

DIXIE ELEMENTARY SCHOOL

2024 – 2025



Student Handbook

1150 West Main Street
New Lebanon, Ohio 45345
937-687-3511
Fax: 937-687-7804

Mr. Tom DiNuoscio, DES Principal

Mrs. Trina Champine, Administrative Assistant

Mrs. Leann Grubb, Attendance Clerk

Handbook Message

2024-2025

A note from the Principal

Dear Parents and Families of Dixie Elementary,

We welcome you to an exciting school year full of creative learning experiences in which we will grow together academically, behaviorally, socially and emotionally. My name is Tom DiNuoscio and I am the principal at Dixie Elementary. I am looking forward to a wonderful school year here at DES!

Dixie Elementary School will be a safe learning environment in which all students will be able to learn, a positive and respectful environment in which all teachers will be most effective and a welcoming environment in which parents and community will have opportunities to be involved.

Dixie Elementary is dedicated to building community and working together to make decisions based on what is best for students. Treating each other with respect, being positive, responsible and striving for high achievement will ensure success for all. We look forward to seeing you and communicating with you this year. Feel free to support our teachers and staff in any way you can throughout the school year.

Please contact me with any questions, concerns, or to collaborate about your child's learning experience. The teachers, staff, and I are all ready and very excited to begin. Let's have a great year!

Respectfully,

Tom DiNuoscio, Principal

Respect + Responsibility + Achievement = Success!

A note from the Office

Here in the elementary office we strive to encourage good communication between the students, parents, staff, and community. Our handbook is a tool for such communication. Rules, policies and procedures are found within these pages. We encourage you to call the elementary office with any questions you may have. We will be happy to assist you with your needs to aid in your child's growth and education.

Trina Champine
Administrative Assistant

Leann Grubb
Attendance Clerk

Board of Education Offices
320 S. Fuls Road

New Lebanon, Ohio 45345

Board of Education Members

Tonya Lankheit, President Michael Roberts, Vice President
Stephanie Crawford Dawn Leonard Ron Moore

Belief Statements

- * Our highest priority is successfully educating the whole person.
- *Every person can learn, but in different ways and at different times and rates.
- *Our schools must challenge all persons to fully develop their capabilities.
- *Each person must have an active decision-making role in his/her own education and future.
- *The school system should foster and support the emotional, social, and physical development of each person.
- *Education, supported by and responding to the entire community, is a responsible partnership between the schools, students and parents.
- *A safe, orderly, supportive environment is essential in fostering self-esteem, self-discipline, and dignity for students, parents, and staff.
- *Learning is a lifelong process.
- *The school system and community will support the importance of ethics, honesty, and moral values.

Vision

New Lebanon Local School District will establish a foundation of respect, responsibility and achievement to develop successful, lifelong learners who are prepared for college and careers.

“Respect + Responsibility + Achievement = Success!”

Mission

New Lebanon Local School District in partnership with the entire school community is committed to educational excellence that will challenge and prepare all students to reach their potential and meet the demands of the future as responsible citizens.

“Educating the youth of today to meet the challenges of tomorrow”

ELEMENTARY GUIDELINES

Cafetorium

Recess

Respect

Use Manners
Use quiet voices
Keep hands, feet and objects to self

Responsibility

Make choices quickly
Stay seated till dismissed
Walk at all times
Throw trash away

Achievement

Eat your lunch in a timely manner
Walk promptly to get in line

Hallways

Respect

Be silent
Talk with permission
Hands to self
Keep area clean

Responsibility

Walk directly to destination
Walk in single file Keep area clean
Face forward

Achievement

Be prompt

Respect

Cooperate
Use kind words and actions

Responsibility

Use equipment as intended
Play approved games
Be respectful to others and property

Achievement

Line up promptly
Single file
Quiet

Bathroom

Respect

Keep hands and feet to yourself
Be silent

Responsibility

Use equipment as it was intended

Achievement

Quiet learning environment

PAX at DES

We are partnering with Montgomery County Educational Service Center, through funding from Montgomery County Alcohol Drug Addiction Mental Health Services, to incorporate the evidence-based PAX Good Behavior Game and the preliminary kernels and cues that support students learning social-emotional skills and self-regulation. PAX is a latin word meaning “peace, productivity, health and happiness”.

The use of PAX will help by supporting and teaching self-regulation skills and decrease future addiction, violence, and suicide in our region. We are also excited about the short-term effects of PAX in our school by reducing anxiety and increasing our peaceful, productive school environment. We look forward to sharing these strategies with you to help support your family and our community through PAX Tools and the PAX Good Behavior Game.

What Is the PAX Good Behavior Game? The PAX Game, as children typically call it, is a simple classroom strategy, used during regular instruction. No extra time is needed. Children help define the rules of the classroom to create a more “wonderful school.” Children are placed on teams, which are chosen by the teacher. About three times per day, the teacher sets a timer. While the timer is ticking, the teacher will conduct the class just like normal. If a child does something that gets in the way of the vision of the “wonderful school,” then the child’s team gets a foul—which the children call a “Spleem.” When the timer rings, the teacher counts up the number of Spleems. If a team has three or fewer Spleems, it wins the game. All teams can win. Simple prizes are awarded to each winning team.

