



Elementary Student Handbook Preschool to Grade 6 2023 - 2024

New Albany Early Learning Center for Preschool and Kindergarten

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New Albany Primary School for Grades 1, 2, 3

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New Albany Intermediate School for Grades 4, 5, 6

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Foreword

The Elementary Student Handbook was developed to answer many of the questions that students and their parents may have during the school year and to provide information about Board policies and procedures. If you have any questions that are not addressed, you are encouraged to talk to your teachers or the building principals. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. The Elementary Student Handbook remains subject to change based upon action by the Board of Education or administration. Board Policies and Administrative Guidelines governing this handbook may be found on the District's website.

Building an Inclusive Culture

COMMITMENT

The New Albany-Plain Local School District (NAPLS) is committed to fostering an environment of kindness, dignity and respect to create a sense of belonging for each student. We will work intentionally to build strong relationships with students so they feel welcomed, listened to, and respected at school. We are committed to inspiring our school community to be accepting and willing to learn from and to build connections with individuals with various backgrounds and viewpoints. We recognize this work is not a sprint, rather; it is a marathon. We embrace the ongoing commitment required to reach our vision. Our district motto "Students First" and our statement of purpose adopted in 2016 codify that each and every student matters: To create a culture of accountability that achieves the best academic and developmental outcomes for each student.

VISION

We will develop a culture of belonging that builds trusting relationships with all students and their families; encourages and supports cultural awareness, knowledge, and skills; and creates opportunities for connectedness that lead to inspirational learning experiences that encourage and motivate all students and staff to achieve their best academic and developmental outcomes.

Equal Education Opportunity

It is the policy of the New Albany-Plain Local Schools to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, sexual orientation, ancestry, national origin, place of residence within the district, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officers by completing the prescribed forms found in Board Policies on the district website.

The complaint will be investigated and a written response will be given to the concerned person in accordance with Board Policy. The Compliance Officers can provide additional information concerning access to equal educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint. For more information, refer to Board Policy 2260.

Nondiscrimination on the Basis of Sex in Education Programs and Activities

The United States Department of Education, Office of Civil Rights mandated new regulations public school districts must follow when addressing, investigating and adjudicating allegations of sexual harassment which occur in the district's education program and activities. The Board of Education has adopted Board Policy 2266 which uses specific terms, definitions and procedures. This policy applies to Sexual Harassment that occurs within the District's Education programs and activities and is committed by a member of the School District Community or Third Party. This Policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the district's education programs and activities. For more information, refer to Board Policy 2266.

Emergency School Closing

On occasion, it may be necessary to cancel school due to hazardous weather conditions or because of a facility breakdown. The decision to close schools is made by the Superintendent. Registered families will receive a phone call on the phone number designated as the “home phone” from the district’s automated emergency call system as soon as the decision to delay or close school has been made. Those parents who have provided an email address or cell phone number through the district’s parent portal will also receive an email or text message announcing a delay or closing. We will also post any late start or cancellations of school on the district website (www.napls.us). In addition, local radio and TV stations will carry announcements about a school closing or delay in the morning as soon as the decision is made or during the school day should an emergency arise once classes have begun. **Parents are responsible for checking the district website and/or listening to the news for special announcements during the school day when weather conditions are severe.**

It is absolutely necessary for you to plan ahead for emergency childcare arrangements with a relative or trusted neighbor or friend. **IN CASE WE HAVE TO DISMISS EARLY, MAKE SURE YOUR CHILD KNOWS WHERE TO GO AND WHAT TO DO. It may not be possible to call or reach every parent if school has to dismiss early or suddenly.** For additional information, refer to Board Policy 8210.

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. State law requires that emergency medical information be kept on file for each student. A student may be excluded from school or from extra-curricular events until this requirement is met. The Emergency Medical Authorization form is required annually at the beginning of each school year. Changes to the information on the Emergency Medication Authorization can be made directly on the form or on the PowerSchool Parent Portal which can be accessed via the district’s website. You will need your login and password to make any changes on the PowerSchool Parent Portal.

Should an emergency arise, every effort is made to contact the parent first. When this is not possible, we will contact those persons listed by you on the Emergency Medical Form. For additional information, refer to Board Policy 5341.

It is not uncommon for children to become ill or sometimes injured while at school. Therefore, please notify the school office whenever there is any change of information, such as a new phone number, change of employer, or a different contact person. We need to maintain at least two current emergency phone numbers for each student.

Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, driver’s license revoked, or their parents taken to court. The school has an attendance policy to avoid these negative consequences ([Board Policy 5200](#)). For information about enrolling a child into the school district, refer to Board Policy 5111.

Excusable - Approved Absences

The following are the only legitimate excused reasons for not being in school and a note must accompany the student upon his/her return if the parent has not notified the school prior to the student’s return.

- Personal illness (a written physician’s statement verifying the illness may be required);
- Illness in the family necessitating the presence of the child
- Quarantine of the home;
- Death in the family;

- Necessary work at home due to absence or incapacity of parent(s)/guardian(s);
- Observation or celebration of a bona fide religious holiday;
- Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school year is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible. In the event of an appointment during school hours, students must return with a doctor's note (provided by the doctor's office) in order to be excused for the absence.

Absences for reasons not listed above are considered UNAPPROVED. Examples of unexcused absences, tardies and early dismissals include, but are not limited to:

- **Missing the bus or a ride**
- **Oversleeping**
- **No parent/guardian contact with the attendance office**
- **Car trouble**

Truancy

There is a positive correlation between a student's attendance and academic achievement in school. Attending class every day is important because it is not possible to completely make up what is missed every day in class. Each classroom experience is an important part of a student's education. New Albany Plain Local School District will follow the attendance rules and regulations as defined by Board Policy.

[Board Policy 5200](#) defines Excessive Absences as:

- 38 or more hours of school missed in a month
- 65 or more hours of school missed in a year

When a student becomes excessively absent, a letter will be sent home informing parents of the hours missed. All additional absences will require a medical excuse. If a medical excuse is not provided, hours accumulate towards the student being habitually truant.

[Board Policy 5200](#) defines habitual truant as:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

When a student becomes habitually truant, parents will be contacted to set up a meeting with the absence intervention team. An absence intervention plan will be created and monitored. Board Policy authorizes school personnel to intervene with habitually truant students in the following actions: assign the student to a truancy intervention program, provide counseling to the student, request or require the student's parent to attend a parental involvement program or a truancy prevention mediation program, notify the Registrar of Motor Vehicles of the student's absences, take appropriate legal action or assign the student to an alternative school. If the student's attendance does not improve after 60 days, the district truancy officer notifies the Franklin County Juvenile Court and truancy charges are filed.

Any parent who does not complete the established and required educational program designed to ensure students attend school regularly is to be reported to law enforcement authorities for parental educational neglect, a fourth class misdemeanor if found guilty.

Needs Medical Excused Absence (NME)

After a student has been absent from school for 65 hours or more he/she may be placed on NME. This will require that the student have a doctor/dentist/court excuse for every absence/tardy in order for it to be counted as excused. If the student does not have a doctor/dentist/court excuse, the absence/tardy is unexcused. A student has 3 days to provide a doctor, dentist, or court excuse.

Reporting Absence of Student

If your child will be absent or tardy from school, **PLEASE CONTACT THE ATTENDANCE OFFICE AT 413-8100 PRIOR TO THE START OF YOUR CHILD'S SCHOOL DAY.** It is your responsibility to make the school aware of your child's absence and your cooperation is appreciated. This procedure will ensure the safety of your child(ren) and enable all students to be accounted for in a timely manner.

Note of Absence

A written excuse is required upon the student's return to school. This excuse must give the reason for absence, the dates absent, and be signed by a parent.

Pre-Planned Absences / Family Vacations

While discouraged if at all possible, we realize some parents are required by their jobs to take vacation time when school is in session. We shall provide an alternative educational program for vacationing students provided parents notify the classroom teacher and office personnel **one week prior** to the absence. It is advised that parents avoid interrupting the child's education program whenever possible, since alternative measures cannot replace classroom experiences.

Parents arranging vacations or any other planned absence on regular school days need a form which can be obtained from the Attendance Office or can be found on our district website.

Make-Up Work

Students who return from approved absences shall be given the opportunity to make up work that has been missed. It is the student's responsibility to check with his/her teacher for the assignments. Make-up work should be completed at home or at recess rather than during regular instructional time. Make-up work is normally due within a week of returning to class unless special arrangements have been made with the teacher.

School Day: Arrival & Dismissal

For additional information, refer to Board Policies 8210 and 8220. Students should not be withdrawn from class prior to the regular dismissal times unless illness or an emergency require it. Please plan ahead in scheduling appointments and other commitments for after the close of the school day. Regular attendance is also critical for maximum academic achievement.

