NEW LEXINGTON ELEMENTARY SCHOOL  
2550 PANTHER DR., NEW LEXINGTON OH 43764  
740‑342‑2556  
STUDENT HANDBOOK FOR 2013-14  
NAME:   
My parents and I will read this Handbook and I will keep it safe and neat.

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DISTRICT PHILOSOPHY

We, the School District, believe the ultimate function of the School District must be to provide for the maximum growth of each individual student within our school.

In order to maximize the growth of each individual, the School District has the obligation to ensure that each student, in accordance with his/her own potential, achieves certain minimal performance­ specified standards; to instruct each child in the decision making process by providing for situations which allow the child to make meaningful decisions; to constantly work toward the goal of self‑actuated learning, which will allow each student to work independently throughout his/her life. If the obligations and responsibilities above are fulfilled, the School District will ensure, as much as possible, that each child has a minimal basis for coping with the rapid changes that characterize our society. Our schools will aid in the development of functional citizens, who, acting as growing individuals, will promote an evolving society.

It must be understood that "We the New Lexington City School District" has a threefold meaning. First, it means "We, the entire school staff," who must provide the attitudes, knowledge, skills, and efforts that will be necessary to accomplish the goals, which are set before us. Secondly, it means "We, the community at large," who must provide the financial and moral basis that are required in order to be successful at reaching our goals. Finally, it means "We, the children," who must accept the fact that the responsibility for our personal growth rests upon each of us individually.

SCHOOL BEGINS AT HOME

We want every child to experience success at school and this is how you can help:

1. Send your child to school on time. The school day is from 9:15 to 3:30. All students being dropped off will not be permitted to enter the building until 9:15. All students will be dropped off in the Middle School parking lot.
2. Teach your child to respect and obey all school adults. This includes the secretaries, custodians, aides, and cooks. All have authority and are responsible for the safety and order of the school.
3. Talk with your child about treating others with respect and about using good manners.
4. Tell your child to use the same route to and from school every day.
5. Send your child to school properly washed and dressed. Check weather conditions and follow the dress code.
6. Tell your child when he/she is doing a good job in school. Praise him/her for good efforts and behavior. We will do the same at school.

We need your support in our efforts to provide the best education possible for your child.

SCHOOL DAY

School takes up at 9:15 and dismisses at 3:30.

Any student arriving to school after 10:45 will be counted absent ½ day. Any student leaving school in the afternoon before 2:00, will be counted absent 1/2day.

Students who ride the bus to school may enter the building upon their arrival and go directly to their classroom. They will be under the supervision of the their teacher beginning at 9:15.

Students who do not ride the bus are NOT to arrive at the school before 9:15. All students will be dropped off in the Middle School parking lot. Students must leave the school grounds at the end of the school day. All students who do not ride a bus must be picked up by a parent or his/her designee. See Annual Transportation Election for rules regarding transportation designation. Parents must park in the middle school parking lot and walk over to the elementary to pick up the children.

During this time, all students must follow the rules and regulations established by the school. Parents are responsible for any damage or theft occurring to the school or on school property. Destruction of property and/or physical abuse after leaving the school grounds or the bus stop areas becomes a civil matter to be referred to the city police.

Anyone who is not a student at the elementary school may NOT be on school property while school is in session without prior permission from the principal.

OPEN ENROLLMENT

We are a participating school in the Open Enrollment Policy. Please contact Central Office at 342‑4133 if you need information on this.

**ARRANGING A CONFERENCE**

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

EMERGENCY NUMBERS

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

**ANTI-HARASSMENT**  It is the policy of the Board of Education to maintain an education and work environment that 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 all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The title of the Anti-Harassment Complaint Coordinator with whom complaints of sexual and other forms of unlawful harassment should be filed with is the Director of Curriculum/Federal Programs.