After a while, prizes are only awarded at the end of the day. The PAX Game helps children exercise the portion of the brain that controls impulsivity. During the game, the children learn to support one another rather than make fun of each other. All of this helps to reduce inattention and disruptions, which, in turn, enhances learning.

Talk to your child about the game. He or she can tell you all about Spleems , Granny’s Wacky Prizes and PAX Wins!

PBIS at DES

Positive Behavior Instruction and Support Program

PBIS at Dixie Elementary School

Dixie Elementary School is dedicated to being a place of mutual respect. It is an expectation that all members of the DES community - the teachers, administrators, classified staff, students, parents, or stakeholders - will follow the Greycie Guidelines and treat each other as they would wish to be treated themselves. It is expected that everyone on the DES campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physically and emotionally.

DES has implemented the Positive Behavior Instruction and Support Program (PBIS) in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at DES. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our School-Wide Recognition and Acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom.

DES’s Greycie Guidelines will apply to students:

- While on the schools grounds
- While going to or from school

- During lunch
- During or while going to or from any school-sponsored activity
- During any other event related to school activities or attendance

Respect and courtesy of persons and property are expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

Students will earn quarterly incentives for following Greycie’s Guidelines which includes:

Respect

- No Major Behavior Issues
 - No Wednesday Schools, ISR or OSS
 - Multiple Office Referrals
 - Disrespectful Behavior towards staff and students

Responsibility

- 90% Quarterly Attendance (Unique Situations will be considered)
 - Includes all forms of absences (State of Ohio Requirement for Chronic Absenteeism - HB410)
- School Fees Paid
- School Paperwork Completed

Achievement

- No Missing Assignments/School Work as decided by classroom teachers

Success

- PBIS incentive earned each quarter*

*These incentives could include activities in the school building or at an off-site venue. Families will be notified if your student has earned the incentive.

New Lebanon Local Schools
Agreements/Permissions Form

STUDENT NAME: _____

STUDENT GRADE: _____

This portion is to be completed by the student.

I have read and reviewed the Student Handbook with my parent/guardian. I understand that not following the policies outlined in the manual may result in loss of privileges or outright suspension and/or expulsion from school.

Also, I have read and reviewed the Internet Use Agreement. I understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations in the Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and or appropriate legal action may result.

Student Signature

Date

This portion is to be completed by the parent or guardian.

HANDBOOK ACKNOWLEDGEMENT - I have read and reviewed the Student Handbook with my child. I understand that not following the policies outlined in the manual may result in loss of privileges or outright suspension and/or expulsion from school.

INTERNET USE AGREEMENT - As the parent or guardian of this student, I have read the Internet Use Agreement and reviewed it with my child. Please check one:

I understand and give permission for my child to access the internet at school.

I **DO NOT** give permission for my child to access the internet at school.

PERMISSIONS

Media Release - I give the school permission to use, and/or copyright, personally identifiable information about my child, including photographs, videos, name, school of attendance, athletic achievements, academic achievements and/or art works for publication, advertising or other lawful purposes including but not limited to publication on any school web page(s). Please check one:

Yes, I give permission

No, I **DO NOT** want my child photographed or videotaped.

Field Trips - I give permission for my child to participate in any school-sponsored field trip(s) throughout the school year. Please check one.

Yes, I give my child permission to participate.

No, I **DO NOT** give my child permission to participate.

Parent/Guardian Signature

Date

Title I Program at DES

Dear Families and Staff, Dixie Elementary is a Title I school. Schoolwide Title I Programming allows our school to use Title I funds and programs to meet the needs of all students in reading and math throughout the year. WHAT IS TITLE I? Our school gets funds from the federal government for special programs and services. Title I is part of the Elementary & Secondary Education Act of 1965 (ESEA) . Title I services are for students who need extra academic help, regardless of their economic background. The amount of money we get under Title I, depends on how many students in our school are from low socioeconomic families. The income information of our families is protected information according to privacy laws. The information families provide regarding income is NOT shared with school staff or made public. Unlike a Targeted Assistance program, a schoolwide program provides educational services to all students, improves all structures that support student learning and aligns all resources to achieve a common goal: improved student achievement for all students. Our school qualifies for the Schoolwide Title I Program because at least 40% of our students are from low socioeconomic families. A Schoolwide Title I Program allows us the opportunity to combine Title I

funds with other federal, state, and local money to upgrade the entire program of our school. This allows us to better meet all of our students' academic needs.

Schoolwide Programs (SWP) have the following advantages: SWPs offer more service delivery options for Title I and other federal program service; "Title I students" are not singled out; all students may get academic help and student needs can be met more effectively; Federal program resources are available to all students; SWPs offer greater staffing flexibility; Professional development activities can be extended to more staff; Federal programs can be integrated and coordinated with state and local initiatives.

