

NEW LEXINGTON MIDDLE SCHOOL



STUDENT HANDBOOK 2018 – 2019

TABLE OF CONTENTS

	Page
ABSENTEE REPORTING.....	13
ACADEMIC POLICIES AND INFORMATION.....	23
AGENDAS AND HALL PASSES.....	20
ANNOUNCEMENTS AND POSTING OF SIGNS.....	20
ATTENDANCE RULES AND REGULATIONS.....	13
AUTHORIZATION.....	27
AUTOMOBILES AND PARKING LOTS.....	18
BOOK BAGS.....	20
BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR 5517.01.....	34
BUS MINOR MISCONDUCT CODE.....	39
BUS RULES AND SAFETY PROCEDURES.....	38
BUS SERIOUS MISCONDUCT CODE (STUDENT CONDUCT CODE BOARD POLICY 5501.01).....	42
CAFETERIA POLICY.....	19
CELL PHONES AND ELECTRONIC DEVICES.....	19
CLASSROOM RULES.....	18
COMPUTER LAB.....	22
CONSEQUENCES.....	29
CONTROL OF HEAD LICE 8447.....	45
COUNTERFEIT CONTROLLED SUBSTANCES.....	32
DAMAGE TO SCHOOL PROPERTY.....	29
DESIGNATED BUS STOP.....	42
DISTRICT AND BUILDING MISSION STATEMENT.....	5
DISTRICT WEBSITE.....	11
DRIVER PROCEDURES IN ENFORCING MINOR MISCONDUCT CODE.....	40
EARLY DISMISSALS.....	16
ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES.....	22
EMERGENCY REMOVALS.....	31
ENTERING THE BUILDING.....	18
EXPULSION.....	31
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”) AND DIRECTORY INFORMATION.....	10
FERPA/DIRECTORY INFORMATION OPT-OUT FORM.....	51
FERPA RIGHTS.....	49

GENERAL RULES AND REGULATIONS.....	18
GRADES AND GRADING.....	23
GUIDELINES FOR STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY.....	43
HARASSMENT POLICY.....	34
HOME TUTORING.....	24
HOMELESS STUDENTS INFORMATION.....	9
LEAVING THE BUILDING.....	18
LIBRARY/MEDIA CENTER RULES AND REGULATIONS.....	21
LOCKERS.....	20
LOST AND FOUND.....	20
MAKE-UP WORK (ILLNESS).....	16
MEDICATION POLICY.....	12
MINOR MISCONDUCT.....	29
PARENT COMMUNICATION WITH STAFF MEMBERS.....	8
PARENT RIGHT OF ACCESS AND LIMITATIONS	7
PARENT RIGHT TO KNOW – HIGHLY QUALIFIED TEACHERS.....	9
PARENTAL RIGHTS AND RESPONSIBILITY.....	6
PERSONAL APPEARANCE AND HEALTH GUIDELINES.....	25
PETITIONS.....	21
POSSIBLE SCHOOL INFRACTIONS.....	27
SCHOOL AND ILLNESS.....	47
SCHOOL ATTENDANCE.....	14
SCHOOL CLOSINGS.....	11
SCHOOL DANCES.....	23
SCHOOL NUMBERS AND SCHOOL HOURS.....	11
SCOPE OF JURISDICTION.....	27
SECURITY MONITORS.....	17
SERIOUS MISCONDUCT.....	27
STUDENT CONDUCT CODE.....	27
STUDENT DRUG ABUSE.....	33
STUDENT SAFETY.....	16
STUDENT TRANSFERS.....	24
STUDY HALL/INTERVENTION RULES AND REGULATIONS.....	21
TARDY POLICY.....	15
TELEPHONES.....	19

TEXTBOOKS.....	21
TIPS FOR PARENTS.....	25
TOBACCO POLICY.....	34
TRANSPORTATION.....	38
TRANSPORTATION ELECTION FORM.....	53
USE OF SICK ROOM.....	19
VENDING MACHINES.....	20
VISITORS.....	12
VOICE MAIL SYSTEM.....	11
WITHDRAWAL FROM EXTRA-CURRICULAR ACTIVITIES.....	32
WORK SERVICE LEARNING.....	32

DISTRICT MISSION STATEMENT

The mission of the New Lexington City School District is to promote the highest level of educational achievement, maximizing all students’ potential, while challenging them to become life-long learners and socially responsible citizens.

