In calculation of the final average, a semester examination grade is equal to 1/3 of a nine weeks grade. For courses that are one semester in length, the semester grade represents the final grade for that course.
3. In general, interim reports will be distributed to students the 4th or 5th week of each grading period according to the dates established. A deficiency report may be sent home any time during a grading period.
4. In the calculation of all semester and final grade averages, the following values must be used:

Value of Grade		Grade Average
A	4.00	3.90 - 4.00
A-	3.66	3.50 - 3.89
B+	3.33	3.17 - 3.49
B	3.00	2.84 - 3.16
B-	2.66	2.50 - 2.83
C+	2.33	2.17 - 2.49
C	2.00	1.84 - 2.16
C-	1.66	1.50 - 1.83
D+	1.33	1.17 - 1.49
D	1.00	0.84 - 1.16
D-	0.66	0.56 - 0.83
F	0.00	0.00 - 0.55

5. All foreign exchange students are to be graded with “O”-Outstanding, “S”-Satisfactory; or “U”-Unsatisfactory. Interim reports indicating a grade of “U” are to be mailed before any nine weeks grade of “U” is assigned.
6. *A student must pass the second semester of any yearlong course to receive credit.*
7. *A student must pass the second nine weeks of a semester course in order to receive credit.*

Grade Scale for Quarter and Exam Grades

Teachers are to use the scales below for determination of quarterly and exam grades. If a teacher elects to use a curve or other system for grades, the system must be approved by the principal before being used.

<u>Percentage</u>									
A	100-95	B	88-86	C	79-77	D	69-67	F	64-0
A-	94-92	B-	85-83	C-	76-74	D-	66-65		
B+	91-89	C+	82-80	D+	73-70				

Requirements for Graduation

Students will need twenty-one (21) units of credit to graduate. In accordance with State minimum standards and the New Lexington Board of Education, the following are required of all graduates.

New Lexington High School Graduation Requirements

SUBJECT AREA	CREDITS REQUIRED
English Language Arts	4.00 credits
Mathematics	4.00 credits ¹
Social Studies	4.00 credits ²
Science	3.00 credits ³
Health	0.50 credit
Physical Education	0.50 credit (2 semesters)
Fine Arts/Business/ Technology/Foreign Lang.	1.00 credit
Information Technology	0.50 credit
Electives	3.50 credits
TOTAL	21.00 credits

*New Lexington High School requires 4.0 credits of Social Studies to graduate

In grades 9, 10, 11 and 12 no student shall sign up for less than six (6) units of credit during any one school year. One unit of credit is equal to 120 hours of instruction. Any student attending Tri-County Career Center during grades 11 and 12 will be required to have a total of twenty (21) credits for graduation.

¹Mathematics credits must include one credit of Algebra II or the equivalent of Algebra II

²Social Studies credits must include 0.5 credit of American history and 0.5 credit of American Government. The Economics and Financial Literacy requirement is integrated into the school curriculum.

³Science credits must include 1.0 credit of Physical Science, 1.0 credit of Life Sciences (Biology), and 1.0 credit of advanced study (chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth science or space science)

New High School Graduation Requirements (beginning Class of 2018)

The credit requirements beginning with the Class of 2018 will remain unchanged. However, the Class of 2018 will not be required to take the Ohio Graduation Test. The new state assessment requirements are as follows:

1. All students will take end of course exams for the following subjects:
 - a. Algebra I and Geometry
 - b. Physical Science
 - c. American History and American Government
 - d. English I and English II
 - e. Note: Students studying Advanced Placement (AP) or taking dual enrollment courses in physical science, American History, or American Government may take assessments aligned to those courses (AP tests) in lieu of end-of-course exams to avoid double testing.
2. All students must meet one of the following three requirements:
 - a. Earn a cumulative passing score on seven end-of-course exams. (The scores will be set by the State Board of Education).
 - b. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.
 - c. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

Grade Point Average

1. All credits earned will be included in determining grade point average:
 - a) Includes summer school at New Lexington High School, if available;
 - b) Includes summer school away from New Lexington High School with prior approval of the principal;
 - c) Includes tutorial credits with prior approval of the principal of New Lexington High School.
2. Subjects repeated are counted both times; for example, if English I is taken and failed, and repeated with a “C”, it shall be counted as “1-0” and “1-2”.
3. Grade points will be assigned to courses as follows: A=4, B=3, C=2, D=1, F=0. Pluses and minuses, as listed in the student handbook, will also be used in the calculation of GPAs.
4. Grade point averages will be determined by dividing the total academic points earned by the total credits attempted.

5. Grade point average will be computed to three (3) decimal places.

Weighted Grades

Students that elect to participate in the Advanced Placement curriculum will receive a weighted point value for the grade of an “A” or “B”. These grades have been assigned additional value due to the rigorous nationally-established curriculum. Advanced Placement classes include: AP Government, AP Calculus, AP Biology, AP English Literature, AP English Language, AP Psychology, AP U.S. History, and any AP courses taken online.