The parent involvement requirements for Title I are the same for schoolwide programs and targeted assistance programs. Because each student in a SWP is considered a Title I student, the parent involvement requirements pertain to ALL students in the school. This includes the Parent-School Compact, the Title I Parent Involvement Policy, Parent's Right To Know Policy and the annual "BACK TO SCHOOL" parent meeting. SWP should reflect how parents provide input into the planning and implementation of the program. An annual evaluation of the Title I Parent Involvement Program is required. Parents also have the right to know and may request information regarding school staff qualifications, their child's level of achievement, and to be notified if their teacher is not highly qualified. All Board and School Policies for the resources mentioned above can also be found in the New Lebanon Local Schools District website on the Board of Education webpage and the DES webpage.

DIXIE ELEMENTARY SCHOOL

TITLE 1 COMPACT

1150 W. Main St. New Lebanon, OH 45345

937-687-3511

Tom DiNuoscio, Principal

<u>PARENT AGREEMENT</u>	<u>SCHOOL AGREEMENT</u>	<u>STUDENT AGREEMENT</u>
<p>I understand that my participation in my child’s education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability. As a Dixie Elementary parent/guardian, I will:</p> <ul style="list-style-type: none">★ Make sure that my child attends school regularly, is on time, and is prepared to learn.★ Supervise my child’s work to ensure it is being completed.★ Check on my student’s progress regularly by using PowerSchool★ Keep an open line of communication with the school.★ Attend regularly scheduled conference during the school year.★ Attend all possible Parent meetings during the school year.★ Abide by Greycie’s Guidelines of “Respect + Responsibility + Achievement = Success!”★ Volunteer for school activities.	<p>I understand the importance of the school experience to every student and my role as an educator and role model. Therefore, I agree to carry out the following responsibilities to the best of my ability. As a Dixie Elementary School educator, I will:</p> <ul style="list-style-type: none">★ Provide a positive and safe learning environment.★ Provide opportunities for families to be involved in their child’s education.★ Keep an open line of communication with students, parents, and all stakeholders.★ Maintain and abide by Greycie’s Guidelines of, “Respect + Responsibility + Achievement = Success!”★ Create a welcoming environment for parents and students.★ Maintain a high standard of academic achievement.	<p>I realize that my education is important to me. I am responsible for my own success, and I must work hard to achieve my personal best. Therefore, I agree to carry out the following responsibilities to the best of my abilities as a Dixie Elementary student, I will:</p> <ul style="list-style-type: none">★ Come to school regularly and on time.★ Come to school prepared each day.★ Participate in class and take pride in my work.★ Complete and return all assignments on time.★ Abide by Greycie’s Guidelines of “Respect + Responsibility + Achievement = Success!”

MISSION STATEMENT

New Lebanon Local School District in partnership with the entire school community is committed to educational excellence that will challenge and prepare all students to reach their potential and meet the demands of the future as responsible citizens.

DES VOLUNTEER PROGRAM

The key to building a partnership between the community and the schools is open communication. What better way to strengthen that relationship than to volunteer? Our volunteer program is growing and we need your help.



Our volunteer program will give you the opportunity to donate your time in one of the following areas:

- _____ Cafeteria Volunteer
- _____ Recess Volunteer
- _____ Office Volunteer
- _____ Book Fair Volunteer
- _____ PTO Member/Volunteer
- _____ School Event Volunteer
- _____ Library Reader

If you have any questions please feel free to call at 687-3511

Please check where you would like to volunteer and fill out the form below and return to the elementary school.

Parent Name _____

Address _____

Phone _____

Student's names _____

Teacher's name _____

I am available (circle the day(s) you are available.

Monday Tuesday Wednesday Thursday Friday

Best time for you _____

● Raptor System Check Complete _____

(Signature of Office Staff)

● I certify that I have not been convicted of any felonies.

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below:

High School Principal

300 S. Fuls Road

New Lebanon, OH 45345

(937) 687-1366

Elementary Principal

1150 W. Main St.

New Lebanon, OH 45345

(937) 687-3511

For more information on Title IX, please visit the Title IX information section of our NLLS website under "About the District".

<http://www.newlebanonschools.org/about-the-district/title-ix-information>

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed signed by a parent or guardian on file in the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. The only exception to this policy would be unless enrolling under the policy of paid tuition. New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations,
- E. current IEP/MFE from previous school (if appropriate).

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Guidance counselor or secretary will assist in obtaining the transcript, if not presented at the time of enrollment. A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18). Parents must notify the Principal about plans to transfer their child to another school. School records, including discipline records of suspension and expulsion will be transferred to the new school within fourteen (14) days of the parents' notice or request as long as all school fees/fines are paid in full.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the District Nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year. It is imperative that you notify the school of any changes of address, cell phone numbers or other contacts.

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with their physician's counsel; determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal and/or their designee before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office/District Nurse and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication, unclaimed by the parent, will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

The building principal and/or their designee will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS

The elementary school office will dispense non-prescribed, over-the-counter (OTC) medication to any student with prior parent authorization. Parents may authorize administration of an OTC on forms that are available in the principal's office. Physician authorization is not required in such cases. Students who carry or distribute OTC medication at school without parents going through this process are subject to school penalties.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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 may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual contact, communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Building Guidance Counselor to inquire about evaluation procedures.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information includes: student's name, address; date and place of birth; photograph; major field of study; participation in officially recognized activities; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found by contacting the Superintendent's office. Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, antisocial, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. LEGALLY RECOGNIZED PRIVILEGED AND ANALOGOUS RELATIONSHIPS, SUCH AS THOSE OF LAWYERS, PHYSICIANS, AND MINISTERS;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605 Washington, D.C.

www.ed.gov/offices/OM/fpco

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Dixie Elementary School charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students, using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, and/or charges will result in the withholding of grades or attendance on school field trips.

