

New Lexington Schools
Elementary Handbook



2023-2024

New Lexington School District Mission Statement

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

Junction City Elementary Vision Statement

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

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School Begins at Home

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

1. Please make sure your child is at school on time each and every day. It is very important that you have your child here on time every day so that your child does not miss out on the important instructions for the day. Students may take advantage of the **Free Breakfast for Everyone Program**. Every child can eat a free breakfast and lunch.

Please do not pick your child up before the school day ends at 3:40 unless it is **absolutely necessary**. Your child will be missing out on valuable instruction time. Our teachers are teaching until the very end of the school day **every day**.

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

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

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

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

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

School Day

Official School Hours: 9:00am-4:00pm

Drop Off: 8:45am-9:00am, students are supervised and wait in the gym until the bell rings at 9:00am

Tardy Bell: 9:15am

Dismissal: 3:40pm (Pick-Ups and Walkers), 3:45pm (Bus Riders)

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

All students who do not ride a bus must walk or be picked up by a parent or his/her designee. See Annual Transportation Election for rules regarding transportation designation. Walkers will be dismissed at 3:40 along with students being picked up by parents or parent designee. Walkers will be leaving by the gym doors, along with students being picked up. Parents picking up students, please park in the gravel lot (beside the gym door) and come up to the grass area outside that door to pick your child/children up. **Students will not be permitted to go to your car without you first coming up to get them.**

Students must leave the school grounds at the end of the school day. If students remain on school grounds, parents are responsible for any damage or theft occurring to the school or on school property. Destruction of property and/or physical abuse after leaving the school grounds or the bus stop areas become a civil matter to be referred to the city police.

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

School Visitors

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

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

Parents/Guardians picking up students during the school day will buzz the door bell and state the student(s) needed for pick-up along with the reason for early dismissal. A school official will escort the student to the door and then sign the student(s) out.

Parents/Guardians bringing students to school late will buzz the door bell and state the student(s) coming into school along with the reason for being tardy. A school official will sign the student(s) in and send the student(s) to class.

No person will be permitted to be in hallways outside the classrooms or in the classrooms without first obtaining a visitor's pass. If you do not have a visitor's pass, you are subject to immediate removal and possible legal consequences.

This is to ensure the safety of all students at Junction City Elementary. This rule will be strictly enforced due to safety concerns. Please help us by following this procedure to ensure the safety of all students.

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

Parental Rights and Responsibilities

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

Every parent has the right to:

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

Every parent has the responsibility to:

- Make every effort to provide for the physical and emotional needs of their child.
- Strive to prepare the child emotionally and socially to make the child receptive to learning and discipline.
- Require their child to attend school regularly and on time.

- Make sure that their child has the necessary supplies not provided by the school.
- Encourage and lead the child to develop proper study habits at home.
- Know school requirements and procedures.
- Keep open communication with the school.
- Discuss problems with the appropriate personnel.
- Work for the success and improvement of the school program.

Parent Right of Access and Limitations and Parent Communication with Staff

The District recognizes that parents have the right and desire to know about their students' educational experience.

The District also respects the privacy rights of parents and their children as well as appropriate professional boundaries of District staff members.

The District's definition of "parent" related rules is provided for in Policy adopted by the Board: "The natural, adoptive, or surrogate parents or the party designated by the courts as the legal

guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.”

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

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

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

- Will not require an emancipated minor to submit or participate in any survey, analysis, or evaluation that reveals the political affiliations or beliefs of the student or parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations,

or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

- Will permit parents to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student.
- Will permit parents to inspect, upon request, any instructional material used as part of the educational curriculum of the student.
- Will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- Will attempt to contact the parent prior to questioning of the student by law enforcement agencies investigating violations of law, and will require that a building administrator remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.
- Will attempt to notify the parent prior to interviewing of the student by an official of a public children's services agency or law enforcement agency if the student is the subject of a child abuse/neglect investigation and the parent is not believed to be the perpetrator.
- Will provide, upon request, information regarding the student's classroom teacher(s).
- Will provide parents with information on the level of achievement of their child(ren) on the required state academic assessments, and timely notice if the student is assigned to a teacher who is not "highly qualified" as required (or if the student is taught for more than four weeks by a teacher who is not highly qualified).
- Will permit parents, **only** upon prior approval of administration, to make classroom visitations during school hours.

