

New Lexington High School



**Student Handbook
2023-2024**

New Lexington High School
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Adopted by the Board of Education
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Foreword

The student handbook was developed to answer many commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student's rights and responsibilities, each student's responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal. This handbook supersedes all handbooks and other written material on the same subject.

New Lexington High School Vision

New Lexington High School is committed to instilling respect, perseverance, and responsibility to create life-long learners and productive citizens while providing opportunities for each student to experience success. We believe students will be prepared for a productive future through high expectations and ownership of the educational process.

Equal Educational Opportunity

It is the policy of the District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Casey Coffey, Superintendent
(740) 342-4133

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 business days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Student Rights and Responsibilities

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to

build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, safety drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. **State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.** Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the School office. **All medications, prescribed and non-prescribed, are to be delivered to the School Nurse and taken only with adult supervision. The School Nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in the school without her knowledge.**

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

The district and the Board of Education recognize the need to safeguard students' privacy and restrict access to students' personally identifiable information. A student's 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;
- 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 old or older notifies the school in writing that he/she will not permit distribution of such information:

- Students Name
- Address
- Telephone Listing

- Date of Birth
- Photograph
- Major Field of Study
- Participation in officially-recognized activities and sports
- Height and weight
- Dates of Attendance
- Dates of Graduation
- Awards received

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

When students turn 18 years of age, FERPA rights transfer from the parent/guardian to the student.

Section I - General Information

School Calendar - New Lexington Schools (July 1, 2023 – June 30, 2024)

2023

August	15	Tuesday	First Day for Staff
August	26	Wednesday	First Day for Students

September	4	Monday	No School	Labor Day
November	7	Tuesday	No School	Teacher Professional Dev. Day
November	22	Wednesday	No School	Thanksgiving Break
November	23	Thursday	No School	Thanksgiving Break
November	24	Friday	No School	Thanksgiving Break
November	27	Monday	No School	Thanksgiving Break
December	19	Tuesday	Early Release	Christmas Break
December	20	Wednesday	No School	Christmas Break
Through January 2		Tuesday		

2024

January	3	Wednesday	No School	Teacher Work Day
January	4	Thursday		School Resumes
January	15	Monday	No School	Martin Luther King Day
February	19	Monday	No School	President's Day
March	15	Friday	No School	Teacher Work Day
March	28	Thursday	Early Release	Easter Break
March	29	Friday	No School	Good Friday
April	1 - 5	Monday - Friday	No School	Spring Break
April	8	Monday		School Resumes
May	23	Thursday	Early Release	Last Day for Students
May	24	Friday		Last Day for Staff

*Please note; this calendar may be changed by the Board of Education for weather, energy, or other reasons for school closings. Calamity Day Make-up Plan
The calamity day make-up plan will be released by the Board of Education.

Grading Periods

Grading Period Begins	Grading Period Ends
Aug. 16	Oct. 13
Oct. 16	Dec. 19
Jan. 4	Mar. 14
Mar. 18	May 23

Bell Schedules – New Lexington High School Bell Schedule 2023 – 2024

Regular Day Schedule			
1 st (7:25 – 8:15)	2 nd (8:18 – 8:58)	3 rd (9:01 – 9:41)	4 th (9:44 – 10:27)
5 th	<u>A – Lunch</u>	<u>B – Lunch</u>	<u>C – Lunch</u>

	10:30 – 11:00 (Lunch) 11:03 – 11:33 (Advisory) 11:36 – 12:16 (Class)	10:30 – 11:10 (Class) 11:13 – 11:43 (Lunch) 11:46 – 12:16 (Advisory)	10:30 – 11:10 (Class) 11:13 – 11:43 (Advisory) 11:46 – 12:16 (Lunch)
6 th (12:19 – 12:59)	7 th (1:02 – 1:42)	8 th (1:45 – 2:25)	Have a Great Day!

Collaboration Day Schedule				
1 st (7:25 – 8:00)	2 nd (8:03 – 8:28)	3 rd (8:31 – 8:56)	4 th (8:59 – 9:25)	6 th (9:28 – 9:53)
5 th	<u>A – Lunch</u> 9:53 – 10:23 (Lunch) 10:26 – 10:56 (Advisory) 10:59 – 11:29 (Class)	<u>B – Lunch</u> 9:56 – 10:26 (Class) 10:26 – 10:56 (Lunch) 10:59 – 11:29 (Advisory)	<u>C – Lunch</u> 9:56 – 10:26 (Class) 10:29 – 10:59 (Advisory) 10:59 – 11:29 (Lunch)	
7 th (11:32 – 11:57)	8 th (12:00 – 12:25)	Collaboration (12:25 – 2:25)		

Two Hour Delay Schedule			
1 st (9:35 – 10:00)	2 nd (10:03 – 10:28)	3 rd (10:31 – 10:56)	4 th (10:59 – 11:25)
5 th	<u>A – Lunch</u> 11:25 – 11:55 (Lunch) 11:58 – 12:28 (Advisory) 12:31 – 1:01 (Class)	<u>B – Lunch</u> 11:28 – 11:58 (Class) 11:58 – 12:28 (Lunch) 12:31 – 1:01 (Advisory)	<u>C – Lunch</u> 11:28 – 11:58 (Class) 12:01 – 12:31 (Advisory) 12:31 – 1:01 (Lunch)
6 th (1:04 – 1:29)	7 th (1:32 – 1:57)	8 th (2:00 – 2:25)	Have a Great Day!

Note to the Parents

We invite you to visit the school and to attend extracurricular activities. Family involvement in your children's schooling is critical to their continued success. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your student's progress, but should you have any concerns or questions, do not hesitate to share them with us. The staff at New Lexington High School will be happy to work with you, but remember, as a parent, you are the most important person in your children's lives. Two resources available to you as a parent or student are the New Lexington Schools' website which includes a calendar of the events and activities, as well as links to other beneficial information and Parent Portal which allows parents and students to monitor grades throughout the year from any available computer with internet access.

Eighteen – Year Old Students

When you turn 18, all of the laws, rules, regulations and penalties that apply to adults, now apply to you. All of the school laws, school rules, school regulations, and school penalties still apply to you. **Unless you reach legal “emancipated” status**, we still require communication from

home and will still communicate with the home. Your parents will receive school correspondence concerning you such as report cards, attendance information, congratulatory communications and discipline reports.