***Students will not be permitted to participate in the 4th Grade Ceremony, at the end of their 4th grade year, until all school fees and fines are paid in full and up to date.**

MEAL SERVICE

Dixie Elementary School participates in the National School Lunch Program and makes lunches and breakfasts available to students for a reasonable fee. Students have the option to bring their lunch to school, which they will eat with peers in the cafeteria. Students are only permitted to “charge” lunch up to \$10.00. If a student should reach the \$10.00 limit, he/she has permission to come to the office to contact a parent or guardian. The office has meal bars available for students who are unable to reach a parent or guardian. To apply for the school’s Free and Reduced-Priced Meal program, visit the school website @ www.newlebanonschools.org. Breakfast is served daily from 8:15 am - 8:45 am. If you would like for your child to eat breakfast, and they do not ride the school bus, please have your child to school no later than 8:35 am to prevent them from being tardy.

FOOD SERVICE GUIDELINES AT DES

The New Lebanon School District strongly discourages putting elementary students in a situation in which a student cannot pay for a meal when he/she enters the meal line at lunch or breakfast. The inability to purchase a meal can be a confusing and uncomfortable situation for a student.

In the event that a student cannot pay for a meal and does not receive free/reduced meals, the staff will call a parent from the school office to arrange for payment. The student will be provided with the school meal and a payment reminder may be mailed home for parents. Any negative balance on a student's account should be paid by the next school day.

New Lebanon School District’s Pay Schools system can be accessed through the New Lebanon School District website to make funds readily available on a student’s meal account with a credit card.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers.

- 1) Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- 2) Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student’s counselor.
- 3) Students should not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- 4) Students should not engage in house-to-house canvassing for any fundraising activity.
- 5) Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- 6) Students may not sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school will not be liable for any loss or damage to personal valuables.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

LOCKDOWN DRILLS AND LOCKDOWN PROCEDURES

If it is necessary to lock down the building, a code of "Lockdown" will be announced over the PA indicating that no one should enter or exit the building; classroom doors should be locked and secured; all students should enter the closest room; once inside the room, move away from the door, shut off the lights, and wait for further instructions. If the code "partial lockdown" is announced, doors should be secured; students enter the closest room; and wait for further instructions.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the Dayton Area radio and television stations (may include):

WHIO-TV 7	WING-1410 AM	WDTN-TV 2	WONE-980 AM
WKEF-TV 22	WLQT-99.9 FM	WTUE – 104.7 FMW	WHIO- 1290 AM
WMMX- 107.7 FM			

Parents and students are responsible for knowing about emergency closings and delays. We are fortunate at New Lebanon Schools to have "School Messenger" and parents will be notified by phone of delays or cancellations. It is imperative that the school office have current contact numbers at all times.

VISITORS

Visitors, particularly parents, are welcome at our school. All visitors must report to the office upon entering the school. No visitors will be permitted to classrooms without an appointment and meeting with the building Principal. All visitors will need to sign in and obtain a pass from the office. Any visitor found in the building without a pass shall be reported to the Office. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

PARENTSQUARE

Dixie Elementary School will be utilizing ParentSquare as the main communication method for all building and district news. It is important to note that parents are encouraged to keep their contact information (phone number(s), email, etc.) up to date in order to make sure they are receiving all school information. The ParentSquare platform allows parents to choose how they receive their information via email, text message, app notifications. Beginning of the year forms and other permission slip forms may also be completed through ParentSquare. In addition, this platform will be one of the methods used by teachers to communicate with parents regarding their student's progress.

SECTION II - ACADEMICS

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 extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Students may be prohibited from participation in any/all field trips if:

- 1) Violation of Compulsory Attendance/Truancy Laws
- 2) Violation of school rules
- 3) Non-payment of student fees
- 4) Parent permission is not obtained
- 5) Field-trip probation contract broken by student

We take pride in the outstanding reports of our good behavior on field trips. Every field trip relates to our academic program and we expect only the best behavior from each student. Students are expected to display good conduct during all school related activities and all school rules are to be followed on these trips. Written parental permission is required before a student can go on a field trip. Should your child not be permitted to go on a field trip for any reason, you will be notified prior to this field trip. Should your child be absent on the day they are to go on a field trip, they will be counted absent for that day.

On all of our field trips, we expect all school rules to be followed and that our students are kind, courteous, and exhibit their best behavior at all times. Students who have violated the school rules in the past, have numerous office referrals, not completed their homework, have been assigned After School Detention or have been suspended will be placed on a probationary period before each field trip. After this period, the classroom teacher and principal will meet to determine if the student is permitted to go on the field trip. Should the child not earn the right to go on the said field trip, the student will remain at school to complete alternative activities that correspond with the objectives of the field trip.