BUILDING MISSION STATEMENT

At NLMS we:

- Provide a safe, supportive, and student-centered learning environment
- Challenge ourselves to reach our highest potential
- Promote respectful, productive citizens
- Develop creative, critical thinkers

NEW LEXINGTON MIDDLE SCHOOL
2549 PANTHER DRIVE
P.O. BOX 630
NEW LEXINGTON, OHIO 43764
740-342-4128

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 procedures 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.)

In the case of divorced or separated parents:

- Both parents have the right to participate in the child's education and to see the child's educational records, unless curtailed by a court order, a copy of which shall be in the child's record.
- Visitation by non-custodial parents regarding the child's educational program shall be permitted, except where curtailed by a court order, a copy of which shall be in the child's record. Such visitation shall occur only in the principal or counselor's office. Non-custodial parents shall not be permitted to take the child from the school premises unless signed authorization from the custodial parent is on file. Any visitation by non-custodial parents should be by a previously arranged appointment.
- It shall be the custodial parent's responsibility to make sure that school authorities are informed regarding the provisions listed above, and that the necessary documentation is placed in the child's folder.

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 are 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 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 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 the 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.

Parent Communication with Staff Members

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 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.

Parent 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.

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 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 request 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 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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”) AND DIRECTORY INFORMATION

The District and the Board of Education recognizes the need to safeguard students’ privacy and resist 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 identify 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.

School Numbers and School Hours

New Lexington High School	342-3528	7:35 – 2:35
New Lexington Middle School	342-4128	7:25 – 2:25
New Lexington Elementary	342-2556	8:50 – 3:50
Junction City Elementary	987-3751	8:50 – 3:50
Administrative Office	342-4133	
Bus Garage	342- 1520	

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 along with the use of One Call Now system. During inclement weather, parents should tune in to the stations listed below. PLEASE DO NOT CALL THE SCHOOLS OR OTHER PERSONNEL.

Radio Stations:

WHIZ – Zanesville	1240 AM	102.5 FM
WWJM – New Lexington		105.9 FM
WHOK – Lancaster	1320 AM	95.5 FM
WLGK – Logan	1510 AM	98.3 FM

TV Stations:

WHIZ – Zanesville	Channel 2	Channel 18
WBNS – Columbus	Channel 10/5	
WCMH – Columbus	Channel 4/7	
WSYX – Columbus	Channel 6/9	

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.

District Website

Our District website is www.nlpanthers.org

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 must report directly to the school office to receive clearance.

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, all medication should be given by the parent at home. If this is not possible, it will be done in accordance to the following:

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 and have a physician's order.
2. Over-The-Counter Medications, such as Advil, Tylenol, etc. will not be administered without a doctor's medication permit. This is following Board Policy 5330.
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:
 - Inform appropriate school personnel of the medication
 - Keep a record of the administration of medicine
 - Keep medication in a locked cabinet
 - 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.

ATTENDANCE RULES AND REGULATIONS

Absentee Reporting

When a student is absent, the parent is to call the school giving the student's name and the reason for the absence. The student must also provide the office with a note explaining the reason for the absence upon returning to school. This note will be put on file in the office.

Any student arriving to school after 9:00am will be counted absent ½ day. Any student leaving school in the afternoon before 12:30pm will be counted absent ½ day.

All student absences, tardies, 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.
All classroom assignments missed due to the absence shall be completed by the student.
- 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

Excessive absences are defined as missing more than nine (9) days in either semester, or eighteen (18) days in a school year. The following circumstances shall not be counted toward excessive absences: signed medical or health department excuse (all medical excuses must be turned into the office within five (5) school days of the student's return to school), court subpoena, death of a relative, religious observance consistent with his/her creed, or extraordinary circumstances deemed worthy by the principal or his/her designee. 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.

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

School Attendance

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 month, or twelve or more school days in one 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 into 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 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 an 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;
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 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 or 15 total days of school in a semester.

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 in the following chart per nine-week grading period.