Transfer/Withdrawal from School

Before a student plans to transfer/ withdrawal from New Lexington High School the parent must complete a withdrawal form in the office. Any permanent records will be forwarded to the receiving school upon their request and as soon as all financial obligations to New Lexington are met (all books returned, fees paid, etc.)

Video Surveillance Cameras

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff only, if necessary, to enforce the law and the provisions of school district policy. Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA) copies of the video recordings containing personal identifiable information about students shall not be released. Any questions should be addressed directly to the building administration.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver in their school medical file. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the nurse (740) 342-3528

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

Dtap – Four doses	Polio – three to four doses
MMR – Two doses	Hepatitis B – Three doses
TDAP or Td – one dose	Varicella- 2 doses (or documented history of having the virus)
MCV4- 2 doses by 12th grade	

Medications

Students must have appropriate forms filled out for medication administration. Prescription medication forms must be completed by the doctor and parent or guardian. Non-prescription medication forms need to be completed by the parent or guardian. All medications must be in the original container. Please do not send medication in baggies, etc. If a medication is written for three times per day, we ask that these medications be taken at home unless the physician requires certain timing of the medication. All medications must be picked up at the end of the year or they will be destroyed. Students may carry inhalers or epinephrine pens on their person if their physician on a yearly basis completes the proper paperwork. Remember that all medications are required to have the paperwork redone on a yearly basis. Please contact the school nurse with any questions at [\(740\)-342-3528](tel:740-342-3528).

Illness During School Hours

A student who becomes ill during school hours must see the school nurse if she is in the building. The illness will be assessed and the Emergency Medical Authorization form will be utilized to call parents or guardians. The office should have an Emergency Medical Authorization form on all students. Please make sure you have numbers on the Emergency Medical Authorization where you or an authorized person can be reached and update this with changes throughout the school year.

Control of Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Dept. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

REGULATIONS FOR THE CONTROL OF BED BUGS

Bed bugs are oval, flat, reddish brown insects that feed on human blood. Bed bugs do not transmit disease and do not cause serious medical problems. When a case of bed bugs is reported to the school, or detected by school personnel, the following steps will be taken:

1. The school nurse and/or school principal will be contacted.
2. If the school nurse and/or principal determine the student has live bed bugs on his or her person or on their personal belongings, the student will be sent home. The parent/guardian will be advised to treat their home. The student will not be

permitted to ride the bus until the school nurse and/or principal has checked the student and determines he or she is free from bed bugs. The parent/guardian will bring the child to school for the nurse or principal to check for bed bugs. If there are no bed bugs present, the student may return to the classroom.

3. Siblings of students with bed bugs will also be checked.
4. School wide classroom screenings are not advised. School wide screenings have not proven to be beneficial and are a distraction to the educational process. However, the school nurse or principal will have the ability to check a large group if he or she feels it will be beneficial to a specific situation.
5. Students should not be checked in the classroom or in the hallway. This is a violation of the student's privacy. Students will be checked in the nurse's clinic.
6. Parents are encouraged to check for bed bugs on a routine basis at home. Bed bug detection is the responsibility of the parent.
7. Every effort will be made to maintain the confidentiality of the student and his or her family.

REGULATIONS FOR THE CONTROL OF HEAD LICE AND NITS

Head lice (also known as pediculosis capitis) are caused by colonization of the hair and skin by the parasitic insect, pediculosis humanus capitis. Head lice do not transmit disease and do not cause serious medical problems. When a case of head lice is reported to the school, or detected by school personnel, the following steps will be taken:

1. The school nurse will be contacted.
2. If the school nurse determines the student has nits (the egg of a louse), the child will be discouraged from close direct head contact with others. The child will not be removed from the classroom. The student's parent or guardian should be notified, via telephone, informing them that prompt, proper treatment of this condition is in the best interest of the student and his or her classmates. If the parent or guardian cannot be reached by telephone, a note should be placed in a sealed envelope and sent home with the student. Every effort will be made to maintain the confidentiality of the student and his or her family.
3. If the school nurse determines the student has live lice, the student will be sent home. The parent/guardian will bring the child to school the next day. The student may not ride the bus until seen by the nurse. The school nurse will check the student for live lice. If there are no live lice and there is a noticeable decrease in nits, the student may return to the classroom. In the event there is no evidence that attempts have been made to remove nits, the student may be sent home for nit removal.
4. Siblings of students with live lice will also be checked.
5. School wide classroom screenings are not advised. School wide screenings have not proven to be beneficial and are a distraction to the educational process. However, the school nurse or principal will have the ability to check a large group if he or she feels it will be beneficial to a specific situation.
6. Parents are encouraged to check for head lice on a routine basis at home. Head lice detection is the responsibility of the parent.
7. Every effort will be made to maintain the confidentiality of the student and his or her family.

Student Records

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal. Directory information includes; a student name; address; telephone number; date and place of birth; photograph; 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; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information shall not be provided to any organization for profitmaking purposes. Confidential records contain educational and behavioral information that has restricted access based on the family Education Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Student Fees, Fines and Charges

New Lexington High School charges specific fees for the following activities and courses.

It is important to note that yearly student financial obligations (fees, charges, fundraisers, etc.) are cumulative and stay with the child through his/her enrollment at New Lexington Schools.

- | | | |
|---------------------------|--------------------------------|------------------|
| 1. Course Fees | 2. Textbook(s) lost or damaged | 3. Lunch Charges |
| 4. Vocational School Fees | 5. Technology Insurance Fee | 6. Library Fees |
| 7. Student Planner | | |

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Meal Service

The school meals meet national guidelines set forth by USDA and the Ohio Dept. of Education within the office of child nutrition. A la Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the

Principal. **Students are not permitted to have food delivered to school. Students will receive free breakfast and free lunch for the 2023-2024 school year.**

Fire and Tornado Drills

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of verbal directions and/or tones passed via the public address system.