Early Learning Center Arrival and Dismissal

All Day K & Preschool	Arrival	9:10 am – 9:20 am
	Dismissal	3:25 pm (Preschool) 3:50 pm (Kindergarten)
Kindergarten AM	Arrival	9:10 am – 9:20 am
	Dismissal	12:30 pm
Kindergarten PM	Arrival	12:30 pm – 12:40 pm
	Dismissal	3:50 pm
Preschool AM	Arrival	9:10 am – 9:20 am
Preschool AM	Dismissal	11:50 am

Preschool PM	Arrival	1:05 pm – 1:15 pm
Preschool PM	Dismissal	3:45 pm

THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF MORNING KINDERGARTEN, ALL DAY KINDERGARTEN, AND PRESCHOOL STUDENTS PRIOR TO 9:10 AM, OR PRIOR TO 12:30 PM FOR AFTERNOON KINDERGARTEN STUDENTS OR 1:05 PM FOR AFTERNOON PRESCHOOL STUDENTS. For reasons of safety and liability, **no children should arrive at school prior to the designated times** unless chaperoned by a parent.

Primary School (Grades 1-3) Arrival and Dismissal

Arrival	9:05 am – 9:15 am
Dismissal	3:45 pm

THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS PRIOR TO 9:05 AM.

We are unable to provide supervision for children prior to 9:05 a.m. For reasons of safety and liability, **no children should arrive at school prior to that time** unless accompanied by a parent.

Intermediate School (Grades 4-6) Arrival and Dismissal

Arrival	8:15 am – 8:25 am
Dismissal	3:00 pm

We are unable to provide supervision for children prior to 8:15 a.m. For reasons of safety and liability, **no students should arrive at school prior to that time** unless accompanied by a parent.

TARDINESS

For the purpose of Attendance Records (Grades 1-12 and all-day Kindergarten)

- Arriving within the first half hour of the school day is considered a tardy
- Leaving within the last half hour of the school day is considered an early dismissal
- Absence hours will be calculated based on sign in or sign out times

For half day Kindergarten students

- Arriving within the first half hour of the school day is considered a tardy
- Leaving within the last half hour of the school day is considered an early dismissal
- Absence hours will be calculated based on sign in or sign out times.

NOTE: Accumulation of time missed due to tardiness will track towards excessive absences and habitually truant. A habitually truant student will be referred to the **Franklin County Truancy Officer** for investigation, and may be subject to legal action under the current truancy law.

DISMISSAL PROCEDURES

Please do not request that your child be dismissed early unless a family emergency or a necessary medical appointment requires an early release. Should this be the case, the parent must report to the office to officially sign the child out of school. The office will then request that the teacher release the student. Prior written notice of a medical appointment is appreciated.

As a safeguard, students will only be released to the custodial parent, guardian, or to an adult designated by the custodial parent or guardian.

Bus riders begin boarding prior to the dismissal bell to ensure a safe departure. All students are encouraged to go directly home from school. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF CHILDREN BEYOND THE SCHOOL DAY unless they are participating in after school sponsored activities.

Parents are not permitted to board a school bus at any time or to remove a child from a school bus. Parents should contact the school office in order to have a child taken off of the bus.

Parents who pick up children should plan to arrive in time to collect students at your building's designated time. We ask all drivers to please pull up as far as possible in the waiting lines to allow for the children to be dropped-off and picked-up in the most efficient way possible.

To ensure the safety of all students, please observe the following:

- **Remain in your vehicle**
- Children must leave/enter your vehicle on the curb side only
- Patiently wait in line – our goal is to always have our children arrive and leave school in the safest way possible.
If your child is already with you, please remain in line to await your turn to leave the pick up/drop off loops.

PLEASE NOTE: Traffic in the loops must continue to flow. Cars may stop just long enough to safely load children. To prevent accidents, only one lane or line of cars is permitted. Please exercise patience and courtesy to keep our students safe.

Missing Students

Students are told to go directly home from school. **If your child does not arrive home at a reasonable time (within 10 to 20 minutes of the usual time), notify the Transportation Office at 855-2033 or the New Albany Police at 855-7544, and/or the New Albany Early Learning Center at 413-8700 for PK-K students or the New Albany Primary at 413-8600 or the New Albany Intermediate at 741-3000.**

Strangers

In the interest of safety, please warn your children about the danger of talking to or going with strangers.

Parents and children are advised to report suspicious strangers, loitering around school or between home and school, to the office and to the police.

For more information concerning dismissal, refer to Board Policy 5230.