Parents are encouraged to communicate with District staff by following the proper communication protocol. Specifically, parents may communicate with staff members by school telephone and school email, and may also set up appointments with staff members for in-person conferences.

Parents may not use school telephone or school email of staff members in excess to communicate or to otherwise harass staff members. Parents are strongly discouraged from using personal telephone, personal email and/or social media of staff members to communicate concerning school-related business.

The Family Educational Rights and Privacy Act (FERPA)

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

Student personally identifiable information includes, but is not limited to:

*the student's name; the name of the student's parents 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 or older notifies the school in writing that she/he will not permit distribution of such information:

Student's name

Address

Telephone listing

Date and place of birth

Major field of study

Participation in officially recognized activities and sports

Height and weight, if a member of an athletic team

Dates of attendance

Date of graduation

Awards received

Photograph

Each student's parent/guardian may refuse permission for the district to release the student's directory information by signing and submitting the opt-out form contained in this Handbook. This

opt-out form also contains an option for the parent/guardian to permit or refuse permission for the district to share student photographs.

Student Placement in Classrooms

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

Home Tutoring

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

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

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

Open Enrollment

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

Arranging a Conference

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

Student Fees

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

Fees that are not paid will be accumulated from school year to school year by the New Lexington Schools Treasurer.

Interim Reports

All students receive an interim report halfway through each of the nine week grading periods. If a student is experiencing academic challenges, the Interim Report will be used as a basis for conferring and working out solutions for your child. Parents are requested to follow up on the report and meet with the teacher as needed.

Report Cards

All students receive a report card at the end of each of the nine week grading periods. If a student is experiencing academic challenges, the Interim Report will be used as a basis for conferring and working out solutions for your child. Parents are requested to follow up on the report and meet with the teacher as needed.

Textbooks

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

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

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

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

Homework Policy

The most important key to school and homework is the support and cooperation of parents.

Students not completing homework the day it is due, may be required to remain in at recess that day working on the assignment. If the student does not complete the assignment during this time a phone call to the parents may be the next step in the process to inform parents about this problem.

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

Emergency Numbers

Make sure our school has the necessary information to contact you in case of an emergency. If your address or phone number changes, please notify the school immediately. In addition, we need three emergency contacts that we can call in case of emergency.

Use of Medication

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

- A. The school nurse or other designee appointed by the building principal will supervise and secure the proper storage and dispensation of medications. The medication must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Nonprescription drugs must also be in original containers.
- B. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order.
- C. The school nurse or other designated individual must receive and retain a statement which complies with R.C. 3313.713 and is signed by the physician who prescribes the drug.
- D. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes.
- E. No employee, who is authorized by a board of education to administer a prescribed drug and who has a copy of the most recent physician's statement, would be liable in civil damages for administering or failing to administer the drug, unless s/he acted in a manner that would constitute "gross" negligence or wanton or reckless misconduct.
- F. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

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

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

A. Child's name

H. Name of medication

I. Purpose of medication

J. Time to be administered

K. Dosage

L. Possible side effects

M. Termination dates for administering

The principal shall post, in a conspicuous place in the secretary's office or nurse's office, a listing of those personnel authorized to administer drugs.

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

A. Informing appropriate school personnel of the medication.

N. Keeping a record of the administration of medicine.

O. Keeping medication in a locked cabinet.

P. Returning unused medication to the parent only.

The school district retains the discretion to reject requests for administration of medicine. The intent of these regulations is to ensure that no medication will

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers,

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

Cafeteria Rules and Procedures

Students will receive free breakfast and free lunch for the 2023-2024 school year.

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.

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

- Children will enter the cafeteria in a quiet and orderly manner keeping hands and feet to self.
- Children will remain seated unless they raise their hand and receive permission to get up.
- Children will use proper manners at all times, such as *please* and *thank you*.
- Children are not permitted to share food or money.
- Children will talk in an inside/restaurant voice to students at their table only.
- Children are responsible for cleaning up their areas and throwing away all trash.
- Children may not drink pop for lunch. Juice is available if allergic to milk.