Parental Rights and Responsibilities

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

Every parent has the right to:

* Be treated with courtesy by all members of the school staff and student body.
* Respect as an individual regardless of race, creed, national origin, economic status, sex, or age.
* Information about academic requirements of any school program.
* Participate in meaningful parent-teacher conferences to discuss his or her child’s school progress and welfare.
* Information about school policies and administrative decisions.
* Information about approved procedure for seeking change in school policy and for appealing administrative decisions.
* Inspect his or her child’s cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal Governments.
* Information about all programs in special education.
* Appeal the placement, in accordance with established guidelines, of his or her child in a special education class.
* Secure as much help as is available from the school district to further the progress and improvement of his or her child.
* Expect that reasonable attempts will be made by school personnel to ensure the receipt by parents of important school news and messages.
* Reasonable protection for his or her child from physical harm while under school authority.
* Organize and participate in organizations for parents.
* Information about educational and cultural programs available to the public school children.

Every parent has the responsibility to:

* Make every effort to provide for the physical needs of the child.
* Strive to prepare the child emotionally and socially to make the child receptive to learning and discipline.
* Strive to have the child attend school regularly and on time.
* Encourage and lead the child to develop proper study habits at home.
* Know school requirements and procedures.
* Speak up to prevent misunderstandings.
* Discuss problems with the appropriate persons.
* Work for the success and improvement of the school program.
* Make sure that his/her child has the necessary supplies not provided by the school (e.g., pencils, paper, workbooks, etc.).

**Parent Right of Access and Limitations**

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 designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit. Although the grandparent is authorized to provide consent in all school related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child. Likewise, although the grandparent is authorized to provide consent in all school related matters and to discuss with the school district the student’s educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.”

Parents should be aware that their right to access to information about their child(ren) may be limited by the decree of a court of law. Parents are responsible for maintaining up to date custody information with their child(ren)’s school. Parents must provide the school with copies of documentation of court orders and decisions affecting custody of their child(ren). The District cannot and will not follow court orders and decisions of which it has not received documentation that it has been able to authenticate. Parents and others who provide falsified or outdated documentation may be subject to prosecution and penalty under state and federal laws.

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

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

**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 e-mail of staff members in excess to communicate with staff members or to otherwise harass staff members. Parents are strongly discouraged from using personal telephone, personal email and/or social media of staff members to communicate concerning school-related business.

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

The District and the Board of Education recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

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

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

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

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

GRADING SCALE

A=90‑100%  
B=89‑80%  
C=79‑70%  
D=69‑60%  
F=59% or below

INTERIM REPORTS

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

HOMEWORK

Homework assignments are tasks directly related to current classroom academic skills that provide the student with an opportunity for practice or study outside the regular school day. In addition to reinforcing school learning, homework develops a student's independence, responsibility, self‑direction, and task completion. The student's responsibilities for homework include: 1. Keeping track of homework assignments 2. Handing in completed assignments on time and 3. Doing assignments carefully and neatly.

The parent's responsibilities include: 1. Assisting their child in finding a well‑lit and quiet place to work. 2. Establishing a regular time to complete homework. 3. Being available to provide help when their child is confused about an assignment. 4. Helping their child develop ways to keep track of assignments in an organized manner; and 5. Showing their child that they care about homework and school in general by asking questions about the lesson and insisting that he/she keeps up with assignments.

Parents need to recognize that ALL work that a student takes home does not fall under the definition of homework. Every day, each student has classroom work assigned for which adequate time is provided during the school day for completion. If students fail to complete this classroom assignment, it becomes necessary for them to complete it at home. When this happens with regularity, parents naturally assume that their child always has a large amount of homework and often judge it to be unreasonable.

Another misconception of homework results when teachers make long term assignments on which students are given a week or more to complete. A student who puts the assignment off until the last minute will be found working long hours at home the night before it is due.

The amount of time a student needs to complete an assignment varies with each assignment and each child's study habits. When guiding your child through assignments, it is always better to work for short time periods with rest breaks in between.

TELEPHONE CALLS

Students will not be permitted to use the office phone unless it is an emergency. Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher.

TEXTBOOKS

Each student has the responsibility

to take care of equipment, textbooks, and library books which have been provided on loan.

Students will be held responsible for torn and/or mutilated books and damaged equipment.

Students will be assigned textbooks in all courses deemed advisable by the teacher.

The number and condition of the textbooks will be recorded and kept on file by the teacher.