SCHOOL BUS TRANSPORTATION

To and From School

The school is responsible for the supervision of students only while on school property. Parents are responsible once students leave school property. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school. For additional information, refer to Board Policy 8600.

Bus Procedures

Specified bus procedures help to ensure the safe and efficient transfer of students between home and school.

At the Bus Stop

- ❖ Arrive 5 minutes before scheduled pickup time.

- ❖ Behave in an orderly manner and stand at least ten feet away from the road. Each pupil shall be assigned a designated place of safety to wait for transportation.
- ❖ Observe guidelines for safety and courtesy.
- ❖ Observe bus warning lights and the driver's directions for crossing the street and boarding or exiting the bus.
- ❖ Once boarded, go directly to the assigned seat and sit down.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. **If a student is not at the stop, the bus cannot wait.**

Missed Buses

- A. Before School: Instruct your child where to go and what to do if he/she misses the bus on the way to school, especially if nobody is home.
- B. After School: If a child misses the bus due to his/her own fault, the parent will be contacted to pick-up the child.

If a child misses the bus due to circumstances at school, school personnel will attempt to get the child home.

NOTE: If a student's behavior is unsafe or unruly at dismissal time, the child may be prohibited from riding the bus home. Should this occur, the parent will be contacted to provide transportation.

Late Buses

Late buses are a possibility due to weather and construction traffic. **Call the Transportation Department directly at 855-2033** to inquire about late buses. Students arriving late due to a bus delay will not be marked tardy.

Bus Conduct

The bus driver has many, many responsibilities and must have students' full cooperation. Any child who does not cooperate with the bus driver by obeying the rules shall be reported to the principal. The principal will be responsible for notifying the parents that **CONTINUED DISORDERLY CONDUCT MAY RESULT IN A SUSPENSION FROM THE BUS.** The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording may be submitted to the Principal or designee and may be used as evidence of misbehavior.

Please read and observe the following rules. The bus rules are designed for your safety.

Students must sit in their assigned seats.

1. Students may only ride their assigned bus, and be picked up and dropped off at their designated stops.
2. Excessive noise or loud talking or boisterous laughter is prohibited.
3. At railroad crossings or other dangerous points, **all talking and noise is prohibited.**
4. Students must keep all parts of his/her body or objects in the bus's interior at all times.
5. Students will observe rules for crossing the street when exiting the bus.
6. Spitting or throwing any object from the window of the bus is prohibited.
7. Eating, drinking, or littering on the bus is prohibited.
8. All students will obey the bus driver's instructions the first time they are given.
9. Transporting of animals, pets, liquids, pressurized cans, or glass containers on the bus is prohibited.
10. Students may only bring a backpack and lunch box on the bus or items that will fit on the student's lap. For safety's sake, the bus cannot accommodate other large items (i.e. sleeping bags, bags of aluminum cans, large projects and other belongings that take up space).
11. Parents are responsible for any damage or marking of bus by students.

12. Students are not permitted to bring balls, toys, games, gadgets, radios, cell phones, or electronic devices to school unless special arrangements have been made with their classroom teacher. In this event, items will remain in bags or backpacks while on the bus.
13. The use of obscene or profane language or gestures is prohibited.
14. School buses are not permitted to stop longer than necessary to pick up students. The school bus cannot wait for tardy students.
15. Any conduct which would endanger any passenger or could result in the damage of the vehicle is prohibited.
16. The carrying of weapons or harmful materials by bus passengers is prohibited.

Bus Discipline Procedure

1. **First Violation:** At a minimum, a student normally receives a warning from the driver who will discuss the problem with the student.
2. **Second Violation:** At a minimum, a student receives a formal "write up" which is submitted to the principal for intervention.
3. **Third Violation:** At a minimum, a student receives a formal "write up" which is submitted to the principal who may schedule a parent conference or hearing about the matter.

Students may be removed from the bus following parental notice whenever their behavior is serious enough to interfere with the safety and welfare of the other students and/or the driver. Chronic or serious infractions of bus rules including some first violations may result in suspension from the school bus from one to ten days. In accordance with Board Policy 7440.01, recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle. For more information, refer to Board Policy 8660.

School Breakfast and Lunch

All Day Preschool and All Day Kindergarten Lunch

School Lunch

All Day Preschool and All Day Kindergarten students have the option of bringing a packed lunch from home (NO KNIVES FOR CUTTING FOOD, SODA POP, OR GLASS BOTTLES PLEASE), or of purchasing a hot meal in the cafeteria. Monthly lunch menus are available on the district's website (www.napls.us). Printed copies of the monthly lunch menu can be requested by contacting your child's school office. Gluten-free and vegetarian menus are available daily.