<u>Grade</u>	<u>Point Value</u>
A	5.00
A-	4.66
B+	4.33
B	4.00
B-	3.66

Rank in Class

1. All graduating seniors will be assigned a rank in class.
2. Rank in class will be computed at the end of the fourth, sixth, and eighth semesters. Purpose of the sixth ranking will be an unofficial ranking for those students applying for college entrance and scholarships. Official class ranking will be computed at the end of the eighth semester.
3. Rank in class will be determined by assigning the student with the highest grade point average the rank of number one (1), the second highest rank of two (2), etc. In cases where more than one student has the same number they will be assigned the same rank, the next highest number will assume the next rank position which will indicate the number of students having a higher rank. For example, if the first position has five (5) students with the same number the next position shall be six (6).
4. Rank in class will show on official transcripts as rank in class/number of students in class.

Top Ten

1. In order to be considered for Top-Ten recognition, a student must meet the qualifications outlined under valedictorian and salutatorian.
2. For the purpose of Top 10 recognition, averages will be determined at the end of the third grading period of the senior year.
3. Please note that top ten are not necessarily the top ten ranked students in the class but those who meet all qualifications listed below.

Valedictorian/Salutatorian

In order to reward academic excellence, a class valedictorian and salutatorian will be chosen.

The Valedictorian and Salutatorian will be determined at the end of the third grading period of the senior year. The following guidelines will be used to determine the valedictorian and salutatorian of the graduating class:

Definitions:

- A. Valedictorian** - The graduating senior having the highest grade point average, based upon 5.0 grading scale.
- B. Salutatorian** - The graduating senior having the second highest grade point average, based upon a 5.0 grading scale. (In case of equal GPA's, co-valedictorian and/or co-salutatorian would be named.)
- C. Senior** - In order to achieve senior status, a student must have obtained a minimum of sixteen and one-half (16 1/2) credits prior to the beginning of the school year.

Qualifications:

- A. To be considered as valedictorian/salutatorian, a student must be enrolled as a student at New Lexington High School by the first school day of his/her senior year.
- B. A student must take at least thirteen (13) credits from the following course list; ten (10) credits **must** be selected in this manner:

Two (2) credits - College Prep English Two (2) credits - Same Foreign Language
Two (2) credits - College Prep Social Studies
Two (2) credits- College Prep Math
Two (2) credits- College Prep Science

Courses with credits necessary for Valedictorian/Salutatorian consideration (thirteen (13) minimum credits):

College Prep English I	1	Physics	1	Algebra II CP	1
College Prep English II	1	AP Biology	1	Algebra I CP	1
AP English (Lit. or Lang.)	1	Advanced Math	1		
CP English Electives	2	Intro. to Eng. & Design	1	Trigonometry/Conics	.5
Spanish I	1			AP Calculus	1
Spanish II	1	Information Technology	.5	Humanities	1
Spanish III	1	Social Studies I CP	1	Performing Art	1
Spanish IV	1	Social Studies II CP	1	Civil Eng. & Arch	1
Physical Science CP	1	Social Studies III CP	1	Engineering Design	1
Biology CP	1	Social Studies IV CP	1	Principles of Eng.	1
Chemistry	1	AP Government	1		
Geometry CP	1	Anatomy & Physiology	1		

Diplomas with Honors Criteria

Students need to fulfill all but one criterion for any of the following Diplomas with Honors

Subject	High School Academic Diploma with Honors Graduating Classes 2011 and Beyond	Career-Technical Diploma with Honors for Graduating Classes 2011 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including physics and chemistry
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

1/2 unit physical education**	1/2 unit in American history
1/2 unit health	1/2 unit in government

Early Graduation

Early graduation may be authorized for students upon completion of the required units for graduation. The following guidelines must be followed:

1. The student must not have failed any graduation requirements, or must have completed all credit recovery courses, prior to the request for early graduation.
2. Parents must submit a letter of request to the high school principal in the spring of the student's 10th grade year.
3. The principal will confer with the superintendent.
4. A conference is held with the parents, student, school counselor and the high school principal.
5. Student must have a plan for further education/career options. The plan for early graduation must specify some acceptable reason or plan for post-graduation activities. Students may not substitute correspondence courses for the early graduation requirements.

Academic Awards

The awarding of academic letters is a program started at New Lexington High School in 1987. This program was initiated in order to further recognize those students excelling in academics. The following criteria are used in order to determine recipients.

1. Cumulative GPA of 3.5 after three semesters of enrollment of 9-12 grades earns a letter.
2. A two- year pin may be earned by the end of the first semester of the junior year.
3. Awards will be given once per school year.

Honor Roll

1. To be eligible for the High Honor Roll a student must have an average of 3.90 or above.
2. To be eligible for the Regular Honor Roll a student must have an average of 2.84 or above.
3. No grade below a "C" for that grading period.
4. The names of those students who are deemed eligible for the Honor Roll shall be submitted to the newspaper for publication.

Student Recognition for Renaissance is awarded based on the student’s semester GPA, attendance and behavior.

	<u>Gold Card</u>		<u>Bronze Card</u>
GPA*	3.7 or higher	GPA*	2.84-3.199
OGT	Passing score in all areas (JR & SR)	OGT	Passing score in 3 out of 5 areas (JR & SR)
Attendance	No more than 2 absences	Attendance	No more than 4 absences
Tardies	No more than 2 tardies	Tardies	No more than 3 tardies
Discipline	No office referrals	Discipline	No Extended Detention, ISR, ACE, or OSS
	<u>Silver Card</u>		
GPA*	3.2-3.699		
OGT	Passing score in all areas (JR & SR)		** GPA requirements are based on each quarter, not a semester average.
Attendance	No more than 3 absences		
Tardies	No more than 2 tardies		
Discipline	No office referrals		

Participation in the Graduation Ceremony

In order to participate in the graduation ceremony, a student must have successfully completed all requirements of either New Lexington High School or Tri-County Career Center. Included in these requirements is the successful completion of all parts of the appropriate state mandated tests.