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

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

HOME TUTORING

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

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

SCHOOL ATTENDANCE

Under Ohio Law, students between the ages of 6 and 18, married or unmarried, are of compulsory school age. Every person of compulsory school age must attend a school that conforms to the minimum standards prescribed by the State Board of Education.

The standards governing school attendance are very specific and leave little options for school authorities to excuse children from school. Attendance is one of the most important parts of your child's education, since learning cannot take place if the child is not at school. Poor attendance patterns in the early grades continue through middle school, high school, and eventually employment.

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

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

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

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

On the request of the District Superintendent, the attendance officer or other appropriate officer shall examine 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](http://codes.ohio.gov/orc/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](http://codes.ohio.gov/orc/3321.38) of the Revised Code.

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

Consequences for anyone found in violation of Ohio Revised Code section 3321.38 include a possible fine of $500 or less or up to 70 hours of community service work.

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ABSENCE FROM SCHOOL

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 (40 days per school year) to participate in a District-approved enrichment or extra-curricular activity |  |
|  |  | All classroom assignments missed due to the student’s 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**](http://www.neola.com/newlexington-oh/search/policies/po5751.htm) |  |
|  | J. | Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board Policy [**5725**](http://www.neola.com/newlexington-oh/search/policies/po5725.htm) |  |

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 students 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 provides in G above, children who are taken out of school for trips and vacations will not be granted permission by the school. The responsibility for this will rest with the parents. Students out of school on vacations will be counted absent. Teachers will not be expected to re-teach any work missed by the student while absent. However, if the school is notified in advance of such a trip or vacation, an effort will be made to prepare a general list of assignments for the child to do while s/he is absent.

Tardies and Early Releases: After five (5) combined days of tardies and/or early releases, parents will be contacted by the building principal/counselor for a conference to discuss the status.

**FIELD TRIPS**

Field trips are grade level specific. Students from another grade level may not attend a field trip that is not within their grade level.

Chaperones: Chaperones are there to assist the teacher and focus on student safety and for that reason no other family members may attend a New Lexington Elementary School field trip.

VALUABLES

Students should not bring valuables to school. The school cannot be responsible for the loss of the items. Radios, tape players, walkmans, etc. will be taken by the office if students bring these items to school.

CUBBIES

Cubbies are the property of the school and we reserve the right to search them at any time a suspicious situation arises.

VISITING THE SCHOOL BUILDING

Visiting the school building during regular school hours is discouraged exclusive of special events and exceptional circumstances as approved by the building principal. A visitor’s pass MUST be issued in order to proceed to any other area of the school.

No person will be permitted to be in the hallways outside the classrooms or in the classrooms without first obtaining a visitor’s pass. If you do not have a visitor’s pass, you are subject to immediate removal and possible legal consequences. This is to ensure the safety of all students at New Lexington Elementary. This rule will be strictly enforced due to safety concerns. Please help us by following this procedure to ensure the safety of all students.

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

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

ALL VISITORS TO THE SCHOOL BUILDING MUST MAKE THEIR FIRST STOP AT THE SCHOOL OFFICE.

LOST AND FOUND

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc. to help insure safe keeping. Occasionally, such items find their way to the Lost and Found in the office and students should check this when they have lost something.

Any unclaimed items still in the Lost and Found after school closes will be contributed to a charitable organization.

SCHOOL CLOSINGS

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

|  |  |
| --- | --- |
| WHIZ‑ Zanesville | 1240 AM |
| 102.5 FM |  |
| TV ‑ channel 18 |  |
| WYBZ‑Zanesville | 107.3 FM |
| WHOK‑Columbus | 95.5 FM |
| WCLT‑Newark | 100.3 FM |
| WWJM‑New Lexington | 106FM |
| WLGN‑Logan | 1510AM |
| 98.3 FM |  |
| Cablevision | TV ‑channel 2 |
| WLRY‑Rushville | 88.5 FM |
| WBNS 10TV | B97 |
| WSYX 6TV | FOX 28TV |
|  |  |

