

New Lexington High School



**Student Handbook
2015-2016**

New Lexington High School
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Adopted by the Board of Education
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Student Schedule

Name _____

Grade _____

Locker _____

First Semester Schedule

Period	Subject	Time	Teacher
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

Second Semester Schedule

Period	Subject	Time	Teacher
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

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

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

An exception to disclosure of student information without consent is the release of "directory information." The District defines the information listed below as directory information and will make such information available upon a legitimate request unless a parent/guardian or student 18 years 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 City Schools

July 1, 2015 – June 30, 2016

2015

August	19	Wednesday	First Day for Staff
August	20	Thursday.....	First Day for Students
September	7	Monday.....	No School Labor Day
October	17	Saturday.....	Homecoming Dance
October	20	Tuesday.....	Parent Teacher Conferences
November	3	Tuesday.....	No School Waiver Day
November	26	Thursday.....	No School Thanksgiving Break
November	27	Friday.....	No School Thanksgiving Break
November	30	Monday.....	No School Thanksgiving Break
December	21	Monday.....	No School First Day of Christmas Break

2016

January	4	Monday.....	No School Teacher Records Day
January	5	Tuesday.....	School Resumes
January	18	Monday.....	No School Martin Luther King Day
February	12	Friday.....	No School Teacher Records Day
February	15	Monday.....	No School President's Day
March	24	Thursday.....	No School First Day of Spring Break
March	29	Tuesday.....	School Resumes
April	25	Monday.....	No School Waiver Day
May	24	Tuesday.....	Last Day for Students
May	25	Wednesday.....	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.

Interim Reports

Interim Reports will be distributed the weeks of Sept. 14, Nov. 16, Feb. 1, and April 18.

Parent – Teacher Conferences for First Semester

The evening of Sept. 23, 3:30 – 6:30

Parent – Teacher Conferences for Second Semester

The evening of Feb. 10, 3:30 – 6:30

Grading Periods

Grading Period Begins	Grading Period Ends	Days in Grading Period
Aug. 20	Oct. 19	42
Oct. 20	Dec. 18	41
Jan. 5	Mar. 15	48
Mar.16	May 24	47

Total Student Days is 178 + 2 Parent-Teacher Days =180 + 4 teacher work days = 184

Bell Schedules

New Lexington High School Bell Schedule 2015-16

Regular Bell Schedule

Period 1	7:35-8:19	
Period 2	8:22-9:06	
Period 3	9:09-9:53	
Period 4*	9:56-10:43	
Period 5	10:46-11:29	Lunch A
Period 6	11:32-12:15	Lunch B
Period 7	12:18-1:01	Lunch C
Period 8	1:04-1:48	
Period 9	1:51-2:35	

*Additional 3 min. for announcements

Collaboration Bell Schedule (Bi-weekly)

Period 1	7:35-8:05
Period 2	8:08-8:38
Period 3	8:41-9:11
Period 4*	9:14-9:47
Period 5	9:50-10:20
Period 6	10:23-10:53
Period 7	10:56-11:26
Period 8	11:29-11:59
Period 9	12:02-12:32
Collaboration	12:35-2:35

2-Hour Delay Bell Schedule

Period 1*	9:35-10:11	
Period 2	10:14-10:44	
Period 5	10:47-11:17	Lunch A
Period 6	11:20-11:50	Lunch B
Period 7	11:53-12:23	Lunch C
Period 3	12:26-12:56	
Period 4	12:59-1:29	
Period 8	1:32-2:02	
Period 9	2:05-2:35	

*Additional 6 min. for announcements/
attendance

PM Activity Bell Schedule

Period 1	7:35-8:13	
Period 2	8:16-8:54	
Period 3	8:57-9:35	
Period 4*	9:38-10:20	
Period 5	10:23-11:01	Lunch A
Period 6	11:04-11:42	Lunch B
Period 7	11:45-12:23	Lunch C
Period 8	1:32-2:02	
Period 9	1:50-2:35	

*Additional 3 min. for announcements

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 Assist 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 the communication from home and still do the communication 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:

DPT – Four doses	Polio – three to four doses
MMR – Two doses	Hepatitis B – Three doses
TDAP or Td – one dose	

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.