1 st and/or 2 nd Tardy	Verbal Warning
3 rd Tardy	Conference with Principal or Guidance Counselor
4 th Tardy	Contact Parent
5 th and 6 th Tardies	Administrative Detentions
Additional Tardies	Administration's Discretion

The school day is from 7:25am – 2:25pm. A student is considered tardy to school if he/she arrives after 7:30am. If the student signs in after 9:00 am, he/she will receive one half-day absence.

Early Dismissals

Notes excusing students of an early dismissal must be presented to the office no later than 7:55 am.

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. Students 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 a test 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.

Steps To Take When You Return To School

1. Bring a written note from your parents/guardians or doctor.
2. Give the note to the secretary and receive a written pass indicating if your absence is excused or unexcused.
3. Take the pass to every teacher and at the beginning of each period so that he/she can record it in the record book accordingly.
4. Ask every teacher for your make-up work regardless of the status of your absence.
5. You have two days to make up your work for each day of absence.

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 safety drills during the school year in accordance with state law. Specifically, students will be instructed in the appropriate procedures to follow in situations when 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;
- 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 promotes safety.

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 persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent 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 proceedings, administrative proceedings 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.

GENERAL RULES AND REGULATIONS

Classroom Rules

Classroom rules will be established at each grade level. Failure to follow the established rules will result in consequences which will be progressive in nature. The consequences for misbehavior in the classroom are as follows:

Consequences:

1. Warning by teacher
2. Warning – Conference with Student, *Phone Call or Note Home
3. 1 Hour After-school Detention
4. 3 Days ALC
5. 5 Days ALC
6. 3 Days Out of School Suspension
7. 5 Days Out of School Suspension
8. 10 Days Out of School Suspension
9. Juvenile Court Referral

*Every item from #2 on requires documented home communication

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.

Leaving the Building

No student is to leave the building or grounds without specific permission from the office, and after they have signed out. All students under 18 years of age will have to obtain parental permission before they will be permitted to leave. Parents must sign the proper form for students to leave the building. Failure to follow this procedure will result in an unexcused absence. **Also, please note that a student can only be released to authorized adults as listed on the student's Emergency Medical Form.**

Automobiles and 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 enter the building immediately. This also includes those students riding a bus or being delivered by another person. Middle School students are NOT permitted to drive to school even if they reach their 16th birthday during their time at the Middle School.**

Use of Sick Room

No student is to use the sick room/clinic without permission from the office. Students who are too sick to attend classes will be urged to call a parent and go home. The sick room 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 sick room. Students must have teacher's approval before requesting use of the sick room.

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.

Cell Phones and Electronic Devices

Students may use cell phones and electronic devices with headphones before school and after school. Cell phones must be powered off and in lockers during the school day. Phone privileges may be revoked at any time if the Administration determines an excess of students are abusing this policy.

The discipline matrix for violations of this policy will be as follows:

First Offense: Confiscate the cell phone and return phone to the student at the end of the school day.

Second and Further Offenses: Confiscate the cell phone and return phone to a parent only.

Note: School is not responsible for lost, stolen, or broken electronic devices.

Cafeteria Policy

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

1. Do not throw or leave food in the cafeteria.
2. Discard 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. This does not pertain to a cold, packed lunch from home.
5. It is the responsibility of students to help keep this area clean.
6. Areas outside the cafeteria are not to be used as eating areas.

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.

Gum

Students are permitted to chew gum. Gum chewing privileges may be revoked at any time if the Administration determines an excess of students are not properly disposing of gum and wrappers. The teacher does have the authority to prohibit gum in his/her classroom.

Book Bags

Teachers may require students not to bring book bags to class. Teachers may also require that students place 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 of 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 advisor before being presented to the office.

Agendas and Hall Passes

Each student will receive an agenda and is expected to use it. A hall pass record is located at the back of the agenda. Students are not to be in the halls, restrooms, etc., during a period unless they have the hall pass record of their agenda filled out and signed by their teacher. 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. Replacements for lost agendas will be \$3.

Vending Machines

Students are permitted to use the vending machines during the day and after school.

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, which have been provided on loan.
2. Students will be held responsible for any torn, damaged, or stolen equipment or textbooks.
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. Lost or stolen textbooks are to be paid for before another book is issued to the student. The student should retain the receipt after paying for the book. If the book is found at a later date, the receipt may be surrendered for a refund. The student's cost for lost textbooks will be equal to the school's cost for replacement of the book.