GRADING

Grades indicate the extent to which the student has acquired the necessary knowledge. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The following components may be used in determining nine week grades:

1. Tests and quizzes
2. Homework
3. Reports and projects
4. Labs and demonstrations
5. Class and/or performance participation
6. Portfolios/Binders

The Dixie Elementary School Grading Scale:

100 - 98 = A+	89 - 88 = B+	79 - 78 = C+	69 - 68 = D+	59 - 0 = F
97 - 92 = A	87 - 82 = B	77 - 72 = C	67 - 62 = D	
91 - 90 = A-	80 - 81 = B-	72 - 71 = C-	60 - 61 = D-	

Grades K-1 will use grades of “N” for Needs Improvement and “S” for satisfactory.

Grades 2-4 will use “N” and “S” in all non-core subjects, social studies and science.

EQUIVALENT GRADES = GPA

A+ = 4.33	C+ = 2.33
A = 4.0	C = 2.0
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.0	D = 1.0
B- = 2.67	D- = .67
	F = 0.0

ACADEMIC HONORS

Academic Honors are calculated at the conclusion of each 9-week grading period. Two types of honors are awarded to the students using the following classifications:

A Honor Roll	Student must have all “A”s on his/her report card
A/B Honor Roll	Student must have all “As or Bs on his/her report card

GIFTED EDUCATION

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Throughout the year, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures.

Schools shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in one or more of the following content areas:
 - 1. Mathematics
 - 2. Science
 - 3. Reading, writing, or a combination of these skills
 - 4. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama.

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted.

Parents requesting a gifted assessment for a student may contact the building principal or the district curriculum director.

Placement procedures for District services shall be in conformance with the District's written criteria for determining eligibility for placement in those services.

- A. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, District educator, or the Ohio Department of Education upon request.
- B. Written criteria provided by the District shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible District students, including minority or disadvantaged students, students with disabilities, and students for whom English is a second language.
- C. Services which students receive shall be consistent with their area(s) of identification and shall be differentiated to meet their needs.
- D. Subjective criteria such as teacher recommendations shall not be used to exclude a student from service in the superior cognitive and specific academic areas who would otherwise be eligible.
- E. All District students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service.

Services specified in the gifted services plan may include such options as the following:

- A. a differentiated curriculum
- B. differentiated instruction
- C. cluster groupings
- D. mentorships/internships
- E. whole grade acceleration (see Policy 5410)
- F. subject acceleration (see Policy 5410)
- G. early entrance (see Policy 5112)
- H. early high school graduation (see Policy 5464)
- I. dual enrollment options including, but not limited to, college credit plus
- J. advanced placement
- K. honors classes
- L. magnet schools
- M. self-contained classrooms
- N. resource rooms
- O. independent study/educational options
- P. advanced online courses and programs
- Q. internships
- R. other options identified in the rules of the Ohio Department of Education.

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs. The Written Education Plan shall:

- A. provide a description of the services to be provided;
- B. specify staff members responsible for providing that specific services are delivered;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. specify policies regarding the waiver of assignments and the scheduling of tests missed while participating in any gifted services provided outside the general classroom if different from the District policy detailed below;
- E. specify a date by which the WEP will be reviewed for possible revision.

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student's absence are to be completed. Exceptions to this policy will be detailed in the student's Written Education Plan.

The District shall report to parents and the Ohio Department of Education that a student is receiving gifted education services only if the services are provided in conformance with the Operating Standards for Identifying and Serving Gifted Students.

POWERSCHOOL

Individual student grades may be viewed by parents using the Powerschool on the New Lebanon website. Each parent will be assigned a username and password that will be given to parents at our September Parent Meeting. See the school calendar for dates and times of these grade level parent meetings. If you have never received or have misplaced your password, notify the school office.

GRADING PERIODS

Students will receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term as long as fees/fines are paid in full. At the Middle School, all students will be given a midterm that will be sent home. See the school calendar for dates when these reports will be sent home with your child.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use And Safety Policy and the requisite student and parent agreement will be distributed and collected after signed by both parties.

SECTION III - TECHNOLOGY

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Administrative Guidelines for Policy 7540.03

Students are encouraged to use the Board's computers, network, and Internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
 - 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2. Students may not use the Network to harass others. Foul and abusive language, the posting of obscene images or texts, posting of information that injures another, sexual comments or images, racial slurs, gender-specific comments or any comments that would reasonably offend someone on the basis of age, sexual orientation, religious or political beliefs, national origin, disability is prohibited.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyber bullying" is defined as the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students;
4. posting misleading or fake photographs of students on web sites.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" online without parent approval and participation.
8. Check email frequently, and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Use of the Network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.

J. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, building principal, or other administrator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- L. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the teacher or principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- M. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- N. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.
- O. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.

The following notice will be included as part of the computer log-on screen:

"Unauthorized or improper use of this computer system and/or network is strictly prohibited. This computer system is the property of the School District. Use of this computer system, network and Internet connection must comply with the District's Computer and Internet Acceptable Use and Safety Policy/Agreement. This computer system, including all related equipment, networks, and network devices (specifically including Internet access), are provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. These systems and equipment are subject to monitoring for all lawful purposes including, but not limited to, to ensure proper functioning and management of the system to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security. Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes."

- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either express or implied that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- Q. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- R. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- S. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

- T. Students may not establish or access web-based email accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- U. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- V. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the principal. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:
 - 1. Class work, assigned and supervised by a staff member.
 - 2. Class work, specifically assigned but independently conducted.
 - 3. Personal correspondence (email – checking, composing, and sending).
 - 4. Training (use of such programs as typing tutors, etc.).
 - 5. Personal discovery ("surfing the Internet").
 - 6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal or teacher.

Game playing is not permitted on the computers at any time.

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

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Revised 1/06

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, 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 a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 11/26/07

SECTION IV - STUDENT CONDUCT

ATTENDANCE GUIDELINES (STUDENT)

Absence occurs whenever a student is not in regular attendance or is included in Educational Travel (field trip) on any day school is in regular session. All absences shall be recorded on forms prescribed by the school district and reported to the parents at the end of each grading period. All students that have been absent from school shall, upon returning, be granted either an excused or an unexcused absence.

Homework Requests – Homework requests when absent for an extended period of time (more than 2 days) must be submitted 24 hours prior to pick-up. Please contact Mrs. Champine for your child’s homework. It is suggested that you also check PowerSchool for your child’s assignments.

Excused Absence – An absence from school with documentation (professional or parent note) explaining reason for the absence. After an absence, each student must report to the attendance office before the first bell in the morning. The attendance office will keep the excuse on file and will give the student an excused admission slip to first period. Students need to have proper documentation for absences to the attendance office within two school days. This includes parent and professional notes. **Students are entitled to 5 days of absence per semester without medical documentation. Beginning on the sixth day, a physician’s note is required or the absence is unexcused.** Additional absences could be excused at principal’s discretion.

Unexcused Absence – An absence from school without documentation explaining the reason for the absence is unexcused. After an absence, each student must report to the attendance office before the first bell in the morning to deliver the documentation explaining the reason for the absence. The attendance office will then document the students' absence as excused or unexcused.

Early Dismissal - All early dismissals will bring a note from their parents stating the time a student is to be dismissed. Their name will be placed on the absence list as an early dismissal student. Those students granted early dismissal shall secure a pass from the attendance office. The slips are to be left in the attendance office and the student is to sign out. Upon returning to school, you are to report to the attendance office to sign in and receive a pass. Any dismissal prior to 2:45 p.m. will be counted as ½ day absence.

Late Arrival to School – After 8:45 a.m., all students must sign in and receive a pass from the office in order to be admitted to class. The student will be counted absent up to the point of arrival. Students will be counted tardy between 8:45 a.m.- 9:15 a.m.

***Please remember routines, teaching and learning all begin at 8:45 and are essential to a students learning experience. Parents will be notified after 3 or more tardies to school.**

State Absences - All absences will be reported to the State based on **House Bill 410**. See chart below:

	<u>Consecutive Hours</u>	<u>Hours per School Month</u>	<u>Hours per School Year</u>
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. If the student is absent for two (2) consecutive days, then the student/parent should contact the office prior to 9:00 am to obtain assignments.

It is the student's responsibility to contact the teacher and obtain any missed assignments when returning from an absence.

The number of days for completion of makeup work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test at another time. If s/he misses an Ohio Achievement Assessment or other standardized test, the student should consult with the testing administrator/guidance counselor to arrange for administration of the test at another time.

Notification of Absence

If a student will be absent, the parents must notify the School at 937.687.3511 by 9:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy can also result in:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request the student's parent to attend a parental involvement program
- D. request a parent to attend a truancy prevention mediation program
- E. take appropriate legal action

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The student may be given approximate assignments and materials and pages to be completed.

The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed. Family vacations need to be avoided during testing week. The vacation form must be submitted and approved by the principal. Vacation forms are to be turned into the school at least one week prior to the actual trip.

Suspension from School

Absence from school due to suspension shall be considered an unauthorized absence. A suspended student will have the opportunity to complete school work missed due to suspension for up to 50% credit for the assignment(s), students are encouraged to complete the work to keep up with instruction and receive feedback from teachers. Students must submit work by the date specified by the teacher.

Tardiness to School

A student who is not in his/her assigned location by 8:45 a.m. shall be considered tardy to school. Any student arriving late to school is to report to the School office before going to class. Students who are tardy to school more than three (3) times during a grading period shall be disciplined according to the Student Code of Conduct.

Restraint/Seclusion Policy

The New Lebanon Local School District will operate in compliance with the Ohio Department of Education Policy on Positive Behavior Interventions and Support, and Restraint and Seclusion adopted by the State Board of Education on January 15, 2013. The full text of the PBIS/Restraint/Seclusion Policy (5630.01) can be found on the New Lebanon School District website in the Board of Education section.

CODE OF CONDUCT

Leaving School Grounds/Building

During the school hours the school is legally responsible for each student. It is therefore necessary to establish rules in order that we may fulfill this responsibility.