School Safety Drills

Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. Induced, unnecessary panic is punishable under the law. Violators will be prosecuted.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, contact will be made by phone through the District “School Connects” system and the school will notify the following media outlets:

1. WBNS Ch.10
2. WNBC Ch. 4
3. Facebook
4. Twitter

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School, in order to prevent any inconvenience. **Students may not bring visitors to school without first obtaining written permission from the Principal.**

Use of the Library

Library hours:
M-Fri. 7:35-2:35

The New Lexington High School Library has digital access to our media center for students to use as a resource in completing schoolwork. To access the library, go to www.nlpanthers.org. The link to the center is on the right hand side of the home page. Just click on the link and then your school.

Books are checked out for a 14-day period of time and no more than three books at any time. If a student loses or damages an item, the replacement cost for a lost or damaged library item will be charged to the student. Any library materials checked out that don't come back before they are due will be assessed a fine of five cents per day after the due date. It is our goal to keep materials

available for all students and to keep items circulating so materials can be shared. Students may borrow print books, eBooks, and magazines.

Lost and Found

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity or disposed of at Christmas and at the close of the school year.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

Use of Cell/Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. **Students are permitted to use cell phones between classes and during lunch. Cell phones are not permitted during instructional time unless permission is granted by educator.**

- **Each infraction will be considered insubordination and will be subject to the discipline code of conduct consequence.**

Cell phones are not to be used to capture record or transmit the words and/or images of any student, staff member or other person in the school or while attending school-related activity without permission of the person. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a completed emergency medical form.

Section II – Academics

Highly Qualified Teachers

New Lexington 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.

Scheduling and Assignment

The entire school schedule of classes is developed based on the original course choice of the student. The schedule is built to accommodate as many of the individual choices of the students as possible. Schedule changes made after the schedule is built, greatly hamper the effectiveness of the schedule and make it impossible for us to insure proper course availability to the student. **Schedule changes are therefore not permitted unless they meet the following circumstances.**

Withdrawing from A Course

Students will be permitted to drop and add classes during the first TWO weeks of school. Students dropping classes after the first two weeks of school may have to carry a failing grade for the year in the course. The Principal will determine whether or not the student will receive a Withdraw Fail (WF) or a Withdraw (WD). Both will be reflected in the student's transcript: however, the Withdraw Fail (WF) negatively impacts a student's grade point average by counting as an "F". Withdraw (WD) does not impact the overall grade point average.

Schedule changes will only be permitted after the first 2 weeks if:

- 1) Student did not meet the prerequisite for that course or was inappropriately placed.
- 2) Student wishes to upgrade their schedule by adding a more challenging course.
- 3) Senior student needs to add a class in order to meet graduation requirements.
- 4) Sophomores need to add a class to meet Tri-County requirements.
- 5) Special considerations and exceptions may be made in the case of extended illness, transfer student, or other unforeseen circumstance.
- 6) Principal approval after discussion with student, parent, and staff.

Other Learning Opportunities

Project Y.O.U. After-School Alternative School – All students enrolled in the Project Y.O.U. After-School Alternative School will be enrolled in online learning courses. Students enrolled in Project Y.O.U. may be required to complete course requirements specified in the credit flexibility option, which includes the completion of a credit contract and/or capstone project or assessment.

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

E-Academy

Students opting into this program have the flexible option of working 24 hours a day, seven days a week. New Lexington City Schools will provide a Chromebook if the student does not have a home computer in order to complete their assignments. If internet is not available at your home, you may sign up to attend here at the school. It is recommended that students work a minimum of 4 hours per day, 5 days a week and complete 5% of each class per week in order to stay on a four-year graduation track. Students are also encouraged to attend our after-school tutoring program if they need additional help with curriculum. Students must still report to school during any state testing.

In order to be successful in this program, students must be responsible and self-motivated. Parental involvement and support is also necessary in order for our E-Academy students to be successful. If at any time New Lexington Schools does not feel that a student is being successful, we reserve the right request a meeting with both student and parent to discuss a change in assignment or removal from the program.

College Credit Plus

College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. Any interested student should contact a guidance counselor to obtain the necessary information.

Grades

New Lexington High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GPA Calculation

Value of Grade		Grade Average	Value of Grade		Grade Average
A	4.00	3.90-4.00	C	2.00	1.84-2.16
A-	3.66	3.50-3.89	C-	1.66	1.50-1.83
B+	3.33	3.17-3.49	D+	1.33	1.17-1.49
B	3.00	2.84-3.16	D	1.00	0.84-1.16
B-	2.66	2.50-2.83	D-	.66	0.56-0.83
C+	2.33	2.17-2.49	F	0.00	0.00-0.55

Percentage Grading Scale

A	100-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60
B+	89-87	C+	79-77	D+	69-67	F	59-0

I= Incomplete requirements. No credit given for the course

Students shall receive a report card at the end of each nine – week period indicating their grades for each course of study for that portion of the academic term. All grades count in the calculation of the final grade average (four nine weeks grades plus two semester examination grades) or (two nine weeks grades plus one semester examination grade for a semester course). In calculation of the final average, a semester examination grade is equal to 1/3 of a nine weeks grade. For courses that are one semester in length, the semester grade represents the final grade for that course. A student must pass the second semester of any yearlong course to receive credit. A student must pass the second nine weeks of a semester course in order to receive credit.

High Honor Roll and Honor Roll

Each grading period students are recognized for achievement in their status as a High Honor Roll or Honor Roll student. Students eligible for the High Honor Roll need to have an average of 3.90 or above. For regular Honor Roll a student must have an average of 2.84 or above. No grade below a “C” for that grading period.

Panther Club Program

Panther Club is a program that recognizes rewards and encourages excellence in education for students at New Lexington High school. The Panther Club program focuses upon three fundamental areas of schooling for our students: academics, attendance, and behavior. Students can achieve significant individual privileges as a result of attaining specific levels of achievement in these three areas.

Grades/GPA*	Attendance/UnExcused Absences	Tardiness	Discipline
Gold Card; 3.7+	Two (2) days or less	Two (2) or less	none
Silver 3.2-3.69	Three (3) days or less	Two (2) or less	none
Bronze 2.84-3.19	Four (4) days or less	Three (3) or less	none

*GPA requirements are based on each quarter, not a semester average.

NLHS Graduation Requirements

Twenty-one (21) credits are required to graduate.