Participation in the graduation ceremony is a privilege for graduating seniors. Therefore, students that choose not to behave appropriately at the end of the school year may be denied participation in the graduation ceremony.

Gifted Education

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, 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: Kaufman Brief Intelligence Test, Raven’s 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, Bechsler 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. School personnel, parents, and peers may refer students for assessment.

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.

Ohio Graduation Test

Senate Bill 55 requires all students to take and pass all five areas of the Ohio Graduation Test as a requirement for graduation.

According to Ohio Revised Code Section 3313.615(A), students may graduate and receive a diploma without passing all five tests of the OGT if they meet the following requirements:

1. Pass four of the five tests and have missed passing the fifth test by no more than 10 points.
2. Have had a 97% attendance rate through all four years of high school and must not have had an expulsion in high school.
3. Have a grade point average of 2.5 out of 4.0 in the subject area missed and have completed the curriculum requirement in the subject area missed.
4. Have participated in any intervention programs offered by the school and must have had a 97% attendance rate in any program offered outside the normal school day.
5. Obtain letters of recommendation from each teacher in the subject area not yet passed as well as the high school principal.

Advanced Work Prior to Ninth Grade

Currently, if a student below ninth grade takes high school work for credit, that credit may not be counted toward the graduation requirements. The Senate Bill 55 reverses this policy, specifying that a high school must count such advanced work toward the graduation requirements if it was both:

1. Taught by a person who possesses an Ohio educator's license or teaching certificate that is valid for teaching high school; and
2. Designated by the district board of education as meeting the high school curriculum requirements.

Credit Flexibility Option

Credit Flexibility awards credit based on competence. Research confirms that varying time and instructional methodology, while maintaining quality, can cultivate the kind of self-directed learning that is essential for success in postsecondary education and careers and throughout life. The NLHS credit flexibility plan is designed to focus on supporting and accelerating student learning and reflects the need for students' readiness for careers and college without remediation. To learn more about eligibility requirements and credit flexibility options, please contact the guidance department.

Online Learning Opportunities (A+ Anywhere Learning System)

Eligibility for Online Learning

Any student of New Lexington High School is eligible to enroll in online learning through the A+ Anywhere Learning System for the following purposes:

1. **Credit Recovery** – If you have taken a course and were denied credit or failed the course, you may enroll in online learning to earn credit for that course.
2. **Credit Flexibility** – If you cannot fit a course in your schedule that you wish to take, you may opt to use the credit flexibility option to complete the course. See the guidance department for information on credit flexibility criteria.
3. **Course Substitution** – When approved by the principal, you may substitute an online learning course for a traditional course offering using the credit flexibility option. See the guidance department for information on credit flexibility criteria.
4. **Project Y.O.U. After-School Alternative School** – All students enrolled in the Project Y.O.U. After-School Alternative School will be enrolled in online learning courses. Students enrolled in Project Y.O.U. may be required to complete course requirements specified in the credit flexibility option, which includes the completion of a credit contract and/or capstone project or assessment.

Timeline for Completion of Online Learning Courses

Any student who is enrolled in an online learning course (with the exception of students enrolled in Project Y.O.U.) must complete all courses by May 1 in order to receive credit for the course. Any courses that are not complete by the May 1 deadline will be reset and the student will restart the course during the next school year, or during Project Y.O.U. summer school.

Any senior enrolled in online learning courses who fails to complete a graduation requirement by the May 1 deadline may enroll in the course through the credit flexibility option. Under the credit flexibility option, the student may be required to complete a capstone project or assessment to demonstrate mastery of course standards. All seniors must complete online learning courses by the end of senior exams in order to receive credit for courses taken through the credit flexibility option.

Credit Flexibility Option for Online Learning

Students who elect to use online learning courses for the credit flexibility option must meet with guidance to establish a Credit Contract. Any student completing online learning courses as part of a Credit Contract must complete requirements outside of school time, unless the principal has approved a course substitution. As part of the credit flexibility option, students may be required to submit a proposal for a capstone project to demonstrate mastery of course content, or demonstrate mastery on a summative assessment upon completion of the online learning course.

Early Release/Late Arrival Criteria (ERILA)

New Lexington High School offers an early release/late arrival option for students that meet the criteria listed below. If you meet requirements and are interested in participating in the program, you must submit an application for review.

Students must meet the criteria listed below to participate in this program:

1. Pass all parts of the OGT
2. Students must have 13 credits at the beginning of their junior year or students must have 18.5 credits at the beginning of their senior year
3. Minimum GPA of 2.5
4. Provide transportation to and from school
5. Parent permission
6. Student athletes must meet athletic eligibility requirements
7. No more than 5 tardies (to school) the year prior of participation
8. No more than 5 absences the year prior of participation (doctor's notes permit exception)
9. No discipline referrals for skipping class or skipping school
10. Can only participate in one option (Early Release or Late Arrival)
11. **Late Arrival Students MUST** sign in daily at the front office
12. Privilege may be revoked if student GPA drops below a 2.5 during any given quarter or if student has more than one tardy (to school) per quarter
13. Students may participate in LA for a total of two periods or ER for 2 periods per day. If a student chooses this option they must either A) Omit first and second periods and attend school third through the end of the day. B) Omit sixth and seventh periods and attend school first through fifth.
14. Any students who have failed classes and are taking them through credit recovery may not be given permission to leave early or arrive late. Students may be required to stay at school or arrive at the normal starting time to work on credit recovery courses. The Principal will make this decision.