Restroom Rules and Procedures

1. Children will use proper manners in the restroom.
2. Children will flush the toilet or urinal after use.
3. Children will help keep the floor mirror, and walls neat and clean.
4. Children will not write on walls. All writing utensils must be left in the classroom.

5. Children will not stand on toilet seats or hang on support bars.
6. Children will not bother other students while they are using the restroom.

Student Safety

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

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

In addition, the Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted

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

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

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

Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and

other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where person have a reasonable expectation of privacy, e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant, or conference/meeting rooms), or in individual classrooms during instructional time.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes.

As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Student Conduct Code

Part I. Authorization

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

Part II. Serious Misconduct

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

A violation of any rule contained herein may result in disciplinary actions including expulsion, suspension, work detail, detention, juvenile court system or any other action deemed appropriate by

the administration. All of the following rules apply when students are on school property, or are at any time under the authority of the New Lexington Local School District.

RULE 1

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

RULE 2

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

RULE 3

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

RULE 4

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

RULE 5

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

RULE 6

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

RULE 7

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

RULE 8

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

RULE 9

FORGERY: A student shall not falsely use or attempt to use the name of another person or falsely use times, dates, addresses, or other data on any school form or correspondence.

RULE 10

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

RULE 11

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

RULE 12

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

RULE 13

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

RULE 14

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

RULE 15

HORSEPLAY: A student shall not engage in acts such as pushing, throwing of objects, or other similar acts which in the judgment of the school personnel may result in potential injury to others.

RULE 16

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

RULE 17 (not applicable for elementary students)

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

RULE 18

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

RULE 19

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

RULE 20

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

RULE 21

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

RULE 22

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

RULE 23

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

RULE 24

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

RULE 25

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

RULE 26

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

Suspension, Removal & Expulsion

Out of School Suspension

1. The superintendent or the principal may suspend a student from school.
2. Written notice of intent to suspend which lists the reason(s) for the intended suspension must be given to the student prior to the informal hearing.
3. The suspension cannot exceed ten (10) days.
4. After the student has received the written notice of intent to suspend, an informal hearing may be held before the superintendent, the principal or his/her designee. The student may challenge the reason(s) for the intended suspension, and otherwise state his/her position concerning the matter.

5. The superintendent, the principal, his/her designee may give notification of the decision to suspend in writing to the parents, guardians, or the custodian of the student, and the treasurer of the Board of Education within 24 hours of the suspension.
6. The notice must include the reason(s) for the suspension, the right of the student or parent to appeal to the Board of Education or its designee, and the right to request the appeal be held in executive session.
7. A student may be kept from class or extracurricular activity temporarily until disposition of the matter at the hearing.
8. Misconduct may result in alternative disciplinary action, which may include but not be limited to detention, parental conference, work detail or in-school restriction.
9. Out-of-school suspensions are considered unexcused absences.
10. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

Emergency Removals

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

3. Parents must be contacted within 24 hours of the removal. If a student wishes to appeal, an informal hearing will be granted with the principal. A hearing must be held within 72 hours of the removal if the removal could extend for more than 24 hours.
4. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The student has the opportunity to appear and challenge the reason for removal. If the superintendent, principal, or assistant principal removes the student or other disciplinary action is taken, written notification may be given to the parent, guardian, or custodian of the student within 24 hours of the hearing.
5. Emergency removals are considered un-excused for attendance purposes.
6. A student who is emergency removed shall be permitted to complete any classroom assignments missed because of the removal and receive at least partial credit for a completed assignment. Grade reductions on account of the student's removal are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her removal.

Expulsion

1. The superintendent may expel a student from school for a period not to exceed 80 days.
2. The superintendent or his/her designee shall notify the parents, guardian, or custodian of the student of the intended expulsion.
3. The notice shall include the reasons for the intended expulsion, and the right of the student, parent, guardian, custodian, or representative to appear before the superintendent and challenge the reasons and explain the actions of the student.
4. The notice shall state the time and place at which the student or his/her representative may appear. The date of the hearing shall not be sooner than three days, nor more than five days, after the notice is given. The superintendent or his/her designee may grant an extension of time when requested by the student or his/her representatives
5. If the superintendent expels a student, he/she must notify the parent, guardian, or custodian of the student, and the treasurer of the Board of Education, within 24 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.