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 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.

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.

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 accumulative and stay with the child through his/her enrollment at New Lexington City Schools.

- | | | |
|---------------------------|-----------------------------|------------------|
| 1. Certain Course Fees | 2. Textbook lost or damaged | 3. Lunch Charges |
| 4. Vocational School Fees | 5. iPad Insurance Fee | 6. Library Fees |

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.

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. Cell phones are not to be used at any time during instructional periods unless given formal authorization by a teacher or administrator. Violations will be handled in this way:

- Warning for the first infraction with the cell phone being confiscated until the end of class.
- The second infraction may result in an afterschool detention, phone confiscated, parent will be required to come in and retrieve the cell phone.
- The third and beyond infraction will be decided by the administrator.

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 class 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.** The following are a list of reasons acceptable for schedule changes:

- Requires course omitted in schedule
- Prerequisite for selected course not completed
- Computer mistake
- Teacher recommendation (with principal approval)
- To allow for enough courses to attend vocational school or for graduation
- Principal or Guidance Counselor decision

Withdrawing From A Course

Any student who drops a course after the fourth week of school may have to carry a failing grade for the year in the course. 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. Students who drop a class may be assigned to a study hall.

Other Learning Opportunities

A+ is our online program used for **Credit Recovery** and **Credit Flexibility** purposes. If you have taken a course and were denied credit or failed the course, you may enroll in A+ to gain credit for that course. If you cannot fit a course in your schedule that you wish to take, you may opt to use A+ to complete the course.

You may also substitute an online learning course for a traditional course offering. Contact the Guidance department for more information.

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.

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

<u>Value of Grade</u>	<u>Grade Average</u>	<u>Value of Grade</u>	<u>Grade Average</u>
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.

Renaissance Program

Renaissance is a program that recognizes rewards and encourages excellence in education for students at New Lexington High school. The Renaissance 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.

<u>Grades/GPA*</u>	<u>Attendance/Absences</u>	<u>Tardiness</u>	<u>OGT</u>	<u>Discipline</u>
Gold Card; 3.7+	Two (2) days or less	Two (2) or less	Passing all	none
Silver 3.2-3.69	Three (3) days or less	Two (2) or less	Passing all	none
Bronze 2.84-3.19	Four (4) days or less	Three (3) or less	Passing 3 of 5	none

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

Graduation Requirements (Juniors/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 Ohio Graduation Tests and/or any other state mandated assessments. The Ohio Graduation test is subject to the laws of the state of Ohio. 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.

Specific Course Requirements

Minimum requirements for graduation

21 credits are required for graduation:

- English Language Arts 4.00 credits
- Mathematics 4.00 credits
- Social Studies 4.00 credits
- Science 3.00 credits
- Health 0.50 credits
- Fine Arts/Business 1.00 Credits
- Technology/Foreign Language
- Information Technology 0.50 Credits
- Physical Education 0.50 Credits

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.

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

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

ACT Testing Information for 2015 – 2016

All information is posted on the web: www.actstudent.org

Test Date	Regular Registration Deadline
Sept. 12, 2015	Aug. 7, 2015
Oct. 24, 2015	Sept. 18, 2015
Dec. 12, 2015	Nov. 6, 2015
Feb. 6, 2016	Jan. 8, 2016
April 9, 2016	March 4, 2016
June 11, 2016	May 6, 2016

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

Attendance

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 or leaving school before 1:15 PM will be counted absent for one half day. Credit will be denied for excessive absences and minors may be filed into Juvenile Court for violation of truancy. **Excessive absences are defined as missing more than nine (9) days in one semester or more than eighteen (18) days during the school year.**

The following circumstances shall not be counted toward excessive absences:

- Signed medical or health department excuse (all medical excuses must be turned into the office within five days (5) school days of the students return to school)
- Court Subpoena
- Death of a relative
- Religious observance consistent with his/her creed
- Extraordinary circumstances deemed worthy by the principal or his/her designee