Students scoring Advanced or Accelerated on the OGT can waive one of the following criteria:

1. Minimum GPA of 2.5
2. Provide transportation to and from school
3. No more than 5 tardies (to school) the year prior of participation

4. No more than 5 absences the year prior of participation (doctor's notes permit exception)

Principal may approve students with extenuating circumstances into the program.

Early Dismissal

1. Students enrolled in WECEP, CBI or Agri-Business may be dismissed early according to their individual schedules.
2. Students may be dismissed early for participation in the post-secondary options program as per board policy.
3. Students must carry an early dismissal pass, which can be presented upon request.

Transcripts

Students must request transcripts in writing. One transcript will be sent at no charge. A fee of \$1.00 will be charged for each transcript after this point.

Schedule Changes

For all intents and purposes, schedule changes are not permitted. Many hours of preparation go into the scheduling process, and the schedule was devised to allow maximum number of students the opportunity to take a wide variety of class. The following is a list of acceptable reasons for schedule changes:

1. Requires course omitted in schedule;
2. Prerequisite for selected course not completed;
3. Computer mistake;
4. To allow for enough courses to attend vocational school or for graduation;
5. Teacher recommendation (with administrator approval); or
6. Administrator or counselor decision.

Any student who drops a course after the fourth week of school may have to carry a failing grade for the year in the course. It is the Principal's discretion to determine whether or not the student will receive a *Withdraw Fail* (WF) or a *Withdraw* (WD). Both items are reflected on the student's transcript; however, the *Withdraw Fail* (WF) negatively impacts a student's grade point average by counting as an "F". *Withdraw* (WD) does not impact the overall grade point average

Any appeals with the Principal's decision may be submitted to the head principal in writing.

Student Transfers

Parents who transfer their children into New Lexington High School must register their children with the appropriate school personnel. The building principal, guidance counselor, or central office will request the required documents (student records) from the school the child previously attended. If the required documentation is not forthcoming within one week, or if there is reason to believe that falsification of records has occurred, the local law enforcement authorities shall be contacted and the matter turned over to them.

Home Tutoring

Upon the recommendation of the Superintendent, the Board of Education may appoint a home tutor for a student who cannot attend school for serious health reasons. These reasons must be documented by a licensed physician or psychiatrist on a form provided by the school. A multifactor evaluation may be required. *In order to be considered/ or tutoring, the absence must be a minimum of six weeks.*

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 appropriate school personnel.

Tri-County Career Center

Students have the option of attending Tri-County Career Center throughout the junior and senior years. Students remain New Lexington High School students but are simply attending Tri-County Career Center.

At Tri-County, students are involved in intensive training in a selected program. Upon graduation, students enter the skilled work force, continue their education if desired, or enlist in the military. All junior and senior academic courses required for graduation from New Lexington High School are offered at Tri-County. The diploma comes from New Lexington High School. To be accepted to Tri-County Career Center, students must have a total of 9.5 credits at the end of the sophomore year. These credits should include 2 English, 2 Math, 2 Science, 2 Social Studies, .5 Physical Education, .5 Health and .5 Information Technology. In addition, students must take Social Studies IV their sophomore year or through an online learning platform before graduation. Students lacking academic credit will have make-up work to complete, which might involve summer school, after school, online coursework, correspondence, etc.

College Tech Prep (CTP) is a program that offers three areas of study. Upon successful completion of a CTP program, students earn a full tuition scholarship to Hocking College. To be accepted to a CTP program, students must have a total of 11 credits at the end of the sophomore year. One of these credits must be in Algebra I with the ability to continue into Algebra II.

Tri-County Career Center - Programs of Study

Architectural Design
Auto Body Technology
Auto Service Technology
Building and Property Trades
Construction Trades
Computer Tech Academy
Cosmetology
Criminal Justice and Law Enforcement
Culinary Arts
Diesel/Ag Technology
Early Childhood Education
Electrical Trades
Health Tech Academy
Hospitality Services
Fashion Marketing
Office Professional
Power Line Technology

College Tech Prep

Computer Tech Academy*
CTP Health Tech Academy
Architectural Design

*Can also be enrolled with a non-CTP status

STUDENT CONDUCT CODE

Misconduct and Penalties

Incidents of misconduct will, in most cases, be handled in the following manner:

1. Teachers will direct students who are disrespectful, unruly, smoking, drinking, demonstrate evidence of consumption of narcotics or alcohol, or are responsible for damage or possession of stolen property to the office immediately.
 - a) Teachers should send for assistance if needed and should not leave classes unattended.
 - b) Send other students to summon help and/or confirm a student arrived at the office.
 - c) Use the internal phone system to request assistance.
2. A written report will be made on all incidents.
3. Responsibilities of the school administrators:
 - a) Survey the incident and talk with the involved parties.
 - b) Consult with parents, if necessary.
 - c) Consult with police, probation officers, etc., if necessary.
 - d) Assist in determining need for payment where property has been damaged.
 - e) Determine consequences as the situation requires.
4. Teachers will handle discipline referrals, except in extreme cases when a student is referred to the administration. Possible administrative consequences include:
 - a) Student-Teacher Conference
 - b) Parent Conference
 - c) After-School Detention
 - d) Extended Detention
 - e) In-School Restriction
 - f) Alternative Connections 4 Education (ACE)
 - g) Out-of-School Suspension
 - h) Expulsion
 - i) Community Service
 - j) Restitution

k) Complaint Filed with Local Courts

These 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.