Student Attendance

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:

1. 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.

2. 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*

3. The creation of an absence intervention team to develop absence intervention plans for students who are habitually truant.

Attendance Rules and Regulations

Reporting a student absent

When a student is absent, the parent/guardian is to call the school giving the student’s 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.

Any student arriving at school after 10:45am or leaving before 2:00pm will be counted absent one-half day.

All student absences, late arrivals, and early releases require a written note explaining the reason for the absence. The following constitute reasonable excuses for absences. All other absences are *unexcused*.

- A. personal illness (a written physician’s statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home

- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extra-curricular activity. All classroom assignments missed due to the absence shall be completed by the student;
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student (per Board Policy #5751)
- J. service as a 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 out of the District. Except as provides in item G above, children who are taken out of school for trips and vacations **will not be granted permission by the school**. The responsibility for this will rest with the parents. **Students out of school on vacations will be counted absent**. Teachers will not be expected to re-teach any work missed by the student while absent. However, if the school is notified *in advance* of such a trip or vacation, an effort will be made to prepare a general list of assignments for the child to do while s/he is absent.

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 absent.

District's Responsibilities when a Student has Excessive Absences

(with or without a 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 a 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.

Dress & Grooming Expectations

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

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

Hats: Hats and caps are not to be worn in any school building. (Exception to rule – School Sponsored Hat Days.)

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

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

Shorts: Shorts are permitted but must be of appropriate style and length.

Dresses/Skirts: Dresses and skirts should be of fabric, style, and fit appropriate for school wear. See-through garments are not suitable for school wear.

Grooming: Hair should be kept clean, groomed, and attractively styled. Hair length and color should be such that it does not interfere with the student's ability to accomplish schoolwork. Students should always maintain good hygiene which includes regular bathing and regular brushing of their teeth. Anything that may distract from the educational process or present a safety risk will not be permitted. *Since fashions and designs constantly change and issues may arise which are not addressed by the above guidelines, it is the duty/responsibility of the building administrator to make individual decisions on each new situation so as to maintain the general philosophy stated within this policy.*

Valuables

Students should not bring valuables to school. The school cannot be responsible for the loss of the items. If technology devices are brought to school, they must remain in book bags when entering the buildings. Examples are cell phone, iPods, gaming devices, etc. If they are caught out during the school day, they will be confiscated and a parent will need to come and retrieve them.

Telephone

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Tornado and Fire Drills

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

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

School Closings

When school is closed or released early due to emergencies or severe weather conditions an all call will go out and it will be posted on radio & TV.

Annual Transportation Election

Each school year, parents/guardians may elect a type of transportation for their student(s). This election will stay in effect for the entire school year unless the election is changed/revoked in writing by the parent/guardian.

There are three transportation options: walk, private car, and bus.

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

- a. an individual authorized on the student's emergency medical form on-file in the building principal's office signs the student out; and
- b. the building principal acknowledges the sign-out. Each student's parent/guardian must complete and submit to the building principal the Transportation Election form below at the beginning of each school year.

Bus Rules and Safety Procedures for Students

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

General Guidelines

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

Parents/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.
6. Students shall remain properly seated at all times on the bus except when boarding or unloading. Properly seated means student's bottom on the seat bottom, student's back against the seat back, student's feet on the floor (if they will reach) and out of the aisle. Feet shall be behind and under the seat in front of them.
7. 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).
8. While on the school bus, students must keep all body parts inside the bus (arms, hands, feet, etc.) and students will keep their feet on the floor at all times.
9. Squirt guns, water bottles or any other liquid containers are not permitted on the bus.
10. Conversations on the bus are permitted, but should be kept to a minimum (this is necessary to avoid distracting the bus driver). Shouting, loud comments, chanting/singing are prohibited.
11. Absolute quiet must be maintained at railroad crossings and any other points of danger as specified by the bus driver.
12. The bus driver may permit radios, CD players and other personal devices; however, this is at the discretion of the driver. Earphones must be used at all times when using all electronic devices.