1. Under no condition are students to leave the school building or grounds without first reporting to the principal and receiving permission to leave.
2. No student will be excused from school during school hours, without a note from home, except in case of illness.
3. In the case of illness the school will contact the student's home to determine if someone is there to care for the student.
4. Early dismissal students must present the note from parents to the attendance office prior to 9:00 a.m. for approval.
5. Students are not to leave school on an errand for teachers.

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students must wear safe and appropriate footwear at all times.

The following styles or manners of dress are prohibited:

1. Anything that can be considered a disruption, distraction, or a health and safety issue.
2. Shorts, skorts, skirts or dresses cannot be any shorter than 4" above the knee of the student.
3. Undergarments should not be visible when standing or sitting.
4. Tight pants deemed as too revealing (spandex, tights, leggings, biker shorts, etc) may not be worn without an outer garment of appropriate length (see #2)
5. Shirts/tops with "spaghetti" straps. Tank tops and other sleeveless are allowed but must cover the shoulder.
6. Bare midriff. Clothing which shows the stomach or back area when arms are extended directly outward perpendicular to the body.
7. Clothing should not have excessive/inappropriate holes, rips, cuts or tears.
8. Pajamas and/or sleepwear. Long sweat pants-like pajama bottoms are allowed to be worn to school.
9. Clothing or personal possessions containing messages that are obscene, sexually suggestive, or make references to violence, illegal drugs, alcohol or tobacco products.

10. Hats, sunglasses, or other head apparel, unless approved by the administration.
11. Excess ornaments that might cause damage or injury. (i.e. wallet chains, chains, etc.)
12. Book bags or outside apparel (i.e., coats, jackets, gloves, ½ gloves covering arms only, arm socks etc.), unless approved by the administration. Book bags may be carried to and from school and placed in lockers. Zipped hooded sweatshirts with the hood down are permissible.
13. Book bags like the Dixie Greyhound book bag with drawstrings are only to be carried to/from the locker room.
14. Open toe shoes, unless there is a strap across the back of the foot.

In all instances, school officials will determine when an item of clothing is disruptive or objectionable above and beyond and including the list above. If it is determined that the above guidelines are not met then a parent call will be initiated and the student will be sent home to change the apparel or style which is objectionable. Students refusing to cooperate will be considered to be insubordinate and handled accordingly.

Students who are representing New Lebanon Local Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items 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 damages or school property is lost, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Recess

Recess is a regularly scheduled period in the school day for physical activity and play that is monitored by trained staff or volunteers. During recess, students are encouraged to be physically active and engaged with their peers in activities of their choice, at all grade levels.

Recess benefits students by:

- Increasing their level of physical activity.
- Improving their memory, attention, and concentration.
- Helping them stay on-task in the classroom.
- Reducing disruptive behavior in the classroom.
- Improving their social and emotional development (e.g., learning how to share and negotiate).

Students will be kept indoors during rainy weather or when the temperature or chill factor is 20 degrees or below. It is important that students be dressed properly for wet or cold weather.

Discipline Guidelines

Violation by a student of any one or more of the rules on school grounds or at school activities and events off school grounds may result in disciplinary action. Listings of some of the actions which may be employed are:

- Verbal Warning by staff member
- Denial of Privileges
- Teacher phone call to parent
- EMAIL or other written communication to parent
- Weekly travel card to be signed and reviewed by parent
- Teacher-student conference
- In-school suspension
- Counselor-student conference
- Lunch privilege restrictions
- Saturday School
- Wednesday School
- Teacher-parent conference
- Administrator-student conference
- Out-of-school suspension
- Emergency removal from class
- Expulsion from school
- Exclusion from activities/programs
- Detentions
- Extended detentions

Other options may be used if they are deemed more appropriate. Communication between parents, teachers and administration is vital to student success.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, community service, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Use of drugs and/or alcohol

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

Consequence: Formal

2. Use of tobacco

The use of tobacco products is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products or related materials (matches, lighters, etc.) in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

Consequence: Formal or Informal

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy 5610/5611.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Consequence: Formal

4. Use and/or possession of a weapon

A weapon is any device which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Consequence: Formal

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Consequence: Formal or Informal

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Consequence: Formal or Informal

7. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Consequence: Formal

8. Physical Assault

Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

Consequence: Formal

9. Verbal Threats

Any verbal or written statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault which may subject a student to discipline.

Consequence: Formal or Informal

10. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

Consequence: Formal or Informal

11. Misconduct off school grounds

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

Consequence: Formal or Informal

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

Consequence: Formal or Informal

13. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Consequence: Formal or Informal

14. Falsification of school work, Identification, forgery

Forgery of hall/bus passes and excuses as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

Consequence: Formal or Informal

15. False alarms and false reports

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and may subject the student to disciplinary action.

Consequence: Formal

16. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives may subject a student to disciplinary action.

Consequence: Formal

17. Trespassing

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.

Consequence: Formal or Informal

18. Theft

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The School is not responsible for personal property.

Consequence: Formal or Informal

19. Insubordination

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

Consequence: Formal or Informal

20. Damaging property

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

Consequence: Formal or Informal

21. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

Consequence: Formal or Informal

22. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.