In accordance with the State Minimum Standards and the requirements of the New Lexington Board of Education, the following are required of all graduates:

In addition to the requirements listed below, each student should select a career path. NLHS career paths can be found later in this document. In order to receive a high school diploma and participate in graduation, a student must earn a minimum of 18 graduation points from Ohio's State Tests in Math, English, Science, and Social Studies or meet the permanent graduation requirements set forth by the Ohio Department of Education.

NEW LEXINGTON HIGH SCHOOL Graduation Requirements	
SUBJECT AREA	CREDITS REQUIRED
English	4.00 credits
Math	4.00 credits
Social Studies	4.00 credits
Science	3.00 credits
Health	.5 credits
Physical Education	.5 credits (2 semesters)
Fine Arts	1.00 credit
Elective*	4.00 credits
TOTAL	21.00 Credits

Credit Policy:

Credit for yearlong classes will be issued only when both semesters are completed. For example, a student withdrawing from a yearlong class after the first semester will not receive credit for that course. All yearlong courses will be credited by year, not by semester. No half credit will be given to those who pass or complete only one semester.

Graduation Requirements (Seniors)

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet Ohio testing requirements, meet the school requirements for basic course work, and earn a minimum number of credits. A student who meets all other requirements but does not pass the state assessments (or meet alternative criteria) will not graduate.

Credit Requirements

Students need 21 credits to graduate from New Lexington High School.

Credits needed to move to the next grade level:

Sophomore = 5.5 Credits

Junior = 11 Credits

Senior = 16 Credits

Graduation and Testing Guidelines

Each year certain students at New Lexington Schools will take the AIR Tests. Disclosure of the test questions or answers from a student to any other person is a violation of that law. The school principal will investigate all such reported violations. If a student is found to be in violation of this policy, they may be subject to suspension or expulsion from school and the results of their tests may be nullified.

New High School Graduation Requirements (Beginning with the Class of 2018)

House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. As a result, the Class of 2017 (11th graders in the 2015-16 school year) are the last students to take the current Ohio Graduation Tests. The new requirements take effect with the class of 2018 (10th graders in Fall 2015). Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in the 11th grade. The honors diploma remains another option for students.

The credit requirements for graduation remain unchanged from previous years. However, beginning with the class of 2018, students will be required to earn graduation points through taking end-of-course exams in the following subject areas:

- English I and English II
- Algebra I and Geometry (or Integrated Math I and II)
- Biology
- American History and American Government

Subject to change to align with ODE requirements

Student can earn a score of 1 (limited) to 5 (accelerated) on each of these exams. In order to meet graduation requirements, students must earn a total of 18 combined graduation points on the seven exams. Additionally, students must earn at least four combined points on the English exams, four combined points on the mathematics exams, and six combined points on the science and social studies exams.

Students who take, biology, American history, or American government as part of Advanced Placement or college dual credit programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student entering ninth grade on or after July 1, 2019 must meet the following ODE requirements for graduation:

Specific Course Requirements

Minimum requirements for graduation

21 credits are required for graduation:

- | | | | |
|-------------------------|--------------|----------------------|--------------|
| ▪ English Language Arts | 4.00 credits | ▪ Health | 0.50 credits |
| ▪ Mathematics | 4.00 credits | ▪ Fine Arts | 1.00 Credits |
| ▪ Social Studies | 4.00 credits | ▪ Physical Education | 0.50 Credits |
| ▪ Science | 3.00 credits | | |

Students must earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If a student is unable to pass the tests, the following are 3 additional options to show competency.

OPTION 1

Demonstrate two career-focused activities:

Foundational

- Proficient scores on WebXams
- A 12-point industry credential
- A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

- Work-based learning
- Earn the required score on WorkKeys
- Earn the OhioMeansJobs Readiness Seal

OPTION 2

Enlist in the Military – Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

OPTION 3

Complete college coursework – Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Students must earn two of the following diploma seals, choosing those that line up with their goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school. At least one of the two must be Ohio-designed:

- | | |
|--|---|
| • OhioMeansJobs Readiness Seal (Ohio) | • Honors Diploma Seal (Ohio) |
| • Industry-Recognized Credential Seal (Ohio) | • Seal of Biliteracy (Ohio) |
| • College-Ready Seal (Ohio) | • Technology Seal (Ohio) |
| • Military Enlistment Seal (Ohio) | • Community Service Seal (Local) |
| • Citizenship Seal (Ohio) | • Fine and Performing Arts Seal (Local) |
| • Science Seal (Ohio) | • Student Engagement Seal (Local) |

Class Rank and Top Ten

All graduating seniors will be assigned a rank in class. Rank in class will be computed at the end of the fourth, sixth, and eighth semesters. Purpose of the sixth ranking will be an unofficial ranking for those students applying for college entrance and scholarships. Official class ranking will be computed at the end of the eighth semester.

In order to be considered for Top-Ten recognition, a student must meet the qualifications outlined under valedictorian and salutatorian. For the purpose of Top-Ten recognition, averages will be determined at the end of the third grading period of the senior year.

Requirements for National Honor Society

Each year, selection of new members will occur in November-December. In order to be eligible to apply for National Honor Society, students must meet the following requirements prior to the beginning of the selection period.

1. Minimum GPA of 3.3
2. Completion of the following courses: 2 CP English courses, 2 CP Math courses (one must be geometry), 2 CP Science courses, 2 CP Social Studies courses, and 2 Modern Language courses or have passed 1 and are currently enrolled in 1 of the courses mentioned above.

Eligible students will complete an application packet which must be returned by a specified date.

Additional requirements for National Honor Society are service and leadership. Students are evaluated on the participation in co-curricular activities, leadership positions, community activities, earned recognitions and awards, and work experience. Students will also be required to have three teacher recommendations as a part of their application.

A faculty committee, consisting of five teachers, will review each application and select new members. All decisions of the faculty committee are final.