Student Conduct Code - Authorization

The schools have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged to be unacceptable. The Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school busses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. Lockers, desks and other closed areas in which students keep personal items, belong to the school and may be searched at any time by the principal, assistant principal, or his/her designee. The administration reserves the right to question, investigate, and or search any student if the administration possesses reasonable suspicion to do so. Parental contact should be made within 24 hours of the incident but is not necessary to conduct any part of an investigation.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at any district personnel, or property of district personnel.

Student Conduct Code – Rules and Infractions

A violation of any rule contained herein may result in disciplinary actions including expulsion, suspension, work detail, detention, juvenile court system or any other action deemed appropriate by the administration. All of the following rules apply when students are on school property, or are at any time under the authority of the New Lexington City School System.

RULE 1. DISRUPTION OF SCHOOL

- a. **A student shall not, by the use of violence, force, coercion, threat, profanity, lying or by any other method cause disruption, obstruction, or other interference with the educational process.**
- b. Possible Infractions:
 - i. **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.
 - ii. **Use of Vulgarity:** May be verbal, written, or in the form of a hand gesture while in the hallways, classroom and at school activities is prohibited.

RULE 2. DAMAGE TO SCHOOL PROPERTY

- a. **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 also be required to pay the replacement cost of damaged property.)**
- b. Possible Infractions:
 - i. **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 also be required to pay the replacement cost of damaged property.)

RULE 3. DAMAGE TO PRIVATE PROPERTY

- a. **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.)**
- b. Possible Infractions:
 - i. **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. **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.**
- b. Possible Infractions:
 - i. **Unauthorized Use of Contact/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 AND INSTRUMENT

- a. **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.**
- b. Possible Infractions:
 - i. **Dangerous Weapons and Instruments:** 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. NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS

- a. **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 that person.**
- b. Possible Infractions:
 - i. **Narcotics, 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 that person.

RULE 7. TOBACCO

- a. **A student shall not use or possess tobacco or tobacco products (snuff, chew) within any school bus or building or on any school grounds.**
- b. Possible Infractions:
 - i. **Tobacco:** A student shall not use or possess tobacco or tobacco products (snuff, chew) within any school bus, building, or on any school grounds.

RULE 8. THEFT

- a. **A student shall not steal or attempt to steal any item.**
- b. Possible Infractions:
 - i. **Theft:** A student shall not steal or attempt to steal any item.

RULE 9. FORGERY

- a. **A student shall not falsely use or attempt to use the name of another person or falsely use times, dates, addresses, or other data on any school form or correspondence.**
- b. Possible Infractions:
 - i. **Forgery:** A student shall not falsely use, or attempt to use the name of another person or falsely use times, dates, addresses, or other data on any school form or correspondence.

RULE 10. GAMBLING

- a. **A student shall not engage in acts of gambling.**
- b. Possible Infractions:
 - i. **Gambling:** A student shall not engage in acts of gambling.

RULE 11. DRESS

- a. **A student shall not dress or attempt to dress in a fashion which is in violation of the School District's Dress Code.**
- b. Possible Infractions:
 - i. **Dress:** A student shall not dress or attempt to dress in a fashion which is in violation of the school district dress code.

RULE 12. INSUBORDINATION

- a. **A student shall not refuse to respond or to carry out requests of any school personnel.**
- b. Possible Infractions:
 - i. **Insubordination:** A student shall not refuse to respond or to carry out requests of any school personnel.
 - ii. **Failure to Serve Discipline:** A students shall serve all discipline assigned by staff.

RULE 13. VIOLATION OF THE LAW

- a. **A student shall not violate any law or ordinance.**
- b. Possible Infractions:
 - i. **Violation of the Law:** A student shall not violate any law or ordinance.

RULE 14. TRUANCY

- a. **A student shall not be absent from school without permission of the school and the parents.**
- b. Possible Infractions:
 - i. **Truancy:** A student shall not be absent from school or leave school grounds without permission of the school and the parents.
 - ii. **Tardiness:** A student shall be on time to school and classes.
 - iii. **Skipping Class:** A student shall attend all classes each day as scheduled.
 - iv. **Unexcused Absences:** A student shall be absent from school or individual class only for those reasons that are legally acceptable.

RULE 15. HORSEPLAY

- a. **A student shall not engage in acts such as pushing, throwing of objects, or other similar acts which in the judgment of the school personnel may result in potential injury to others.**
- b. Possible Infractions:
 - i. **Horseplay:** A student shall not engage in acts such as pushing, throwing of objects, or other similar acts which in the judgment of the school personnel may result in potential injury to others.