During inclement weather, parents should tune in to a station listed. **PLEASE DO NOT CALL THE SCHOOLS OR SCHOOL PERSONNEL.**

KINDERGARTEN

Kindergarten registration begins in the spring of each year. During the screening, school staff will be assessing various skills as well as testing vision and hearing. The registration takes approximately 1 hour and provides the school with valuable information about each child's current level of development. A child must be 5 years old by August 1st to be eligible to enter kindergarten, but if the child turns 5 during one of the summer months of the year, it is suggested that s/he wait another year before starting kindergarten. It has been determined through research and experience that children with birthdays in **the summer** are usually **not** developmentally ready to begin formal schooling at age 5. During registration, parents must provide:

--An original birth certificate either from the Ohio Bureau of Vital Statistics or the Health Department of the County where the child was born. An attested transcript of a hospital record is also sufficient.

‑‑Child's Social Security Card.

‑-Proof of residency in the school district.

‑‑A copy of the immunization record. Children are required to have the following immunizations before entering school:

Four or more doses of DPT or TD (adult) vaccine or a combination of these vaccines.

Three or more doses of Trivalent Oral Polio Vaccine (TOPV), IPV, or combination of OPV/IPV.

One Measles immunization on or after the 1st birthday.

One Rubella immunization on or after the 1st birthday.

One Mumps immunization on or after the 1st birthday.

Second MMR prior to 7th grade, or if child entered Kindergarten after the 1998‑99 school year.

Three doses Hepatitis B if child entered Kindergarten after 1998‑99 school year.

No student, except as otherwise excepted by law, at the time of his/her initial entry or at the beginning of each school year, shall be permitted to remain in school for more than fourteen (14) days unless s/he presents written immunization requirements or is in the process of being so immunized.

**‑‑ If the child is in the custody of someone other than both natural parents, appropriate custody documents are required.**

STUDENT PLACEMENT INTO CLASSROOMS

Students are assigned to heterogeneous classroom groups at the end of each school year by those who are in the best position to make the assignments. The objective of this process is to produce the most "workable" combination of student groups. This important task contributes significantly to the creation of a positive classroom environment, which enables students to function to the fullest of their abilities. Please rely on our professional judgment and trust that we will group children in a way that will provide them with the best possible learning environment. We do not accept requests for specific teachers.

PROMOTION/RETENTION/ PLACEMENT

The promotion/retention of a student in any grade will be done in the best interest of the student. The first consideration for student retention is failure to meet at least minimum levels of knowledge and skills at each grade level, or minimum goals prescribed on the Individual Educational Program. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional, and social criteria will also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. It is viewed as an opportunity for growth. If deemed necessary to retain, it should occur as early as possible in a student's educational program. **Placement** is for a student who has not met the requirements for promotion. He/she may be placed in the next grade by the principal when the Intervention Assistance Team determines that placement in the next grade would be more beneficial than retention.

FEES

A list of fees for supplies/educational materials will be sent home to parents. These fees will be collected at the beginning of each school year by each child's teacher. Make check payable to New Lexington Elementary School. If the fees are not paid, they will be carried over into the next school year. Unpaid fees will result in students not receiving their report cards. Don't let unpaid fees keep your child from participating in his/her graduation ceremony.

To be exempt from fees, a parent/legal guardian must fill out an exemption form obtained at the school office.

TORNADO AND FIRE DRILLS

For the safety of each student, tornado and fire drills will be held regularly in the school building and on school buses. All students are expected to cooperate and be ready to follow all directions given. Specific plans are outlined for students. During drills, students are to evacuate the building immediately upon hearing the signal. Teachers will assume the responsibility for checking the rooms and corridors. If a student is not under the direct supervision of a teacher at that time, s/he should leave by the nearest door and report to the flag pole in front of the building. Students are to remain outside until given permission to return by the teacher in charge.

DRESS AND GROOMING

A student's appearance is the initial obligation of the student and the student's parents. Whenever this responsibility is neglected, the School District shall be charged with the responsibility of maintaining a standard of dress and grooming which promotes an atmosphere conducive to learning and developing good citizenship. Therefore, students are expected to dress so as to avoid bringing embarrassment to themselves and their school. Any type of dress or grooming that detracts from the educational process, or causes concern for health, safety, and the general well‑being of the students will be considered improper.