Honors Diploma

The criteria for receiving an honors diploma are defined as meeting the same requirements established for the regular diploma plus meeting all the following criteria but one:

	Diploma with Honors Graduating Class of 2018 and Beyond	Career-Tech Diploma with Honors Graduating Class of 2018 and Beyond
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four - year sequence of courses that contain equivalent content	4 units
Science	4 units, including 2 advanced science	4 units, including 2 advanced science
Social Studies	4 Units	4 Units

Foreign Lang.	3 units of 1 language, or no less than 2 units each of 2 languages	2 units of one language
Fine Arts	1 unit	Not counted toward requirements
Electives	Not counted toward requirements	4 units of Career – Technical courses.
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/ WorkKeys	27 ACT / 1280 SAT	27 ACT / 1280 SAT / WorkKeys 6 on Reading for Information and 6 on Applied Mathematics
Field Experience	Not applicable	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Not applicable	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
Add'l Assessment	Not applicable	Earn an industry-recognized credential or achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Selection of Valedictorian and Salutatorian

Valedictorian and Salutatorian recognition will be granted only to those students who have been enrolled as a student on the first day of school in their senior year. Also completed the following minimum required courses:

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

NCAA Athletic Academic – Eligibility Requirements

Any high school student wishing to participate in college athletics should see the guidance counselor regarding eligibility requirements for Division I or Division II. Additional information can be found at www.eligibilitycenter.org. Students should consider planning for NCAA eligibility throughout their entire high school career.

Section III – Student Activities

School – Sponsored clubs and activities

New Lexington High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non School – Sponsored Clubs and Activities

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Permission can be obtained from the Principal. School rules will still apply regarding behavior and equal opportunity to participate. No non-district sponsored organization may use the name of the school or the school mascot.

Section IV – Student Conduct

I. ATTENDANCE INTRODUCTION

Regular attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Good attendance helps the student in developing habits of punctuality, self-discipline and responsibility. There is a clear connection between good attendance, academic success and success after school.

Beginning with the 2017-2018 school year, pursuant to **House Bill 410**, several changes take effect regarding school attendance. The highlights of these changes include:

- ◆ The definition of “**habitual truant**” changes from days to hours. The new definition is:
 - Absent **30 or more consecutive hours** without a legitimate excuse;
 - Absent **42 or more hours in one month** without a legitimate excuse; or,
 - Absent **72 or more hours in one year** without a legitimate excuse.
- ◆ Includes “**excessive absences**”
 - Absent **38 or more hours in one school month WITH OR WITHOUT A LEGITIMATE EXCUSE**; or
 - Absent **65 or more hours in one school year WITH OR WITHOUT A LEGITIMATE EXCUSE**.
- ◆ The creation of an absence intervention team to develop absence intervention plans for students who are habitually truant.

II. ATTENDANCE RULES AND REGULATIONS

Reporting a Student Absent

When a student is absent, the parent/guardian is to call the school giving the students' name and reason for the absence. Upon returning to school, it is the student's responsibility to provide the office with a note signed by the parent/guardian explaining the reason for the absence. This documentation will then be placed in the student's file. Excused absences will have two (2) days for each day absent to make up the work missed. All work missed due to advanced absence is to be submitted before the absence and/or by the time the student returns to school.

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have parents taken to court. New Lexington High School has an attendance policy to avoid these negative consequences.

Any student arriving to school after 9:00 AM will be counted absent one-half (1/2) day. Any student leaving school in the afternoon before 1:15 PM will be counted absent one-half (1/2) day.

All student absences, tardiness, and early releases require a written note explaining the reason for the absence. The following constitute reasonable excuses for absences but will still be counted toward truancy benchmarks and required notifications. All other absences are **UNEXCUSED** and no make-up assignments will be permitted (except as noted below for approved trip/vacation):

- 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 absent 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 extracurricular 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 pregnant student (**per Board policy #5751**);
- J. Service as precinct officer at a primary, special or general election (**per Board policy #5725**).

The Board does not believe that any student should be excused from school for non-emergency trips/vacations out of the District. Except as provided in Section II (G) above, children who are taken out of school for trips/vacations **will not be granted permission by the school**. The responsibility for this will rest with the parent/guardian. **Students who are absent for trips/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 trip/vacation, an effort will be made to compile a general list of assignments for the student to complete while they are absent.

III. ATTENDANCE INTERVENTION

Pursuant to House Bill 410, the District must take several steps to engage the student and family before filing a Complaint with the Juvenile Court. Those steps include parental notification, an absence intervention team and absence intervention plan.

Attendance Warning Letters

A parent/guardian will receive, in writing, notification when a student has accumulated thirty-eight (38) hours and sixty-five (65) hours of absences.

District's Responsibilities When Student Has Excessive Absences (WITH OR WITHOUT LEGITIMATE EXCUSE)

When a student is excessively absent from school the following will occur:

1. The district will notify the student's parent/guardian in writing within seven (7) days of the triggering absence;
2. The student will follow the District's plan for absence intervention; and,
3. The student and family may be referred to community resources.

District's Responsibilities When Student Is Habitually Truant

When a student is habitually truant, the following will occur:

1. Within seven (7) days of the triggering absence, the District will do the following:
 - a. Select members of the absence intervention team;
 - b. Make three (3) meaningful attempts to secure the student's parent/guardian participation on the absence intervention team;
2. Within ten (10) days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the District will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within sixty-one (61) days or continues to be excessively absent, the District will file a Complaint in the Juvenile Court.

The purpose of the absence intervention team is to establish a student-centered intervention plan for each student who has been deemed habitually truant by identifying specific barriers and solutions to attendance. Ideally, this team includes the student and the parent.

Excusable, Non-Approved Absences

When a student is suspended, he/she may make up the work missed while on suspension and will receive credit for that work. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflective in the grades earned. **It is the student's responsibility to request work when returning from an absence.**

Unexcused Absences (Truant)

An unexcused absence results in no make-up work being permitted in all classes missed and may result in the assignment of school discipline for each day of the unexcused absence. Students will have **ten (10) school days after returning to school to provide written documentation or**

doctor excuses of unexcused absence. Excuses turned in after the (10) days will not be accepted.

Excessive absences will be tracked and recorded for truancy proceedings and the Bureau of Motor Vehicles for driver's license suspension when applicable. Notices will be sent to parents/guardians accordingly warning of the status and need to rectify the situation.

Any student having **more than (9) days of unexcused absence** from school during one semester grading period will not be granted credit for all semester courses on his/her schedule. The student will still receive the earned grade for the courses taken.