RULE 16. IMMORALITY

- a. **A student shall not engage in acts which are immoral or acts which are contrary to accepted social behavior.**
- b. Possible Infractions:
 - i. **Immorality:** A student shall not engage in acts, which are immoral, or acts that are contrary to accepted social behavior.
 - ii. **Public Display of Affection:** Students are permitted to hold hands only. Other displays of affection, such as kissing or hugging, will not be permitted.

RULE 17. DRIVING AND PARKING

- a. **A student shall not drive or park in a manner which would be considered reckless or in violation of school rules and regulations.**
- b. Possible Infractions:
 - i. **Driving and Parking:** A student shall not drive or park in a manner which would be considered reckless or in violation of school rules and regulations.

RULE 18. DISRESPECT

- a. **A student shall not refuse to show respect and/or esteem to all school personnel.**
- b. Possible Infractions:
 - i. **Disrespect:** A student shall show respect and/or esteem to all school personnel and fellow students.
 - ii. **Use of Vulgarity toward staff:** A student shall not use any type of vulgar language when speaking to a staff member, when walking away from a staff member or about a staff member.

RULE 19. STUDY HALLS

- a. **A student shall not refuse to follow the established study hall rules and regulations.**
- b. Possible Infractions:
 - i. **Study Halls:** A student shall follow the established study hall rules and regulations.

RULE 20. BUSES

- a. **A student shall not refuse to follow the established bus rules and regulations.**
- b. Possible Infractions:
 - i. **Buses:** A student shall follow the established bus rules and regulations.

RULE 21. HAZING

- a. **A student shall not plan, encourage, or engage in any hazing.**
- b. Possible Infractions:
 - i. **Hazing:** A student shall not plan, encourage, or engage in any hazing.

RULE 22. COUNTERFEIT DRUGS

- a. **A student shall not attempt to possess, attempt to sell, or be involved in any way with counterfeit controlled substances.**
- b. Possible Infractions:
 - i. **Counterfeit Controlled Substance:** A student shall not attempt to possess, use, transmit, conceal, or sell a counterfeit substance that a reasonable person would believe to be a controlled substance.

RULE 23. FIRE

- a. **A student shall not attempt to use fire in any unauthorized manner.**
- b. Possible Infractions:
 - i. **Unauthorized Use of Fire:** A student shall not use or attempt to use fire in any unauthorized manner.

RULE 24. UNAUTHORIZED ENTRANCE

- a. **A student shall not enter, or attempt to enter any school building or property without permission.**
- b. Possible Infractions:
 - i. **Unauthorized Entrance:** A student shall not enter or attempt to enter any school building or property without permission.
 - ii. **Sneaking into School Events:** A student shall pay to attend all school events when it is appropriate to pay admission.

RULE 25. REPEATED VIOLATION

- a. **A student shall not repeatedly fail to comply with the reasonable rules and regulations of the staff, school, and school district.**
- b. Possible Infractions:
 - i. **Repeated Violation:** A student shall comply with the reasonable rules and regulations of the staff, school and school district.

RULE 26. TECHNOLOGY VIOLATION

- a. **A student shall not abuse or fail to comply with rules and regulations that apply to Board-owned computers, network, and the Internet.**
- b. Possible Infractions:
 - i. **Technology Violation:** Failure to comply with technology policy.
 - ii. **Unauthorized Use of Technology:** A student shall not use or attempt to use school or personal technology in any unauthorized manner.

RULE 27. BULLYING

- a. **Students that exhibit unwanted aggression toward another student and/or there is an imbalance of power and it is over time will be an indicator that bullying has occurred. Gestures, comments, threats, or actions (physical or verbal) that cause or threaten to cause bodily harm will not be tolerated.**
- b. Possible Infractions:
 - i. **Bullying:** Students that exhibit unwanted aggression toward another student and/or when there is an imbalance of power and it is over time will be an indicator that bullying has occurred. Gestures, comments, threats, or actions (physical or verbal) that cause or threaten to cause bodily harm will not be tolerated.

- ii. **Harassment:** Students that exhibit any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against another student or school employee will be an indicator that harassment has occurred. Repeated incidents of harassment may be interpreted as bullying.

Consequences are progressive in nature and are not all-inclusive. Therefore, all possible consequences cannot be listed. Consequences may vary based on the severity and frequency of the infraction.

Detentions

Any teacher or administrator may assign detentions as a disciplinary measure. A student is to be given twenty-four hour notice when given a detention. The purpose of notification is to permit the student to arrange transportation. Following the twenty-four hour period, the detention must be served or other disciplinary action will be taken. Failure to serve the assigned consequence may lead to in school restriction, out of school alternative placement, out-of-school suspension or possible referral to juvenile court.

Extended-Day Detention (EDD)

Extended-Day Detention will be held after school from 2:30 to 5:00 PM. During this time students will complete both academic work and community service. When students are assigned this consequence they will be given at least 24 hours' notice to arrange for transportation home. Failure to serve EDD may result in ACE or OSS.

In-School Restriction

The student will spend the entire school day in an assigned area. The student will receive full credit for all work completed and turned in on the day of the suspension.