With this in mind, the following dress code has been democratically developed by the staff, students, and community of New Lexington, and will be enforced by the entire faculty and administration.

1. General
2. Students must keep body clean, and hair clean and well‑groomed. Hair must be off the eyes.
3. Students must be cleanly and neatly dressed in good taste. Undergarments must be worn.
4. Clothing may not be torn, frayed, have holes, drag on the floor, or be patched or decorated in a manner which is obscene or refers to smoking, drinking, drugs, sex, or occult.
5. Clothing designed for underwear may not be used as outerwear.
6. Sweatpants, jogging pants, sweatshirts, and T‑shirts in compliance with items B, C, and D are permitted. Sweatpants and jogging pants are permitted only with the bottom of legs worn in the down position.
7. Shoes must be worn at all times.
8. Shirts and/or blouses must be tucked in unless made to be worn on the outside.
9. No official military insignia is to be worn by civilians on school property.
10. Hats and caps may not be worn during the school day.
11. Sunglasses are prohibited.
12. Wearing of coats and jackets in the classroom will be left to the discretion of the staff member.
13. GIRLS
14. Dresses, skirts, and shorts must not be extremely short in length; no shorter than 3 inches above the knee.
15. Revealing blouses, tops, halters, fishnet, backless, or see­ through shirts/tops, sleeveless T‑shirts, as well as bare midriffs, are prohibited.
16. BOYS
17. Tank tops, sleeveless T‑shirts, fishnet, backless or see‑through shirts/tops, and /or other revealing tops as well as bare midriffs, are prohibited. Button‑down shirts must be buttoned up to the top two (2) buttons.
18. Mustaches are permitted if kept clean and neatly trimmed and do not exceed the creases of the lips. Extremes will be determined by the administration. Repeated violations of any of the above regulations may result in loss of privileges contained herein.
19. GIRLS/BOYS

Dress shorts no shorter than three inches above the knee and in compliance with Item "A" are permitted only by administrative announcement. Short shorts, hot pants, tennis shorts, gym shorts, biker shorts, cutoffs, and any other shorts of this type are prohibited as determined by the administration. The first violation of this rule will result in loss of privilege of wearing shorts for the remainder of the school year. Should the student then wear shorts during the school year of the loss of privilege, suspension for insubordination will result.

1. OTHER

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 administrator to make individual decisions on each new situation so as to maintain the general philosophy stated within this policy.

RESTROOM RULES

1. Always use proper manners in the restroom.
2. Always flush the toilet and/or urinal.
3. Help keep the floor, mirror, and walls neat and clean.
4. Never write on the walls. Pencils, crayons, and pens must be left in the classroom.
5. Throw paper towels in the wastebasket not in the toilet, sink, urinal, or on the floor.
6. Never stand on toilet seats or hang on support bars.

FREE BREAKFAST and LUNCH for all Students

The New Lexington City School District serves nutritious meals every school day. Breakfast is served from 9:15 ‑ 9:30 a.m. **Every child can eat a free breakfast and lunch.**

LUNCH SCHEDULE

|  |  |
| --- | --- |
| Kindergarten | 11:30‑11:50 |
| Grade 1 | 11:50‑12:10 |
| Grade 2 | 12:10‑12:30 |
| Grade 3 | 12:30‑12:50 |
| Grade 4 | 12:50-1:10 |
| Grade 5 | 1:10-1:30 |
|  |  |

CAFETERIA RULES

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

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

GUM CHEWING

Careless disposal of gum in drinking fountains, on school furniture, and on floors presents a sanitation and cleaning problem as well as costly repairs. Therefore, gum chewing is not permitted on any school property, including the school buses.