Any student having **more than eighteen (18) days of unexcused absence** from the school during a school year will not receive credit for all yearlong courses on his/her schedule. The student will still receive the earned grade for the courses taken. Once a student has accumulated the number of absences to deny him or her credit, a letter will be sent home by mail regarding the student's loss of credit and right to appeal.

NOTIFICATION OF ABSENCES

If a student is going to be absent, the parents must contact the school (740) 342-3528 by 9:00am and provide an explanation. Upon a student's return to school, he/she must have a note from a parent or doctor if prior contact had not been made. All doctors' appointment absences will need a note from the doctor turned into the attendance office. If there is no contact with the parent upon the student's return to school for 24 hours, the student's absence shall remain unexcused.

Signing In

Any Student arriving after the 7:35 morning tardy bell must sign in at the front office. All students who sign in must state the time and reason for the absence. Those students without a legitimate excuse will be disciplined according to the tardy policy and the code of conduct. Our One-Call system will begin calling parents about their son/daughter absence beginning at 10:00am.

Signing Out

It is our job to know where you are when you are under the school's care and supervision. Any time you must leave before the end of the school day, you must sign out in the attendance office. Parental consent must be given for any student to sign out. Parent permission slips are turned in before the morning tardy bell. The written note from your parent/guardian must state the date, time and reason for your early dismissal. When the time comes for you to leave, come to the office to sign out. If a note is not provided, the parent/guardian must go to the attendance office to sign out his/her child.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the school office before going to his/her first assigned location. The classroom teacher will handle tardiness to class. Disciplinary action may follow every nine weeks.

Unexcused Tardy Upon Arrival to School

- | | |
|--|---------------------------------|
| ▪ 3 rd Tardy Offense | Written Warning |
| ▪ 4 th – 7 th Tardy Offenses | After-School Detention |
| ▪ 8+ Tardy Offenses | After-School Extended Detention |

Unexcused Tardy to Class During the School Day (Periods 2nd – 8th)

- | | |
|--|---------------------------------|
| ▪ 3 rd Tardy Offense | Written Warning |
| ▪ 4 th – 7 th Tardy Offenses | After-School Detention |
| ▪ 8+ Tardy Offenses | After-School Extended Detention |

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

Vacations during the school year

Parents are encouraged not to take their child out of school for vacations. However, students may be excused for vacation purposes a maximum of five (5) days during one school year. When a family vacation must be scheduled during the school year, the parent must send a written notice with dates of the vacation to the office two weeks prior of the start. It may be possible for the student to receive certain assignments that are to be completed during the trip. Remember, unexcused days count toward the number of days required for course credit.

College Campus Visits

Students are permitted up to five (5) days school absence for visitation of a college/university. You need to see the office for the form to be completed and approved before the trip takes place.

College Representatives Sessions

Representatives from various colleges and universities visit the high school during the school day to share information with juniors and seniors. Students must sign up in the guidance office prior to the session.

Armed Service Recruitment

Representatives from our armed services will come to provide information to our students during their lunchtime for those students who are interested in learning more about the programs and offerings.

Make-Up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments. Credit will be given for work missed during a suspension.

Make-up work due to excused absence must be completed in a timely manner. A general rule of thumb will be two days are given for make-up work for every day missed. In the event that the work is not made up, failing grades or an “I” (incomplete) may be given.

Code of Conduct

A major component of the educational program at New Lexington High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in the manner that reflects pride in self, family, and in the school.

Lunch Room Conduct

New Lexington High School follows a closed lunch policy and students are expected to:

- Clean up after themselves and place all trash in the proper receptacles
- Keep all food and drinks in the cafeteria

Students have the opportunity to deposit funds into their account to purchase food items at a later date.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Clothing, hats, and head coverings of any kind with suggestive, obscene or offensive words and/or pictures. Drug related, gang-related (bandanas) messages, and satanic sayings or symbols.
2. Clothing, hats, and head coverings of any kind with writing, signs, pictures, logos, and/or commercials concerning alcoholic beverages and tobacco products or controlled substances.
3. Appropriate shoes or boots are to be worn. Slippers may be worn if they have rubber soles.
4. Hats and head coverings of any kind (including bandanas) are not to be worn in the building unless granted permission by building staff.
5. All pants must cover the waistline, and holes in pants should be of a length that the hole is not higher than the student's fingertips when standing with the arms extended straight down the sides. Shorts should be of a length that the bottom of the short is even with or below the student's fingertips when standing with the arms extended straight down the sides. **Leggings, yoga pants, and form-fitting pants of a similar nature (no tights) may be worn.**

6. Dresses and skirts should be of fabric, style, and fit appropriate for school wear. See-through garments are not suitable for school wear. Length of skirts and dresses are to be such that the bottom of the garment is even with or below the student's fingertips when standing with the arms extended straight down the sides. **Tank tops that expose all or part of the midriff will not be permitted.**
7. Hair length should be such that it does not interfere with the student's ability to accomplish schoolwork.
8. No Chains
9. Undergarments are to be worn under outer garments so that they don't become exposed.
10. Anything that may distract from the educational process or present a safety risk.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to discipline according to the Student Discipline Code.

Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The following codes provide a list of the major areas that could result in disciplinary action. All school rules apply at school, on school property, at school-sponsored events and on school transportation. The School shall attempt to make discipline prompt and equitable and to have the **consequences** match the severity of the incident. If disciplinary action does not result in removal from school, the disciplinary action may not be appealed. If a student or parent has questions regarding disciplinary action, they should contact the Principal. **The absence of a behavior or any specific action from the codes does not mean that such conduct does not violate the discipline code or cannot be punished.**

1. Disruption of School

A student shall not by the use of violence, vulgarity, force, coercion, threat, profanity, lying, 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.

3. Damage to Private Property

A student shall not cause or attempt to cause damage to any private property.

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.

5. Dangerous Weapon or Instrument

A student shall not attempt to possess, handle, transmit, or conceal any 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/E-Cigarettes/Vaping/Juuling

A student shall not use or possess tobacco or tobacco products (snuff, chew), electronic devices, vape products, refill pods, or anything else used to inhale/ingest foreign substances within any school bus, building, locker, 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. Cheating/Academic Dishonesty/Plagiarism

No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements, with respect to proper test taking or the completion of work assignments.