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, which are obscene, profane, libelous, or derogatory.

Study Hall/Intervention Rules and Regulations

A study hall is, as the name implies, a place where students are to study or do other work as needed. The study hall is to be quiet and to have an atmosphere which would be conducive to study.

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

1. Students are to sit in assigned seats only.
2. Intervention takes priority over anything else during study hall.

3. Permission is to be obtained from the teacher to move or talk to another student (if the intent is to study).
4. Cards, chess, and game playing are not permitted.
5. Students who must leave the study hall for a valid reason must obtain a pass from the teacher.
6. Students are to bring some form of study materials to the study hall; do not come empty-handed.
7. Students who desire to go to the media center may do so, but must follow the procedure set down by the teacher in charge.
8. Students are not to write or mark on any of the tables or chairs.
9. Food and drinks are NOT permitted.

Library/Media Center Rules and Regulations

The following rules will be enforced in the library/media center 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. There will be no watching general TV.
7. Students are permitted to use equipment as assigned by the librarian.
8. Students are expected to use the library as a study area, or area for pleasure reading.
9. Proper care of the media center is the responsibility of all who use the facility.
10. Library books may be checked out for a period of 2 weeks, magazines for 3 days, and videos require parent permission to be checked out.

Computer Lab

Students may only use the computer lab when an adult is present. Food and drinks are strictly prohibited in the computer lab.

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 specific rules of eligibility are determined by the advisor and the principal. 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. Grades 7 – 12: If an athlete receives more than one F on any nine weeks grade report, they are not eligible the following nine weeks for participation in interscholastic competition.
5. High School students with a nine-week GPA of less than 1.0 will be ineligible for the next nine-week grading period.
6. Eligibility for each grading period is determined by grades received the preceding grading period. For example:
 - 1st 9-weeks based on previous year's 4th 9-weeks grades
 - 2nd 9-weeks based on 1st 9-week's grades
 - 3rd 9-weeks based on 2nd 9-week's grades
 - 4th 9-weeks based on 3rd 9-week's gradesNOTE: 1st quarter 7th-grade eligibility will be based on meeting OHSAA requirements.
7. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
8. 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.
9. Any student receiving Extended Detention, ISR, OSS, or ACE may not participate in or attend any school activity or contest during the days of Extended Detention, ISR, OSS, or ACE.

School Dances

School dances are subject to the following rules:

1. Students may not return after they have left the building.
2. Only students of New Lexington Middle School are permitted at dances.
3. All school rules apply at dances.

ACADEMIC POLICIES AND INFORMATION

Grades and Grading

1. All grades count in the calculation of the final grade average (four 9-weeks grades) OR two 9-weeks grades, if the course is for two quarters/one semester.
2. In the calculation of the final grade average, each 9-week grade counts as 25% of the total final grade.

3. In the event the teacher errors in the calculation of a grade, the principal is authorized to change the grade in question. The principal will not change other grades.
4. In general, interim reports will be distributed to students in the 4th or 5th week of each grading period according to the dates listed previously, but an interim report may be sent home at any time during a grading period. All interim notices must be distributed prior to the final week of the grading period. In the calculation of all semester and final grade averages, the following values will be used:

5.

VALUES OF GRADES

A	93-100	4.00	3.90-4.00
A-	90-92	3.66	3.50-3.89
B+	87-89	3.33	3.17-3.49
B	83-86	3.00	2.84-3.16
B-	80-82	2.66	2.50-2.83
C+	77-79	2.33	2.17-2.49
C	73-76	2.00	1.84-2.16
C-	70-72	1.66	1.50-1.83
D+	67-69	1.33	1.17-1.49
D	63-66	1.00	0.84-1.16
D-	60-62	0.66	0.56-0.83
F	59 and below	0.00	0.00-0.55

6. Deficiency reports will be mailed for those students who are at risk of failure two weeks prior to the end of each grading period.
7. The retention policy focuses upon students who fail two or more academic classes for the year and/or are truant for 10% of the school year. If a student has either of those things happen, he/she may be retained.
8. To achieve Honor Roll, the following criteria is required:
 - a. All A's = Principal's List
 - b. All A's and A-'s = High Honor Roll (no grade lower than A-)
 - c. All A's and B's = Honor Roll (no grade lower than a B-)
9. Plagiarism/Cheating/Appearance of Cheating will not be tolerated and may result in student receiving a zero for the assignment or test along with possible further discipline.