MEDICATION POLICY

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

A. 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. Non­prescription drugs must also be in original containers.

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

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

D. The parent, guardian, or other person having care of 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.

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

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

G. No employee, without appropriate training, shall administer a drug to a student by injection. Written instructions signed by a parent and physician will be required and will include the following:

A. Child's name  
B. Name of medication  
C. Purpose of medication  
D. Time to be administered  
E. Dosage  
F. Possible side effects  
G. Termination dates for administering

The building principal may designate any School District employee to administer drugs. The principal shall post, in a conspicuous place in the secretary's office or nurse's office, a listing of those personnel authorized to administer drugs.

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

A. Inform appropriate school personnel of the medication

B. Keep a record of the administration of medicine

C. Keep medication in a locked cabinet

D. Return unused medication to the parent only

The School District retains the discretion to reject requests for administration of medicine.

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

**PLEASE CHECK WITH THE OFFICE FOR THE APPROPRIATE MEDICATION FORM TO BE USED.**

**SCHOOL SAFETY**

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | A. | Appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students; |  |
|  | B. | Security procedures at school and while students are on the way to and from school; |  |
|  | C. | Prevention activities that are designed to maintain safe, disciplined and drug-free environments; |  |
|  | D. | A code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 1. | Allows a teacher to communicate effectively to all students in the class; |  |
|  |  | 2. | Allows all students in the class the opportunity to learn; |  |
|  |  | 3. | Has consequences that are fair, and developmentally appropriate; |  |
|  |  | 4. | Considers the student and the circumstances of the situation; and |  |
|  |  | 5. | Is enforced accordingly. |  |

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 person have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

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

**Student Conduct Code**

**Part I. Authorization**

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

**Part II. Serious Misconduct**

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.

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

RULE 1

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

RULE 2

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

RULE 3

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

RULE 4

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

RULE 5

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

RULE 6

**NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**: A student shall not attempt to possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, or drugs, unless prescribed for a specific medical purpose for that person.

RULE 7

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

RULE 8

**THEFT**: A student shall not steal or attempt to steal any item.

RULE 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.

RULE 10

**GAMBLING**: A student shall not engage in acts of gambling.

RULE 11

**DRESS**: A student shall not dress or attempt to dress in a fashion which is in violation of the School District’s Dress Code.

RULE 12

**INSUBORDINATION**: A student shall not refuse to respond to or carry out requests of any school personnel.

RULE 13

**VIOLATION OF THE LAW**: A student shall not violate any law or ordinance.

RULE 14

**TRUANCY:** A student shall not be absent from school without permission of the school and the parents.

RULE 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.

RULE 16

**IMMORALITY**: A student shall not engage in acts that are immoral or acts that are contrary to accepted social behavior.

RULE 17

**DRIVING AND PARKING**: A student shall not drive or park in a manner that would be considered reckless or in violation of school rules and regulations.

RULE 18

**DISRESPECT**: A student shall not refuse to show respect and/or esteem to all school personnel.

RULE 19

**STUDY HALLS**: A student shall not refuse to follow the established study hall rules and regulations.

RULE 20

**BUSES**: A student shall not refuse to follow the established bus rules and regulations.

RULE 21

**HAZING**: A student shall not plan, encourage, or engage in any hazing.

RULE 22

**COUNTERFEIT DRUGS**: A student shall not attempt to possess, attempt to sell, or be involved in any way with counterfeit controlled substances.

RULE 23

**FIRE**: A student shall not attempt to use fire in any unauthorized manner.

RULE 24

**UNAUTHORIZED ENTRANCE**: A student shall not enter, or attempt to enter any school building or property without permission.

RULE 25

**REPEATED VIOLATION**: A student shall not repeatedly fail to comply with the reasonable rules and regulations of the staff, school, and school district.

RULE 26

**TECHNOLOGY VIOLATION**: A student shall not abuse or fail to comply with the rules and regulations that apply to Board-owned computers, network, and the Internet.