Consequence: Formal or Informal

23. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Consequence: Formal or Informal

24. Aiding or abetting violation of school rules

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Consequence: Formal or Informal

25. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Consequence: Formal or Informal

26. Possession of electronic equipment

Students may not bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, beepers or other paging devices, and the like to school without the permission of the administration. This includes smart watches, i-pods, mp3 players, and any device which records or sends messages or takes pictures. Unauthorized electronic equipment will be confiscated from the student and disciplinary action will be taken. Recording or taking pictures with any recording device is not permitted. Unauthorized posting of any videos or pictures obtained at school. Text messaging (sending or receiving messages) while school is in progress is also prohibited. Laser pointers are also prohibited. Student cell phones must be stored out of sight.

Consequence:

- 1) Confiscated until the end of the day. The student may pick up phone/electronic device from the office.
- 2) Confiscated until the end of the day and school consequences assigned and parent called. The student may pick up the device from the office.

27. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

Consequence: Formal or Informal

28. Violation of bus rules

Please refer to Section V on transportation for bus rules.

Consequence: Formal or Informal

29. Disruption of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Consequence: Formal or Informal

30. Harassment/Bullying (See Bullying Policy)

The Anti-Harassment Officer and Anti-Discrimination Officer is Tom DiNuoscio, DES Principal.

The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

A. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

1. Verbal:

The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.

2. Nonverbal:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.

3. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties.

B. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

1. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

2. Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

3. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Complaint Coordinator(s):

High School Principal	Middle School Principal	Elementary School Principal
300 S. Fuls Road	200 S. Fuls Road	1150 W. Main Street
New Lebanon, Oh 45345	New Lebanon, OH 45345	New Lebanon, OH 45345
(937) 687-1366	(937) 687-3508	(937) 687-3511

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Complaint Coordinator either by a written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). The Complaint Coordinator will promptly compile a written summary of each such report which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as a witness, victim or alleged harasser will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse which must be reported to the proper authorities.

Under no circumstances will the School tolerate threats or retaliation against anyone who makes a harassment complaint or participates in an investigation. Individuals who engage in threats or retaliation will be subject to disciplinary action.

Consequence: Formal or Informal

31. Hazing

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Consequence: Formal or Informal

32. Violent Conduct

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

Consequence: Formal

33. Bomb Threats

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made shall result in expulsion for a period of up to one (1) school year.

Consequence: Formal

Two (2) Types of Discipline are Possible:

Informal Discipline

Informal discipline takes place within the School (In-School Discipline). It includes:

Verbal warning

Counseling by teachers, administrators, and members of the guidance staff;

Writing assignments;

Denial of privileges;

Parental Contact;

Removal from class or activity;

Change of seating or location;

Lunch-time detention;

After/before-school detention;

Saturday school.

Wednesday School

A student missing any portion of his/her assigned time in In-School Discipline may be given an additional In-School Discipline. Failure to timely serve In-School Discipline assignment(s) may lead to suspension from school for a period not to exceed 10 days with recommendation for expulsion. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Discipline/Saturday School and Wednesday Afternoon School.

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.

Formal Discipline

Emergency Removal

In-School Suspension

Out of School Suspension

Expulsion

Permanent Exclusion

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, In-School Suspension, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion.

Suspensions and expulsions that occur at the end of the year may result in additional consequences. Any student who is expelled for school for more than twenty (20) days into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action through local law enforcement.

Due Process Rights

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent of Schools. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Students serving suspension will have the opportunity to complete school work missed due to suspension for full credit for the assignment(s), students are encouraged to complete the work to keep up with instruction and receive feedback from teachers. Students must submit work by the date specified by the teacher.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. The athletic director or athletic supervisor may remove the student from any extracurricular activity or from the school premises that is under their supervision. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the

opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee and the right to request that the hearing be held in executive session.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students 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 (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

Search and Seizure

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School Officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items which have been confiscated.

Student Rights of Expression

With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, insignia, banners, and audio visual materials. All items must meet the school guidelines:

- A. Material cannot be displayed if it: 1) is obscene to minors, libelous, is pervasively indecent or vulgar, 2) advertises any product or service not permitted to minors by law; 3) intends to be insulting or harassing; 4) intends to incite fighting or presents a likelihood of disrupting school or a school event; 5) presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display

SECTION V - TRANSPORTATION

The School provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the transportation supervisor at 937-687-2095.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except approval from the Transportation Supervisor or Principal.

The transportation supervisor may approve a change in a student's regular assigned bus stop to address a special need, upon receiving a note from a parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. stay off the road at all times while walking to and waiting for school transportation;
3. line up single file off the roadway to enter;
4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- a. remain seated while the school transportation is in motion;
- b. keep head, hands, arms, and legs inside the school transportation at all times;
- c. not litter in the school vehicle or throw anything from the vehicle;
- d. keep books, packages, coats, and all other objects out of the aisle. Unless permission is given from the transportation supervisor or administration;
- e. be courteous to the driver and to other riders;
- f. not eat, drink or play games, cards, etc;
- g. not tamper with the school vehicle or any of its equipment.

Exiting the school vehicle

Each student shall:

- a. remain seated until the vehicle has stopped;

- b. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- c. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has the right to install and use video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01