General Rules

1. The ISR day is a normal schedule. (8:00 a.m. to 2:15 p.m.).
2. Upon entering the building, the student will get needed books and materials and report directly to the assigned ISR room without delay.
3. Students are not allowed to go to classrooms except with the permission of the Principal, Assistant Principal, or ISR Supervisor.
4. Student absences and school not being in session will not count as days of ISR and are to be made up the first day the student returns to school.
5. All meals will be eaten in the ISR room.
6. Students will take restroom breaks with the permission of the Principal, Assistant Principal, or ISR Supervisor.
7. All school rules will apply in ISR.
8. Failure to complete work in ISR will result in further consequences.

ACE (Alternative Connections 4 Education)

ACE will be given in lieu of ISR or OSS. The student will go to ACE during the normal school day. Students will ride their regular school bus to school and ask their bus driver permission to get off the bus and board the ALPHA bus. Once ACE is dismissed, the student will immediately return to New Lexington High School and board their regular bus home. Students attending ACE will receive credit for any schoolwork completed. The student may not participate in or attend any school activity or contest during the days assigned to ACE without permission from the principal. During the time in which a student is serving ACE, school rules apply and are to be followed at all times. Student absences and school not being in session will not count as days of ACE and are to be made up the first day the student returns to school.

Out of School Suspension

The Principal or Assistant Principal may impose a suspension from school not to exceed ten (10) days duration.

The Principal or Assistant Principal may also prohibit a student from participating in any or all co-curricular or extra-curricular activities in accordance with the Student Conduct Code. All suspensions remain in effect for a 24-hour period. Students who are suspended will not receive credit for their work.

1. ***Preliminary Meeting:*** No student is to be suspended without an informal, preliminary meeting unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such meeting (e.g., the student intentionally makes him/herself unavailable). In such instances, the necessary written notice and meeting shall follow as soon as possible.
2. The Principal or Assistant Principal shall provide the student with a written notice of charges against him/her and shall provide a meeting for the student before a suspension is ordered so that the student has the opportunity to state why she/he should not be suspended. The student's parents may be informed of the charges and the preliminary meeting if the principal or assistant principal so chooses. The meeting shall be held on the day of the alleged infraction or as soon thereafter as possible.
3. ***Suspension Appeal Notice:*** The principal shall notify, in writing, the parents and the Treasurer of such suspension. Notification will include the reason for the suspension, and the right of the student or the student's parent or guardian to appeal the suspension to the board or its designee.
4. ***Appeal Process:*** Suspensions may be appealed to the Superintendent within five (5) days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. Upon review, the Superintendent may affirm the suspension, reverse the suspension in its entirety, or otherwise reverse, vacate or modify the suspension.
5. ***Responsibility for School Work:*** Students will not receive credit for work missed during a suspension. Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions. It is important that the student make arrangements to complete assignments that he/she will miss during the suspension. This will allow the student to stay current in his/her academic progress.
6. ***Reporting to the BMV and Juvenile Judge:*** The Superintendent shall notify the County Registrar of Motor Vehicles and Juvenile Judge, when a student has been suspended, expelled, removed, or permanently excluded from the school for misconduct involving a firearm, knife, or other weapon as

defined in board policy. The Principal or Assistant Principal may notify the BMV that a student has been suspended or expelled for use or possession of alcohol, a drug, or alcohol and a drug of abuse.

Emergency Removals

1. The superintendent, the principal, or assistant 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 other persons, 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.
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 may be considered unexcused for academic purposes and no credit (zeros) will be assigned to schoolwork missed during the time of removal. 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.
6. Expulsions may be appealed to the board or its designee within ten (10) days of the parent's receipt of the written expulsion notice. The written appeal must contain the reason(s) that the expulsion is

being appealed. Upon review, the board or its designee may affirm the expulsion, reverse the expulsion in its entirety, or otherwise reverse, vacate, or modify the expulsion.

Counterfeit Controlled Substances

All students shall receive appropriate notice regarding the prohibitions dealing with counterfeit controlled substances. Such notice shall be posted in each school building.

The Law on Counterfeit Drugs:

1. No person shall knowingly possess a counterfeit controlled substance.
2. No person shall knowingly make, sell, offer to sell, or deliver any substance that is a counterfeit controlled substance.
3. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, offer to sell, give, or deliver, any counterfeit controlled substance to a person under the age of eighteen (18).
5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
6. No person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Definitions

1. Controlled Substance is any drug, compound, mixture of substances included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these Schedules are narcotics such as amphetamines, depressants, and hallucinogens.
2. Counterfeit Controlled Substance means any of the following:
 - a) Any drug that bears or whose container or label bears, a trademark, trade name, or other identifying mark.
 - b) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
 - c) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - d) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance, because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Student Drug Abuse

It is the responsibility of every staff member to immediately report any indication of drug or alcohol abuse to the principal. The procedures listed below will be followed when a student is found in possession, having consumed or under the influence of drugs or alcohol while on school premises or at school-sponsored events:

1. If the student appears to be in physical distress, school officials will take action immediately to obtain medical care as deemed appropriate.
2. The student will be kept under the supervision of designated school personnel at all times.
3. Whenever possible, parents will be notified immediately and asked to come to school to take the student home.
4. The student will be suspended from school for ten days with a recommendation for expulsion.
5. A conference with both parents will be held to discuss the student's behavior.
6. In all cases where possession of the drug is a violation of the law, the school will file a complaint with the police or proper authorities. The school also may refer the student to a recognized agency for counseling.
7. Any student who violated this policy will be subject to disciplinary action in accordance with the law. Such action may include suspension and expulsion from school.