The price of a school lunch is \$2.50 unless a student qualifies for the free or reduced program. This includes an entrée and an 8 oz. bottle of milk (white or chocolate) and/or water and a visit to the fruit/veggie bar. If your child chooses a salad or fruit/veggie tray, he/she will take the salad or yogurt/cheese stick and milk. They will then complete their lunch with a trip to the fruit/veggie bar. Additional milk or bottled water is available for \$0.50.

Meal Payment Options

You may make payments by sending a check with your child or you may pay online. Payments may be made in any increment. Simply go to the district website under "Departments" and select "Child Nutrition Services" for a link to PayForIt. You can set up an account (you will need the student ID number) to be able to pay online or to see their

transaction history for the last 30 days. Sending cash with your child is strongly discouraged. The food service department will let your child charge up to two meals. Money should be applied to his/her account by the next day. After the two charges, he/she will be given a courtesy meal consisting of a cheese sandwich, fruit, and milk at no charge. Please make sure your child has adequate money on his/her account.

Free and Reduced-Price Lunches

Free and reduced-price meal applications may be submitted online at www.napls.us under “Departments” and selecting “Child Nutrition Services”, or you may request a paper application from any of the school offices. If you have any questions, please call the food service coordinator at 413-8589. You may apply any time during the school year if your financial status changes. **Children previously receiving free or reduced-price meals must reapply at the beginning of each new school year.**

Cafeteria Point of Sale System

The cafeteria has an electronic point of sale system to keep an accurate account of each child's lunch/breakfast payments and purchases. Please visit the food services section of the district website to learn more about the online payment system available for our school breakfast and lunch programs. The elementary menu is also published on the New Albany Schools district website, www.napls.us. If you have any questions, please contact the dining hall at 413-8752 or Food Service Supervisor at 413-8589.

Peanut-Free Classrooms

Several classrooms have been identified as peanut-free classrooms by the school nurse. Students in peanut-free classes will be notified by the school nurse at the beginning of the school year and given instructions regarding foods that are safe to bring to school. Peanut-free tables will be designated in the lunchroom as needed. Students required to sit at the peanut free tables will be allowed to invite one friend each day who has purchased a school lunch to sit with them at the table.

Grades 1-6 Breakfast and Lunch

School Breakfast

Breakfast is available upon student arrival each morning. **The cost of breakfast is \$1.50** unless a student qualifies for the free or reduced price meal program. If your child receives a free lunch, then the breakfast is also free. The price for a reduced priced breakfast is \$0.30.

All breakfasts come with 8 oz. of low-fat milk, 1 cup fruit or fruit juice, and choice of a breakfast entrée, cereal or pastry. Students can use their prepaid debit account or pay cash at time of purchase. All children will be supervised by cafeteria staff until school starts. A “grab and go” breakfast option will be available to students from 9:00 am to 9:30 am.

School Lunch

Lunch is served in multiple shifts. Students are allocated time for each lunch period and recess.

Children have the option of bringing a packed lunch from home (NO KNIVES, SODA POP, OR GLASS BOTTLES PLEASE), or of purchasing a hot meal, or choose a fresh garden salad or deli sandwich from the cafe. While parents are welcome to drop off packed lunches, please refrain from ordering food and/or beverages and having these items delivered directly to the school via a food delivery service. In addition, students should not bring coffee or similar beverages from vendors such as Starbucks or Tim Hortons to school. Monthly lunch menus are available on the district's website (www.napls.us). Printed copies of the monthly lunch menu can be requested by contacting your child's school office. Gluten-free and vegetarian meals are available daily.

A tray lunch costs \$2.50 for grades 1-3 and \$2.65 for grades 4-6 unless the student qualifies for the free or reduced program. One-half pint of milk (white or chocolate) and/or water is included with the school lunch. Additional milk or bottled water is available for 50¢.

Packers and students who want an additional drink with their hot-lunch may also purchase a beverage for 50¢. Occasional buyers may bring money on the day they plan to purchase lunch or pay to credit their account. The money stays on their accounts until the student chooses to use it.

Cafeteria Point of Sale System

The cafeteria has an electronic point of sale system to keep an accurate account of each child's lunch/breakfast payments and purchases; students may need to use a fingerprint to register their lunch purchases. Please visit the food services section of the district website to learn more about the online payment system available for our school breakfast and lunch programs. The elementary menu is also published on the New Albany Schools district website, www.napls.us. If you have any questions, please contact the dining hall at 413-8699 or Food Service Supervisor at 413-8589.