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SUSPENSION/REMOVAL/ EXPULSION

1. OUT OF SCHOOL SUSPENSION
2. The superintendent or principal may suspend a student from school.
3. The superintendent or the principal must give written notice of intent to suspend, which enumerates the reason(s) for the suspension. This notice must be given to the student prior to the informal hearing.
4. The suspension cannot exceed ten(10) days.
5. After the student has received the written notice of intent to suspend, an informal hearing will be held with the principal and superintendent or a designee. The student may challenge the reason(s) for the intended suspension, and otherwise state his/her position concerning the matter.
6. The superintendent, the principal, or a designee shall give notification of the decision to suspend in writing, to the parents or guardian of the student, and the treasurer of the Board of Education within 24 hours of the suspension.
7. The notice must include the reason(s) for the suspension, the right of the student or parent to appeal to the Board of Education or a designee, the right to be represented at the appeal, and the right to request the appeal to be held in executive session.
8. A student may be kept from class or extracurricular activity temporarily until disposition of the matter at the hearing.
9. Minor misconduct may result in disciplinary action including detention or a parental conference.
10. REMOVAL
11. 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 dangerous to other persons or property, or disrupts the academic process.
12. 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 principal as soon as it is practical after the removal of the student.
13. A hearing must be held within 72 hours of the removal, if the removal should extend for more than 72 hours.
14. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The person who ordered the removal must be present at the hearing. The student has the opportunity to appear and challenge the reason for removal. If the superintendent or the principal removes a student or takes other disciplinary action, written notification must be given to their parent or guardian within 24 hours of the hearing.
15. EXPULSION
16. The superintendent may expel a student from school for a period not to exceed eighty days.
17. The superintendent or a designee shall notify the child's parent or guardian of the intended expulsion.
18. The student may be represented at the appeal procedure.
19. A verbatim record of the appeal hearing will be kept by the Board of Education.
20. The Board of Ed. may confirm, reverse, or modify the disciplinary action. This decision will be made in a public session only.

DISCIPLINE

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

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

In the event that a student decides to violate the school or classroom rules of conduct, he/she can expect to receive the consequences associated with that decision/choice. Each teacher has established classroom rules and consequences. One will receive a demerit for the following: hitting, stealing, defiance, lying, inappropriate restroom behavior, bad language, cheating, name calling and repeated minor offenses (i.e. talking, out of one's seat, running, etc.). Teacher will use discretion. Grade level will establish consistent rules in conjunction with their behavior plans that will define when a student is given a demerit (i.e. how many yellow cards, etc.).

Parents are responsible for their child's transportation after a detention. We encourage parent support in reinforcing proper behavior and appreciate total cooperation with our policy.

School‑wide Expectations

‑‑ Be Responsible  
‑‑ Be Respectful  
‑‑ Be Ready  
‑‑ Be Safe

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 or 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 below 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 arid Board approved Student Conduct Code General Guidelines 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.

Students may ride only the school bus to which they are assigned by the Transportation Supervisor or his designee.

Parents/Legal Guardians may request a temporary reassignment in writing to the building principal. The building principal must approve, in writing all such requests.

Bus Minor Misconduct Code

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

No eating, drinking, chewing gum or littering is permitted on the bus. Students shall remain properly seated at all times on the bus except when boarding or unloading.

Properly seated means student's bottom is on the seat bottom. Students back against the seat back, student's feet on the floor (if they will reach) and out of the aisle. Feet shall be behind and under the seat in front of them.

Students are not permitted to throw objects of any type while on the bus or at designated bus stops and no objects may be thrown from the bus (out of windows or doors).

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.

Squirt guns, water bottles or any other liquid containers are not permitted on the bus. Conversations on the bus are permitted, but should be kept to a minimum (this is necessary to avoid distracting the bus driver). Shouting, loud comments, chanting/singing are prohibited.

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

The bus driver may permit radios, CD/MP3 players; however, this is at the discretion of the driver. Earphones must be used at all times when using all electronic devices.

Book bags, gym bags, athletic equipment, and musical instrument cases must be held by the student, otherwise they will not be permitted on the bus.

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

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

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

Students shall arrive at the bus stop **before** the bus is scheduled to arrive. In town, students should not arrive at group pick‑up points more than five (5) minutes before pick‑up time. Students must follow reasonable directions of the driver.