13. Personal objects, which may block the aisle or prevent occupation of a seat, will not be permitted on the bus. Book bags, gym bags, athletic equipment, musical instrument cases must be held by the student, otherwise they will not be permitted on the bus.
14. Parents are responsible for the safety of pupils while going to and from their assigned pickup points.
15. 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.
16. Students are to load and unload from the bus at its designated stop in an orderly manner.
17. Students should go promptly to the bus when dismissed from school. When discharged from the bus, they should go directly to their home.
18. Students shall arrive at the bus stop before the bus is scheduled to arrive.
19. In town, students should not arrive at group pickup points more than five (5) minutes before pickup time.
20. Students must follow reasonable directions of the driver.
21. Gestures of profanity and/or verbal profanity are not permitted.
22. Students who do not sign emergency removal or disciplinary forms will be considered insubordinate (the student's signature does not mean or imply agreement with the disciplinary action or is not considered an admission of rule/guideline violation(s). The student's signature only indicates that the student has received notice of any disciplinary referral or action taken by the bus driver).

Driver Procedures in Enforcing Minor Misconduct Code

First Offense Warning

1. Drivers are given broad latitude in determining when help is needed to control students, but in general the driver will insist that students correct their "minor" behavior. Drivers will try several options before seeking help. When students are misbehaving, the driver will insist that the student

correct his/her behavior. Once several attempts, including contact with the parent have failed to change the student's behavior, a Bus Conduct Report will be completed and given to the Transportation Supervisor or his designee who shall then work with parents and students to correct the situation.

2. Once the driver determines that assistance is necessary, warning is given to students as follows:
 - a. The driver informs student that he/she is receiving a warning and that further misconduct may result in a suspension.
 - b. The driver then contacts the parent either in person or by telephone to discuss the student's behavior and ask the help of the parent. If parents cannot be reached after several attempts, a form asking parents to call the driver will be sent home.
 - c. If parents cannot be reached, the driver shall inform the Transportation Supervisor or his designee, who shall then see that a Bus Conduct Report is mailed or delivered to the parent.
 - d. A written Bus Conduct Report will be completed and given to the Transportation Supervisor or his designee.
 - e. The Transportation Department and the driver shall both maintain discipline records once student receives a warning.

Second Offense

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

Third Offense

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

- h. The driver will complete another Bus Conduct Report indicating “third offense” and submit it to the Transportation Supervisor or his designee.
- i. The Transportation Supervisor or his designee will then remove the student from riding the bus for 5-10 days.

Fourth Offense

1. If the student continues his/her misbehavior, then the following procedures are observed:

- j. The driver will complete another Bus Conduct Report indicating “fourth offense” and submit it to the Transportation Supervisor or his designee.
- k. The Transportation Supervisor or his designee shall then meet with the principal to discuss the student’s bus discipline record.
- l. The principal will then issue disciplinary action that includes suspension from the bus and from school.

Other

1. If a parent wishes to appeal a suspension of a student from riding a bus, the principal of the student shall serve as the appellate officer.
2. In conducting a hearing, the principal shall observe recognized due process procedures; the principal’s decision shall complete the appeal process.
3. Offenses beyond the fourth will be administered by following the procedures described under Fourth Offense.
4. A student may not be given an Emergency Removal Report for violation of the Minor Misconduct Code.

5. In all cases when a Bus Conduct Report is completed, the driver must request the student sign the report or indicate that the student refused to sign.

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

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

1. The student will be given an emergency removal by the driver not to exceed 24 hours. The student shall be informed of the removal.
2. The driver shall then complete a Bus Conduct Report and submit it to the Transportation Supervisor or his designee.
3. The driver shall then make contact with the parents to inform them of the emergency removal.
4. The Transportation Supervisor or his designee shall then meet with the principal who will then issue disciplinary action that may include suspension from the bus and from school. These serious misconduct rules apply at all times: during regular school hours, while on school property, after school hours and/or while involved in any and all extracurricular activities either on or off of school property.

Refer to Student Conduct Code for additional information.