Students shall not assist in the pursuit of academic dishonesty by providing information to the other students in any way. For purposes of this policy, work is broadly construed and includes without limitation: ideas, writings, works in progress, completed works, examination questions, examination answers, etc.

Any student who is caught or found to be cheating, academically dishonest or plagiarizes may receive an "F" for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.

11. Gambling

A student shall not engage in the act of gambling.

12. Dress

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

13. Insubordination

A student shall not refuse to respond or carry out a reasonable request of any school personnel.

14. Violation of the Law

A student shall not violate any law or ordinance.

15. Truancy

A student shall not be absent from school or leave school grounds without permission of the school and the parents. Students need to be on time to school and not be tardy. Unexcused absences and skipping class may also be considered truant.

16. 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.

17. Immorality/Public Displays of Affection

A student shall not engage in acts, which are immoral or acts, which are contrary to accepted social behavior. An example would be public display of affection – kissing/hugging.

18. Driving and Parking

A student shall not drive or park in a manner, which would be considered reckless, or in violation of school rules and regulations.

19. Disrespect

A student shall not refuse to show respect and/or esteem to all school personnel. This would include using vulgar language when speaking to, or in the presence of a staff member, substitute, and all classified personnel.

20. Buses

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

21. Hazing

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

22. Counterfeit Drugs

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

23. Fire and Explosive Devices

A student shall not attempt to use fire in any unauthorized manner. Explosives, fireworks, and chemical-reaction objects such as stink bombs, smoke bombs, firecrackers, and poppers are forbidden and dangerous.

24. Unauthorized Entrance or Exit

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

25. Repeated Violation

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

26. Technology Violation

A student shall not abuse or fail to comply with rules and regulations that apply to Board-owned computers, network, and the Internet. Any use of technology in an unauthorized manner may be a violation of the “acceptable use policy”.

27. Bullying/Harassment

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

Students that exhibit any threatening, insulting, or dehumanizing gesture; use of technology; or written, verbal, or physical conduct directed against another student or school employee will be an indicator that harassment has occurred.

Criminal Acts

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

Discipline

Students are considered under the jurisdiction of the school while on school property, on buses, interacting with members of the Board of Education or their employees, or at any school sponsored activities, away sporting events, contests, or trips. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Consequences are progressive in nature and are not all-inclusive. Consequences may vary based on the severity and frequency of the infraction. Consequences may be progressive regardless of the severity of the incident.

Detentions/Extended-Day Detentions

Any teacher or administrator may assign detentions as a disciplinary measure. A student will be given at least twenty-four hour notice of time to be served when given a detention. The student must arrange transportation to get home. If the student fails to serve their detention, other disciplinary action may be taken. Further failure to serve assigned consequence may lead to school restriction, out of school alternative placement, out-of-school suspension or possible referral to juvenile court. Detentions will be held after school from 2:30 to 3:30 pm. Extended-Day Detentions will be held after school from 2:30 to 4:30 pm.

In School Suspension (ISS)

Students assigned to In School Suspension (ISS) are removed from the mainstream of the student population. It shall be used within the structure of the disciplinary code and the nature of the offense. This study time is to be served in a designated area. Academic work may be made up provided the student abides by the rules and completes the work assigned. Failure to serve ISS and/or to follow established guidelines will result in an Out-of-School Suspension. A tardy to ISS is a violation of ISS. rules and may result in an OSS. A student assigned to ISS. must attend as instructed. Any un-served days due to an excused absence will be made up upon the student's return.

Out of School Suspension (OSS)

When a student is being considered for a suspension, the administrator in charge will notify the student and the parent with the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal or Assistant Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas. When a student is suspended, he/she may make up the work missed while on suspension and will receive credit for that work. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflective in the grades earned.

Social Probation

Students may be prohibited from attending extra-curricular activities and events (Homecoming, Prom, After School Events, etc.) due to disciplinary referrals and/or absences at the discretion of administration.

Emergency Removals

The superintendent, the principal, or the 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. 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. 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. 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. 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 siblings or classmates and are encouraged to maintain academic progress.

Expulsion from School

The superintendent may expel a student from school for a period not to exceed 80 days. The superintendent or his/her designee shall notify the parents, guardian, or custodian of the student of the intended expulsion. 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. 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. 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. 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.

Permanent Exclusion

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes.

This process will usually follow an expulsion and the proper notification of the parents.

Substance Abuse Policy

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:

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

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.

- No person shall knowingly possess a counterfeit controlled substance.
- No person shall knowingly make, sell, offer to sell, or deliver any substance that is a counterfeit controlled substance.
- 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.
- No person shall sell, offer to sell, give, or deliver, any counterfeit controlled substance to a person under the age of eighteen (18).
- No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.

- No person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Counterfeit Controlled Substance is defined as: 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.

Smoking, Chew and/or Snuff

Students are not permitted to possess or use any tobacco products, e-cigarettes, vaping, juuling, or anything else used to inhale/ingest foreign substances 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.

- First Offense – three days out-of-school suspension.
- Subsequent Offenses – five days out-of-school suspension, and/or possible recommendation for expulsion. Or other alternatives including referral to a Tobacco Abuse Program or filing a complaint with juvenile court.

Bullying and Other Forms of Aggressive Behavior

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 en-route 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 he/she 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 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, he/she 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. The school staff member and/or administrator shall promptly forward this written report to the building principal for review, investigation, and appropriate action.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. Dogs handled by law enforcement officers are specially trained to detect drugs and devices such as bombs on school property. They may come to the school without notice, except to the superintendent and building principal. The dogs will be allowed to examine a student's possessions, including vehicles and lockers.

Students Rights of Expression

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other

insignia; clothing, and banners; and audio and video materials. All items must meet school guidelines and have approval of high school principal.

School Social Events

(Dances, Homecoming, Prom, After-Prom, Banquets)

All School rules are in effect for school dances. Students may not return after leaving a dance. The sponsoring club advisor and/or administrator will determine who may attend a dance. No students below grade 9 nor any student over the age of 20 may attend a high school dance.