Student Transfers

Parents who transfer their children into New Lexington Middle School must register their children with the appropriate school personnel. The building principal or guidance counselor 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 the falsification of records has occurred,

the local law enforcement authorities shall be contacted and the matter turned over to them.

Home Tutoring

Upon 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. Multifactor evaluation may be required. When seeking this option for a student, parents will be required to meet with the teacher, the principal, or counselor and the school nurse, to develop an educational plan (IEP) for the student. No tutoring will be approved until an official physician's statement and an educational plan have been provided to the appropriate school personnel.

Tips for Parents

Middle school students need a lot of support from parents/guardians. The tips below will help parents guide and advise their child as he/she goes through middle school.

1. At the beginning of each term, sit down with your child and set realistic academic goals for that term.
2. Encourage your child to be involved in extracurricular activities and show your support by attending performances, games, etc.
3. Make sure that your child understands that he/she is expected to be in school, on time, everyday.
4. Attend all open houses and parent teacher conferences.
5. Write down the dates that interim reports and report cards come out and expect your child to bring the interim home or to receive the report card in the mail. If you do not see one, call the school and request a copy.
6. Realize that it is your child's responsibility to get the homework done, to prepare for tests, to follow the school's rules, and to be in school everyday.
7. Work together with the school. Teachers, counselors, and principals are there to help your child get the best education possible. If you have a question or concern, call the school.
8. Make sure that your child is not spending too much time on the phone, playing video games, watching TV, etc.
9. Talk to your child about what is happening in school and be a good listener.
10. Look for opportunities to praise good grades and extra effort.

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. These guidelines are designed to help ensure an appropriate atmosphere and to ensure the health and safety of all school students.

1. Footwear: All persons are required to wear an appropriate pair of shoes or boots at all times while under school authority.
2. 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.
3. Head Coverings: Hats, caps, hoods, bandanas, 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 shall be kept in the student's locker throughout the school day. No student shall have any type of head covering in their possession.
4. Shirts/Tops: Shirts and tops should be of a fabric, style, and fit, which is appropriate for school wear. See-through shirts/tops, halter-tops and backless shirts/tops are not acceptable. Shirts and tops may not be sleeveless or low-cut. All shirts and tops must overlap with the lower garment so that no bare skin is revealed.
5. Shorts/Pants/Skirts: All shorts/pants/skirts must fully cover the waistline. No holes or tears above the knee are permitted. Shorts/skirts should measure no shorter than 4 inches above the knee.
6. Pajama pants are not permitted.
7. Grooming: Hair length and color should be such that it does not interfere with the student's ability to accomplish schoolwork or pose a distraction to the school environment.
8. Piercing: Students are not permitted to wear rings, posts, or other decorative items in their eyebrows, nose, tongue, or other body parts if it disrupts the teacher's ability to teach or a student's ability to learn.
9. Tattoos of a questionable nature (see section regarding shirts with offensive messages) must be covered during school hours.
10. Chains that do not serve a practical purpose are not appropriate school attire.
11. 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.
12. Undergarments should be worn discreetly and kept unexposed throughout the school day.
13. Sunglasses and heavy coats are not to be worn during school hours.

Students who violate the dress code will be referred to the Principal/Assistant Principal's 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/or assigned detention. 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.

STUDENT CONDUCT CODE

Scope of Jurisdiction

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.

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.

Authorization

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

Serious Misconduct

A violation of any rule contained herein may result in disciplinary actions that include but are not limited to; expulsion, suspension, extended day detention, ACE, detention, or any other action deemed appropriate by the administration. All of the following rules apply when students are on school property, or are at anytime under the authority of the New Lexington City School System.