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

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

Drivers are given broad latitude in determining when help is needed to control students, But in general the driver will insist that students correct their "minor" behavior. Drivers will try several options before seeking help. When students in grades K and 1 are misbehaving, the driver will insist that the student correct his/her behavior. Once several attempts, including contact with the parent have failed to change the student's behavior, a Bus Conduct Report will be completed and given to the Transportation Supervisor or his designee who shall then work with parents and students to correct the situation.

Once the driver determines that assistance is necessary, warning is given to students as follows:

The driver informs student that he/she is receiving a warning and that further misconduct may result in a suspension.

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.

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.

A written Bus Conduct Report will be completed and given to the Transportation Supervisor or his designee.

The Transportation Department and the driver shall both maintain discipline records once 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:

Driver shall prepare a Bus Conduct Report indicating "second offense" and submit it to the Transportation Supervisor or his designee. Transportation Supervisor or his designee shall then remove the student from riding the bus 1‑5 days. The Transportation Supervisor or his designee will consult with the driver, but the length of removal is at the discretion of the Transportation Supervisor.

Third Offense

If after being removed for 1‑5 days the student continues to violate the Minor Misconduct Code, the following procedures will be observed:

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).

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, procedures are observed, then the following procedures are observed:

The driver will complete another Bus Conduct Report indicating "fourth offense" and submit it to the Transportation Supervisor or his designee.

The Transportation Supervisor or his designee shall then meet with the principal to discuss the student's bus discipline record.

The principal will then issue disciplinary action that includes suspension from the bus and from school.

Other

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.

In conducting a hearing, the principal shall observe recognized due process procedures; the principal's decision shall complete the appeal process.

Offenses beyond the fourth will be administered by following the procedures described under Fourth Offense.

A student may not be given an Emergency Removal Report for violation of the Minor Misconduct Code.

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:

The student will be given an emergency removal by the driver that will not exceed 24 hours. The student shall be informed of the removal.

The driver shall then complete a Bus Conduct Report and submit it to the Transportation Supervisor or his designee.

The driver shall then make contact with the parents to inform them of the emergency removal.

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 (page 14).

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.

SCHOOL INSURANCE

Student school insurance is available to all students. A packet of information will be available for each child at the beginning of each school year. The purchase of this insurance is optional.

WITHDRAWAL OF STUDENTS WHEN MOVING

It is important that you notify the school as soon as possible when you decide to move into another school district. You should be sure, upon leaving for your new school, that you have taken care of all obligations with your present school.

You need to return all school books. pay any fees and/or charges, and pick up all of your child's person belongings. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for records. As soon as we receive this request, we will forward them immediately.

GIFTED IDENTIFICATION

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

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

The New Lexington City School District assesses referred students twice yearly during the first and last four to six weeks of the school calendar. Test scores provided by other school districts and trained personnel are accepted if the assessment instruments are approved by the Ohio Department of Education. Students transferring into the district will be assessed within ninety days at the request of a parent or legal guardian. Students may be referred for assessment by school personnel, parents and peers. Any questions or concerns should be directed to the coordinator of talented and gifted education located at the Perry‑Hocking ESC, 740‑342‑3502.

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

OTHER WAYS TO ENCOURAGE YOUR CHILD'S SUCCESS AT SCHOOL

On a daily basis, talk to your child about his/her school day. Discuss what s/he learned, found exciting, or was concerned about.

Discuss his/her responsibilities for completing homework and following rules.

Participate in school activities, attend conferences and special events, join the PTO, and volunteer your time. Communicate often with your child's teacher.

Recognize the honest efforts your child makes. The importance that you place on education is critical for your child's success.

NEW LEXINGTON CITY SCHOOLS ACCEPTABLE USE POLICY FOR TECHNOLOGY

General Information

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

Information Content and Uses of the System

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

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

Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The New Lexington City School District and the system administrators do not condone the use of such materials. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the school and such activities may result in termination of such students' accounts on the network.

On‑line Conduct

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

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

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

Software Libraries

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

Copyrighted Material

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

Regarding real‑time, interactive communication areas, the system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real‑time conference features (talk/chat/internet/relay/chat/video/audio).

Electronic Mail

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

Disk Usage

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

Security

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

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

Vandalism

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

Downloading

No downloading is permitted without approval of the Technology Director.

Printing

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