Excusable, Approved Absences

If your child is absent from school, the parent needs to call the school giving the students' name and reason for the absence. All students' absence, tardiness, and early releases require a written note explaining the reason for the absence. Failure to furnish verification of the absence by phone or by note will result in the office recording the absence as unexcused. 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. The following are legitimate reasons for not being in school:

- Illness or injury (personal or family member needing their assistance)
- Death of a family member
- Necessary work at home due to absent or injury of a parent/guardian
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Principal

Excusable, Non-Approved Absences

If a student is absent from school because of suspension, the absence will not be considered truancy, and he/she may be given the opportunity to make up the schoolwork that is missed but will be denied credit for that work (test, projects, papers, class work, homework etc.).

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 an extended detention for each day of the unexcused absence. Students will have five (5) school days after returning to school to provide written documentation of unexcused absence before being assigned extended detention.

Excessive absences will be tracked and recorded for truancy proceedings and the Bureau of Motor Vehicles for driver's license suspension when applicable. Five (5) and Ten (10) day notices will be sent to parents/guardians accordingly warning of the status and need to rectify the situation. If a student is under the age of 18 is truant for more than five (5) consecutive days, Seven (7) or more days in a school month, or 12 or more school days in a school year, they are considered a "Habitual" truant and will be reported to proper authorities. Likewise, if a student under the age of eighteen (18) and is truant for more than Seven (7) or more consecutive days, ten (10) or more days in a school month, or fifteen (15) or more school days in a school year, they are considered a "Chronic" truant and be reported to the proper authorities.

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

Any student having **more than eighteen (18) days of 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 attendance 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 "School Connects" 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.

- No consequences are issued for the 1st and 2nd tardy.
- 3rd Tardy After-School Detention
- 4th Tardy After-School Detention
- 5th Tardy Extended Detention, or at Administrators Discretion

A student is considered tardy to school if he/she signs in before 9:00 am. If the student signs in after 9:00 am, he/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. 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, that each day counts toward the number of days required for coarse credit.

College Campus Visits

Seniors are permitted up to three (3) days and juniors (2) days of school absence for visitation of a college/university. If interested you need to see the office secretary 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. No credit is given for work missed during 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 with suggestive, obscene or offensive words and/or pictures. Drug related, gang-related messages, and satanic sayings or symbols.
2. Clothing 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 are not to be worn. They are to be taken off when you enter the building and not visible the rest of the day.
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 may not be worn unless a top or skirt is worn that is even with or below the student's fingertips when standing with the arms extended straight down the sides.

6. Dresses and skirts should be of fabric, style, and fit appropriate for school wear. See-through garments are not suitable for school wear. Length of skirts and dresses are to be such that the bottom of the garment is even with or below the student's fingertips when standing with the arms extended straight down the sides.
7. 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 punishment 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

A student shall not use or possess tobacco or tobacco products within any school bus or building or on any school grounds. E-cigarettes and Vape-pens are also prohibited in the school as well. This applies when going to and from school and at school bus stops.

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 with out 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

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, or bus driver.

20. Study Halls

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

21. Buses

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

22. Hazing

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

23. Counterfeit Drugs

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

24. 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.

25. Unauthorized Entrance

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

26. Repeated Violation

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

27. 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”.

28. 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.

Detentions

Any teacher or administrator may assign detentions as a disciplinary measure. A student will be given at least twenty four 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.

Extended-Day Detentions

Extended-Day Detentions will be held after school from 2:30 to 5:00 pm.. During this time students will complete their academic work.

In-School Restriction

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

ACE (Alternative Connections 4 Education)

ACE will be given in lieu of ISR or OSS. The student will go to ACE during the normal school day. Students will ride their regular school bus to school and ask their bus driver permission to get off the bus at the middle school and board the ALPHA bus. Once ACE is dismissed, the student will immediately return to middle school and board their regular bus to go home. Students attending ACE will receive credit for any schoolwork completed. Students are responsible to collect any work to take with them for the time to be spent at ACE. Students may not participate in or attend any school activity or contest during the days assigned to ACE without permission from the principal. Student absences and school not being in session will not count as days of ACE and are to be made up the first day the student returns to school.