Possible School Infractions

1. **Disruption of School:** A student shall not, by the use of violence, force, coercion, threat, profanity, or by any other method cause disruption, obstruction, or other interference with the educational process.
2. **Damage to School Property:** A student shall not cause or attempt to cause damage to any or all property, which is under the care of the school district. (Students in violation of this rule will also be required to pay the replacement cost of damaged property.)
3. **Damage to Private Property:** A student shall not cause or attempt to cause damage to any private property. (Students in violation of this rule will also be required to pay the replacement cost of damaged property.)
4. **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.
5. **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.
6. **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.
7. **Tobacco:** A student shall not use or possess tobacco or tobacco products (snuff, chew) within any school bus, building, or on any school grounds.
8. **Theft:** A student shall not steal or attempt to steal any item.
9. **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.
10. **Gambling:** A student shall not engage in acts of gambling.
11. **Dress:** A student shall not dress or attempt to dress in a fashion which is in violation of the school district dress code.
12. **Insubordination:** A student shall not refuse to respond or to carry out requests of any school personnel.
13. **Violation of the Law:** A student shall not violate any law or ordinance.
14. **Truancy:** A student shall not be absent from school or leave school grounds without permission of the school and the parents.
15. **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.
16. **Immorality:** A student shall not engage in acts which are immoral, or acts that are contrary to accepted social behavior.
17. **Driving and Parking:** A student shall not drive or park in a manner, which could be considered reckless, or in violation of school rules and regulations. No Middle School student will be permitted to drive to school.
18. **Disrespect:** A student shall show respect and/or esteem to all school personnel and fellow students.

19. **Study Halls:** A student shall follow the established study hall rules and regulations.
20. **Buses:** A student shall follow the established bus rules and regulations.
21. **Hazing:** A student shall not plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.
22. **Counterfeit Drugs:** A student shall not attempt to possess, attempt to sell, or be involved in any way with a counterfeit controlled substance.
23. **Fire:** A student shall not use or attempt to use fire in any unauthorized manner.
24. **Unauthorized Entrance:** A student shall not enter or attempt to enter any school building or property without permission.
25. **Repeated Violation:** A student shall comply with the reasonable rules and regulations of the staff, school, and school district.
26. **Technology Violation:** Failure to comply with technology policy.

Minor Misconduct

1. **Unexcused Absences:** A student shall be absent from school or individual class only for those reasons that are legally acceptable.
2. **Tardiness:** A student shall be on time to school and classes.
3. **Lack of Cooperation:** A student shall cooperate with school employees and shall follow reasonable rules, regulations, and directions.
4. **Boy/Girl Relationships:** Students shall conduct themselves as ladies and gentlemen, and are not to show public displays of affection.
5. **Going to Parked Cars:** A student shall obtain permission from the office before going to any parked car.
6. **Horseplay in Cafeteria:** A student shall follow all cafeteria rules and regulations.
7. **Unacceptable Behavior in Assemblies:** A student shall show proper behavior at all school assemblies and pep rallies.
8. **Vending Machines:** A student shall use vending machines only during approved hours. No food or drinks are to be taken to any classes or areas outside the cafeteria.
9. **Cafeteria:** A student shall be honest in obtaining or use of free and reduced lunch prices.
10. **Not Serving Discipline:** A student shall serve all discipline assigned by staff. Students who do not serve discipline will be assigned an additional consequence.

Damage to School Property

Any damage to school property beyond the ordinary wear and tear shall be paid for by the pupil or pupils causing the damage, or by the pupil or pupils 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.

CONSEQUENCES

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

Only an 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.

In-School Restriction

The student will spend the entire day at the high school ALC room.. The student will receive full credit for all work completed and turned in on the day of suspension.

Out-of-School Suspension

(Due Process Rights are outlined in Board Policy 5611).

The principal or assistant principal may impose a suspension from school not to exceed ten (10) days duration. During this time, students are not permitted to be on school property or to attend school functions. 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 he/she 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 Juvenile Judge:** The Superintendent shall notify the 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.

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.

Expulsions

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.

Withdrawal from Extra-Curricular Activities

A student may be withdrawn from extra-curricular activities if their decision violates the activity's code of conduct, or the student becomes ineligible to be in that activity.

Work Service Learning

Students may be assigned to work in the school as a consequence to a decision he/she made. For example, if a student writes on the bleachers, he/she will have to clean the bleachers.

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 the use of a controlled substance.
6. No person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Definitions:

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.