Designated Bus Stop

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

Lost and Found

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc. to help ensure safekeeping. Occasionally, such items find their way the Lost and Found in the office and

students should check when they have lost something. Any unclaimed items still in the Lost and Found after school closes will be contributed to a charitable organization.

Gifted Identification

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

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

Any questions or concerns should be directed to the coordinator of talented and gifted education located in the New Lexington Schools at 740-342-4133.

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

New Lexington Schools Acceptable Use Policy for Technology

General Information

New Lexington School District provides computer equipment services and internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators are employees of New Lexington Schools or The Southeastern Ohio Voluntary Educational Cooperative (SEOVEC) and reserve the right to monitor all activity on network facilities. Because of the complex association

between so many government agencies and networks, and end user (in this case the student) of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Information Content and Uses of the System

The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services.

The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity that is prohibited by law.

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

On-line Conduct

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

information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Users and their parent/guardians specifically agree to indemnify the New Lexington Schools and the system administrators for any losses, costs, damages, including reasonable attorneys' fees incurred by the New Lexington Schools relating to, or arising out of any breach of this section (On-line Conduct) by the user.

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

Software Libraries

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

Copyright Material

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

Electronic Mail

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

Security

Security on any computer system is a high priority, especially when the system involved has many users. If a member feels that he can identify a security problem on the system, the member must notify a system administrator or e-mail tim.householder@nlpanthers.org. The member should not demonstrate the problem to any other. Professional staff may allow students who are not members to access the system through the staff personal account as long as the staff member assumes responsibility for the actions of anyone using his/her account. Members may not otherwise let others use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words which could be found in a dictionary. Attempts to log in to the system using either another member’s account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator (tim.householder@nlpanthers.org) if a password is lost or stolen or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his account terminated and is subject to other disciplinary action.

Downloading

No downloading is permitted without approval of the Technology Director.

Disk Usage

The system administrator reserves the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who

remains in noncompliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

Vandalism

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

Printing

The printing facilities of the school network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense and shortens the life of the equipment.

Statement of Acceptance of Terms and Conditions

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

Board of Education Policy and Regulation 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 and if 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.

Board of Education Policy and Regulation 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 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

Parent Right to Know – Highly Qualified Teachers

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

Junction City Elementary School Parental Involvement Policy/Plan

PART I. GENERAL EXPECTATIONS

Junction City Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies/plans meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy/plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition: *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY / PLAN COMPONENTS

1. Junction City Elementary will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

- The school will meet at least annually with parents in order to engage in meaningful, two-way consultation to discuss, implement, and revise the district parent involvement plan via the DLT and OIP process.
- The school will engage in meaningful, two-way consultation with parents in order to discuss, implement, and revise both the district and building parent involvement plans via the BLT and OIP process.
- The school will utilize surveys to obtain specific parent input regarding programming, communication, options for parent meetings, building climate and the effectiveness of Title programs.

2. Junction City Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- The school will collaborate with parents at least annually on the progress of the district toward meeting district goals utilizing the DLT and OIP process.

- The Title I school will collaborate with parents at least annually on progress of the school toward meeting building goals utilizing the BLT and OIP process.
- Parents will be notified annually of their rights to have input on the policy in a variety of formats which may include student handbook, brochures, handouts and/or district and building websites.

3. Junction City Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by holding it at a convenient time for parents; sharing the information more than one time; posting the same information on the district website and in writing so that parents may access and read it anytime.

4. Junction City Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by: having parent-teacher conferences; issuing report cards and interims; sharing progress monitoring data with parents; sending home regular newsletters; providing information online for parents.

5. Junction City Elementary will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by: incorporating them, when appropriate, into student instruction.

6. Junction City Elementary will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by: issuing report cards and interims; sharing progress monitoring data with parents.

7. Junction City Elementary will take the following actions to provide each parent timely notice: when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by: sending home letters informing parents of the regulations and that their child is not being taught by a highly qualified teacher.

8. Junction City Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators: the school will build parents' capacity in the above areas via parent nights, literacy nights, Title parent meeting, literacy tips, parent-teacher conferences, daytime parent programs, information that is sent home, newsletters, literacy items that are sent home for families to keep and use, school literacy events, etc.