Out of School Suspension (OSS)

When a student is being considered for a suspension, the administrator in charge will notify the student the reason. The student will then be given an opportunity to explain his/her side. After that in formal 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, but will receive NO 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.

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 on school grounds, in school buildings, or on buses. Once student automobiles are driven onto school property, no student is to remain in the car and use tobacco products. All consequences listed below are the discretion of the administrator.

- First Offence – three days in Extended Detention or ACE.
- Subsequent Offenses – may result in ACE, 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, weather 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 them selves. 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 may attend or 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 Offence – Bus Conduct Report will be written about the incident. Warning or interaction with the administration may occur.
- Second Offence – 1-3 days removed from the bus
- Third Offence – 3-5 days removed from the bus.
- Fourth Offence – 5-10 days removed from the bus. Possible removed 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. At 7:00 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

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student athlete is our major consideration and transcends any other consideration.

All athletes shall abide by a code of conduct, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, violation of law and/or criminal activity. The athletic code of conduct will be in effect twelve months a year.

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 1.0 in the immediately preceding grading period.

Individual Sports Rules

Coaches may establish additional rules and regulations for their respective sports. Infractions of team rules may lead to dismissal from the team. Penalties will be designated/handled by the respective coaches.

Basic Training Rule

Any student involved in drugs, alcohol, and/or tobacco in there using, possessing, buying, or selling, shall be denied participation in interscholastic athletics. This rule is to be enforced twelve months a year.

First Violation of Basic Training Rule – Self-Referral (Alcohol/Drugs/Tobacco)

A self-referral shall be defined as: The athlete or parent coming forward with information about the violation before notification by the coach or if asked, the athlete admits to the rule violations within 72 hours of the infraction. A self-referral may only be used for a first offense violation during high school eligibility.

Alcohol/Drugs

For the first infraction during a school year in a self-referral case, the student shall be denied participation in 10% of total contests. The student must also enroll in a rehabilitation program approved by New Lexington Schools. Failure to enroll and complete a rehabilitation program approved by New Lexington Schools will result in the student being suspended from the date of infraction for all extracurricular activities until the beginning of that sport season the following school year as defined by the O.H.S.A.A.

Tobacco

The student must show evidence of enrollment and successful completion of an anti-tobacco program in a self-referral case.

Following one self-referral, and all others caught in violation of the basic training rules, the policies listed below will be implemented:

Alcohol/Drugs

For the first infraction during a two-year period, the student shall be denied participation in 20% of total contests for that sports season. The student must enroll in a rehabilitation program. Failure to enroll and complete a rehabilitation program approved by New Lexington schools will result in the student being suspended from the date of the infraction for all extracurricular activities until the beginning of that sport season the following school year as defined by the O.H.S.A.A.

For the second infraction during a two-year period, the student will be suspended from the date of the infraction for all extracurricular activities until the beginning of that sport season the following school year, as defined by the O.H.S.A.A.

For the third infraction during a two-year period, the student will be suspended from all extracurricular activities for two years from the date of the infraction.

Tobacco

For the first infraction during a two-year period, the student shall be denied the privilege of participation in 10% of total contests, for that sports season.

For the second infraction during a two-year period, the student shall be denied the privilege of participation in the next 20% of total contests.

For the Third infraction during a two-year period, the student will be suspended from the date of infraction for all extracurricular activities until the beginning of that sport season the following school year, as defined by the O.H.S.A.A.

In-Season and Off-Season Offences

All violations are cumulative while a student is enrolled at New Lexington Schools. If the punishment occurs during the 8th grade year and is not fulfilled, the punishment will be completed in their freshman year. Once a student enters the 9th grade they will start with the first violation for all infractions.

Grade 9-12

- First Violation – Denied participation for 20% of total contests.
- Second Violation – Removal from sport for the remainder of the season.
- Third Violation – Removed from athletics for one year from date of infraction.

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 or 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 will 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 other 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 educational 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.

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)