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 a 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 violates this policy will be subject to disciplinary action in accordance with the law. Such action may include suspension and expulsion from school.

Tobacco 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 at the discretion of the Administrator.

1. 1st Offense – 3 Days Out of School Suspension
2. 2nd Offense – 5 Days Out of School Suspension
3. 3rd Offense - Juvenile Court Referral

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.

5517.01 – 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 she/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, she/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 website (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 with 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 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 (located at the back of 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.
4. Bus Passes: All bus passes must be requested by the parent/guardian with 24 hours notice along with a contact phone number. It must be brought to the office by 7:35am. Phone calls requesting your child to ride a different bus will not be accepted.

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, student's 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 the 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 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 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

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 the removal is at the discretion of the Transportation Supervisor.

Third Offense

If after being removed 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

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 a 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 under Fourth Offense.

4. A student may not be given an Emergency Removal Report for violation of the Minor Misconduct Code.
5. In all cases when a Bus Conduct Report is completed, the driver must request the student sign the report or indicate that the student refused to sign.

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

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

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

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

Designated Bus Stop:

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

**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 directly 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 test 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 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 Act of 1965, as amended
 18 U.S.C. 2256
 18 U.S. C. 1460
 18 U.S. C. 2246
 (June, 2007)

8447 - CONTROL OF HEAD LICE

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:

- A. The school nurse will be contacted.
- B. 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.
- C. 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 form 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.
- D. Brothers and sisters of those having lice will also be checked for “active” lice.
- E. 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 reinfestation hasn’t occurred. The students will be checked by the school nurse privately. Students should not be checked in the classroom by the teacher or any other employee of the school. This violates the student’s privacy.
- F. 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.
- G. The school nurse may send a note home to parents of a particular classroom if there appears to be several cases in one classroom.
- H. Parents are encouraged to check their child’s head on a routine basis at home. Head lice detection is the responsibility of the parent.
- I. Every effort will be made to maintain the confidentiality of the student.

Adopted 5/16/11

SCHOOL AND ILLNESS: SHOULD YOUR CHILD STAY HOME?

Parents often have trouble knowing whether their child is too ill to go to school. The following guidelines will help you decide.

Child is too ill

Your child is too ill to go to school if he or she has any of these signs:

- Seems very tired and needs bed rest (this is common with flu symptoms).
- Has vomiting or diarrhea.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has a cough that disrupts his normal activity.
- Has an underarm temperature above 100F.
- Has pain from earache, headache, sore throat, or recent injury.
- Has yellow or green drainage from eye(s).
- Breaks out in a rash.

Fever

Your child should not go to school if his/her underarm temperature is above 100F. He/she may return to school 24 hours after his/her underarm temperature is below 100F and he/she is feeling better.

Contagious Disease

- Your child should stay home from school if he/she has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, the flu with vomiting or diarrhea, colds, "runny nose," strep throat, lice and scabies, impetigo and "pinkeye." A disease is most often contagious 24 hours before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs.
- If your child has chickenpox or strep throat, ask your doctor when he/she may return to school. Generally, children who have active chickenpox should not return to school until all the lesions are dried and crusted. Children with strep throat should be on antibiotics for 24 hours and have no fever before returning to school.
- When your child has been free of fever for 24 hours (without fever-reducing medicine such as Tylenol), is feeling better, and has no other symptoms, he/she may return to school.

- If an antibiotic medicine is prescribed for your child, be sure he/she has taken the medicine for at least 24 hours before returning to school. Remember – The antibiotic medicine should be taken as prescribed until it is all gone.

Remember

- School is a child's work. It is important for normal development. If your child is absent often, it may be harder to keep up with the class. It is important that your child does not miss more than a few days of school a year due to illness.
- Ask your doctor when you are not sure about keeping your child home.

If you have any questions, be sure to ask your doctor or nurse.

NEW LEXINGTON MIDDLE SCHOOL
2549 Panther Drive NE
New Lexington, Ohio 43764
Phone: 740-342-4128 Fax: 740-342-6071

Dear New Lexington Middle School 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 needs 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,

Principal

**NEW LEXINGTON CITY SCHOOLS
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

**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	Walk (J.C. Elementary Only)
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