9. Junction City Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by: providing parent nights, literacy nights, Title parent meeting, literacy tips, parent-teacher conferences, daytime parent programs, information that is sent home, newsletters, literacy items that are sent home for families to keep and use, school literacy events, etc.

10. Junction City Elementary will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by: providing high quality professional development for teachers, administrators and staff about working with parents and maintaining a climate that encourages parental involvement in the schools.

11. Junction City Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by: working directly with leaders and staff in those pre-K programs, participating in transition activities to help families move from pre-K to school age education, sharing information with pre-K families regarding school age education via handouts at kindergarten registration, public libraries, etc.

12. Junction City Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: Using newsletters, emails, website informational postings and notes home written in an understandable literacy level and in alternative formats as needed.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY/PLAN COMPONENTS

NOTE: The School Parental Involvement Policy/Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA: paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; training parents to enhance the involvement of other parents; arranging school meetings at a variety of times, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education; adopting and implementing model approaches to improving parental involvement;

PART IV. ADOPTION

This School Parental Involvement Policy/Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by a meeting held _____ with the building having an open invitation to all parents to attend. This policy/plan was adopted by Junction City Elementary on _____ date and will be reviewed annually. The school will distribute this policy/plan to all parents of participating Title I, Part A children at the beginning of each school year.

(Signature of Authorized Official)

(Date)

Homeless Students Information

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

Your children have the right to:

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

When you move, you should do the following:

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



Junction City Elementary School
309 West Poplar Street
Junction City, Ohio 43748
Phone - 740-987-3751
Fax - 740-987-3752



Staff Directory

Office

Principal - Maggie Cannon - maggie.cannon@nlpanthers.org
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Nurse - Lisa Deavers - lisa.deavers@nlpanthers.org
PAX Coordinator - Antonio Villaloboz - antonio.villaloboz@nlpanthers.org

Kindergarten

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Kim Ortiz - kim.ortiz@nlpanthers.org
Christina Thorngate - christina.thorngate@nlpanthers.org

Second Grade

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Fourth Grade

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Heather Stoltz - heather.stoltz@nlpanthers.org

Intervention Specialist

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Abby Schnittke - abigail.schnittke@nlpanthers.org
Diana Smith Maxwell - diana.smithmaxwell@nlpanthers.org
Jennifer Wiseman - jennifer.wiseman@nlpanthers.org
Laurel Frash - laurel.frash@mvesc.org

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Kelly Kunkler - kelly.kunkler@nlpanthers.org
Missy Lotozo - melissa.lotozo@nlpanthers.org
Deanna Davis - deanna.davis@nlpanthers.org

Classroom Aide

Tammy Broceous - tammy.broceous@nlpanthers.org
Tonya Moyer, Ashley Britt, Kathie Godby, Kristin Hinkle, Kristain Mildenstein, Deanna Mock, Maddie Givens, Kristine Harris and Macie Funk

First Grade

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Becky Hooper - rebecca.hooper@nlpanthers.org
Joelle Householder - joelle.householder@nlpanthers.org
Katie McCoy - katie.mccoy@nlpanthers.org

Third Grade

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Kyle Sparks - kyle.sparks@nlpanthers.org
Amy Bethel - amy.bethel@nlpanthers.org

Fifth Grade

Bo Cannon - bo.cannon@nlpanthers.org
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Linda Snider - linda.snider@nlpanthers.org

Special Teachers

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Computer - karen.fisher@nlpanthers.org
Gym - nick.phillips@nlpanthers.org
Music - ryan.garner@nlpanthers.org
Library - trish.newman@nlpanthers.org
McKenna Poston - mckenna.poston@nlpanthers.org

Cafeteria

Head Cook - bethany.fout@nlpanthers.org
Cooks - Bobbie Hicks, Angie Finck, Diane Liston,
Betty Munyan

Custodians

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Jeff Shumaker - jeff.shumaker@nlpanthers.org

Craig Shiplett - craig.shiplett@nlpanthers.org

Preschool Teachers

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Rita Severance - rita.severance@mvesc.org

Aide - Judy Mays

Lindsay Wolfe - lindsay.wolfe@mvesc.org

Aide - Cassi Gaddis

Speech - MVEsc

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