Smoking, Chew and/or Snuff Policy

Students are not permitted to possess or use any tobacco products on school grounds, in school buildings, or on buses. Once student automobiles are driven onto school property, no student is to remain in the car and use tobacco products. All consequences listed below are the discretion of the Administrator.

1. *1st Offense* - three days Extended Detention or ACE.
2. *Subsequent offenses* may result in ACE, out-of-school suspension, possible recommendation for expulsion, or other alternatives including referral to a Tobacco Abuse Program or filing a complaint with the Juvenile Court.

It should be noted that possession of tobacco products is now a violation of the law and since the local courts have established a program we will participate in their efforts.

Harassment Policy

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct during an activity sponsored by the board. Complaints of sexual and other forms of unlawful harassment should be filed with the Superintendent

Bullying and Other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/ cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

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

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop and maintain administrative guidelines for this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)
Adopted 8/18/08

TRANSPORTATION

Annual Transportation Election

Each school year, each student's parent/guardian may elect a type of transportation for the student. This election will stay in effect for the entire school year unless and until the election is revoked in writing by the parent/guardian.

There are two transportation options: private car and bus.

Daily changes to the elected type of transportation may be made **only** upon 24 hours written notice to the building principal. In emergency situations in which 24 hours written notice cannot be provided, transportation changes may only be made by telephone call from the student's parent/guardian to the building principal and will only be permitted upon the following:

- a. An individual authorized on the student's emergency medical card on-file in the building principal's office signs the student out in the building principal's office; and
- b. The building principal acknowledges the sign-out.

Each student's parent/guardian must complete and submit to the building principal the Transportation Election form in this handbook at the beginning of each school year.

Bus Rules and 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, 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. Conversation on the bus is permitted, but should be kept to a minimum. 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 or CD/tape players; however, this is at the discretion of the driver. Earphones must be used at all times when using electronic devices.
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 and/or 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 students 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 pick-up points more than five (5) minutes before pick-up 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 the Bus 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 the 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 a 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, 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

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.

**NEW LEXINGTON CITY SCHOOL DISTRICT
GUIDELINES FOR STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND
SAFETY**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors.

Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g. viruses) are also prohibited.

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk or CD. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use.

Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from the Principal, Assistant Technology Director, or Technology Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication without prior approval from the Principal, Assistant Technology Director, or Technology Director. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet are prohibited.
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remain at all times with the Board.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
(June, 2007)

**NEW LEXINGTON CITY SCHOOL DISTRICT
Annual Transportation Election**

At the beginning of each school year, each student’s parent/guardian must complete this form to elect the type of transportation that will be used for the student for the ensuing school year. The annual transportation election will stay in effect for the entire school year unless and until the election is revoked in writing by the parent/guardian.

There are two transportation options that apply to New Lexington High School, New Lexington Middle School, and New Lexington Elementary School students: private car, and bus. A third option is also available to Junction City Elementary Students: walk.

Daily changes to the elected type of transportation may be made **only** upon 24 hours written notice to the building principal. In emergency situations in which 24 hours written notice cannot be provided, changes to the elected type of transportation may be made upon an authorized individual sign-out in the building principal’s office. In these situations, **only** an authorized individual reflected on the student’s emergency medical card on file in the building office will be permitted to sign-out and transport the student.

Transportation Election Form

For the 20__-20__ school year, I, the parent/guardian of _____, elect the following transportation schedule for my child for the entire school year (check boxes in chart below):

Day/Time	Private Car	Bus	<i>Walk (J.C. Elementary Only)</i>
Monday A.M			
Monday P.M			
Tuesday A.M			
Tuesday P.M			
Wednesday A.M.			
Wednesday P.M.			
Thursday A.M.			
Thursday P.M.			
Friday A.M.			
Friday P.M.			

I understand that this election will remain in effect for the entire school year, unless I deliver to the building principal a revocation in writing. I also understand that daily changes to the type of transportation I have elected will be permitted only upon 24 hours written notice to the building principal. I further understand that in emergency situations where 24 hours written notice is not possible, only an individual authorized per the designation on the above-named child’s emergency medical card on file in the building office will be permitted to sign-out and transport this child.

Parent/Guardian Signature

Date

(7720432 v1)

**NEW LEXINGTON CITY SCHOOL DISTRICT
FERPA/DIRECTORY INFORMATION AND STUDENT PHOTOGRAPH
OPT-OUT FORM
AND NOTICE OF RIGHTS**

Please read the following notice. Then, mark selections for each of the two choices related to district information-sharing under the Federal Educational Rights and Privacy Act (“FERPA”) and sign and date the form. Please return the completed form to the student’s classroom teacher on the first day of the school year.

New Lexington City Schools students and parents have the right to:

- A. inspect and review the student’s education records;
- B. request amendments to the student’s education records if the parent believes the records are inaccurate, misleading, or violates the student’s privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student’s education records, except to those disclosures allowed by law;
- D. challenge Board noncompliance with a parent’s request to amend the records through a hearing as provided for by FERPA;
- E. file a complaint with the United States Department of Education as authorized by FERPA; and
- F. obtain a copy of the Board’s policy and any accompanying guidelines on student records.

May the district share your student’s directory information?

Yes _____ No _____

May the district share photographs of your student?

Yes _____ No _____

Student Name: _____

Parent/Guardian Signature Date