Section V – Transportation

Bus Transportation to School

Election of Transportation

Each school year, each students' 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:

- 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
- The building principal acknowledges the sign-out.

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

Bus Rules and Safety Procedures

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 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

- All bus stops in any location where the bus stops for the purpose of loading and unloading are under the supervision and authority of the driver. Students are subject to all school rules while at designated school bus stop areas.
- 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/guardian or phone contact to parent/guardian, a work assignment (cleaning bus), reassignment or change of assigned seat or written referral to the building principal for further disciplinary action.

1. No eating, drinking, chewing gum, or littering is permitted on the bus.

2. Students shall remain properly seated at all times on the bus except when boarding or unloading. Properly seated means student's bottom on the seat, students back against the seat back, student's feet on the floor (if they will reach) and out of the aisle. Feet shall be behind and under the seat in front of them.
3. Students are not permitted to throw objects of any type while on the bus or at designated bus stops and no objects may be thrown from the bus (out of windows or doors).
4. While on the school bus, student 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 electronic devices used with ear buds for music enjoyment
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 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).

Procedures of Disciplining School Bus Misbehavior

- First Offense – Bus Conduct Report will be written about the incident. Warning or interaction with the administration may occur.
- Second Offense – 1-3 days removed from the bus
- Third Offense – 3-5 days removed from the bus.

- Fourth Offense – 5-10 days removed from the bus. Possible removal for the remainder of the year.

Self-Transportation to School

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. Parking lot areas are off limits during school hours.

Driving Rules:

1. Drive responsibly
2. Maintain a slow speed while on school property (5mph).
3. Park your car in the designated student parking area only.
4. Lock your vehicle
5. Upon arrival, all students report to the building. (No loitering in vehicles)
6. All vehicles must stop when the buses begin to roll at the end of the day.

Section VI-Athletic Code of Conduct

Please refer to the Parent/Student Athletic Policy Book- Can be found on the NLHS website

Eligibility

In order to be eligible in grades 9-12, a student must be currently enrolled and have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation. In addition to the credit requirement for eligibility, all New Lexington students must earn a G.P.A. of a 1.5 in the immediately preceding grading period. All students must have an updated physical on file with the athletic department.

Section VII-Computer Network and Internet Acceptable Use Policy

For Students of the New Lexington City School District

The District is pleased to provide our staff and our students with access to interconnected computer systems within the District and to the Internet via a worldwide network that provides various means of accessing significant educational materials and opportunities, all in accordance with New Lexington City School District Board of Education Policy 7540.03, Student Network and Internet Acceptable Use and Safety.

In order for the District to continue making its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that under certain circumstances one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access (e.g. YouTube, Twitter, etc.). Teachers and other staff members will make reasonable efforts to supervise student use of network and Internet access and develop classroom policies that promote student cooperation in

exercising and promoting responsible use of this access in accordance with Board Policy 7540.03. However, parents are advised that students may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. As such, parents must assume risks by consenting to allow their child to participate in the use of the Internet while at school.

The District recognizes the need to prevent students from accidentally or intentionally accessing inappropriate material via the Internet. To that end, the District has instituted the use of an Internet filter that prevents access to many sites that are known to violate the New Lexington City School's Acceptable Use Policy (AUP) and Internet Safety Policy. Filters are, however, imperfect devices and are not a reliable substitute for monitoring students' activities by their teachers and/or by other staff. Students should be guided to appropriate sites and be monitored by staff members since the filter may not prevent some students from reaching inappropriate material. Staff members will monitor students' online activities while at school. Staff and students may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook. Staff monitoring of student Internet and network use may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server and computer logs.

Attached is an Agreement that addresses and encompasses the requirements of the District's Acceptable Use and Internet Safety Policy ("Policy") and is in accordance with the operating standards of the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning this Agreement as having been directed, each student will be given access to network resources and will agree to follow the Policy provisions. Any parent or guardian of a student under the age of 18 may direct that the student not be given access to the Internet. An "opt-out" form for this purpose may be obtained from the school.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Building Principal, Technology Director or the Superintendent. If any user violates the Policy and/or Agreement, he/she may be subject to disciplinary action and/or may have his/her Internet access suspended or revoked.

Personal Responsibility

By signing this Agreement, you are agreeing not only to follow the rules in the Policy as well as this Agreement, but are also agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of the Policy or this Agreement or any other use that is not included in the Policy or Agreement but has the effect of harming another or his/her property.

Term of the Permitted Use

A student who submits to the school district, as directed, a properly signed Policy Agreement and follows the Policy and Agreement to which he or she has agreed and have computer network and Internet access.

Acceptable Uses

Educational Purposes Only

The school district is providing access to its computer networks and to the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Building Principal, Technology Director or the Superintendent.

Network Policies

All users must abide by rules of network etiquette which include:

1. Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or any personally identifiable information (including educational records) of students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. The Technology Director has access to all messages. Any messages regarding illegal activities will be reported to authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration and will be published accordingly.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District unless authorized by the Building Principal, Technology Director, Superintendent, or Supervisor.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal

- or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
 13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
 14. Users shall not read other users' mail or files unless authorized by the Building Principal, Technology Director, Superintendent, or Supervisor; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge another users' mail.
 15. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

Hacking and Other Illegal Activities

It is a violation of the Policy to use the school's computer network or the Internet to gain unauthorized access to other computer systems or to attempt to such unauthorized access. Any use that violates local, state, or federal law is strictly prohibited and will be reported to appropriate authorities.

Confidentiality of Student Information

Personally, identifiable information about students may not be disclosed or used in any way over the Internet without the permission of a parent or guardian, or if a student is over the age of 18, the permission of the student himself/herself. A supervisor or administrator may authorize the release of information, as defined by Ohio law, for internal administrative purposes or education projects and activities.

Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and shall remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Information obtained from the Direct Certification process from ODJFS or from New Lexington Schools' Household Information Survey may be used for other things such as, but not limited to, determining the waiving of classroom fees.

Warranties/Indemnifications

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, a user is taking full responsibility for his/her use and is agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer

and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Updates

Users may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement; for example, to reflect developments in the law or technology.

ADOPTED: November 17, 2014

Legal References:

Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)