Lunch Visitors

To protect the health and well-being of all students, we ask that lunch visitors only bring food for their own child or the person they are visiting for lunch. Parents wanting to eat lunch with their child need to contact the school office one day prior to their visit as there is limited seating for lunch visitors.

Procedure for Lost/Forgotten Lunch Money

If a child forgets or loses his/her packed lunch or lunch money, he/she will be allowed a maximum of two (2) charges. After that, they will be given a cheese sandwich, fruit, and milk at no charge. Please send money for charges in as soon as possible and make sure your child has sufficient money on his/her account.

Peanut-Free Classrooms

Several classrooms have been identified as peanut-free classrooms by the school nurse. Students in peanut-free classes will be notified by the school nurse at the beginning of the school year and given instructions regarding foods that are safe to bring to school. Peanut-free tables will be designated in the lunchroom. Students required to sit at the peanut free tables will be allowed to invite one friend each day who has purchased a school lunch to sit with them at the table.

For additional information, refer to Board Policies 8500 and 8531, and AG8500D.

Intermediate Lunch Badges

Students in grades 4-6 are required to wear their lunch ID badges daily during lunch and recess on the district approved lanyard. Replacement lanyards are \$1.00 and badges are \$2.00.

Recess

All students will normally have one recess each day and other times at the teacher's discretion. Recess will be held indoors when the temperature and wind chill factor register **20 degrees or below**, or when very wet weather conditions prevail.

In special circumstances, (i.e. extended recuperation from surgery or serious illness) a student may be permitted to remain indoors when conditions otherwise permit outdoor play. Eligibility for this exception will be determined on an individual basis, and a **doctor's written recommendation is required**.

Birthday Parties

Birthday parties as such are not a part of our school curriculum. However, we recognize that birthdays are important milestones in children's lives and may be acknowledged by the classroom teacher through a special token such as a sticker, pencil, etc.

To protect the health and well-being of all students (i.e., those with food allergies or other dietary restrictions), birthday treats and other food items are not permitted in the classroom or during lunch. Birthday party invitations,

balloons, flowers, or gifts may not be sent to the school for delivery to children during the school day. Additionally, birthday party invitations (or any other type of invitation) cannot be sent home with individual students and the school is unable to provide addresses or email addresses for invitations to families. Interruptions, even nice ones, are disruptive to the teaching and learning process. Thank you in advance for supporting our efforts to protect the teaching and learning time and the health of our students.

Excused Participation

A parent who prefers that their child be excused from reciting the Pledge of Allegiance, or other occasions such as holiday and birthday activities, may state this request in writing and submit it to the classroom teacher as soon as possible prior to the event.

Student Valuables and Belongings

The school cannot be responsible for the care and safekeeping of personal property and will not be liable for loss or damage to personal items. The sending of expensive electronics such as wireless headphones (i.e. Apple AirPods), smart watches (i.e. Apple Watches or watches with cell phone capabilities), and other technologies are strongly discouraged due to the chance of being misplaced or stolen. If the devices become a distraction to the educational process, the student will be told to no longer bring the technology to school. Less expensive wired headphones and standard watches are better alternatives for school use.

Please label your child's book bag, lunch box, sweaters, coats and other apparel with his/her full name for easy identification.

Students are encouraged to regularly check the Lost and Found to claim missing belongings. Unclaimed items are donated to charitable organizations several times throughout the school year because of the volume of items which accumulate. Belongings labeled with a child's full name have a greater chance of being reunited with their owners.

Parental Supervision at Events

The district sponsors many extracurricular events [i.e. high school football games, evening programs, etc.] which families are invited and encouraged to attend. For reasons of safety, a parent must accompany elementary students or a responsible adult designated by the parent. Elementary students must be under the supervision of an adult at all times on these occasions. **School rules for behavior apply whenever students are on school property.**

Homework

Various homework assignments are made so that students may practice skills introduced in class or prepare information for future lessons. Homework extends classroom learning so that knowledge and skills may be transferred and applied in practical situations. Creative homework projects are opportunities for students to integrate mastered skills and concepts for solving problems in original, inventive and resourceful ways. For additional information, refer to Board Policy 2330.

Teacher Responsibilities

- ❖ Teachers will explain homework assignments clearly and thoroughly to students. Daily lessons will prepare students for successful homework completion.
- ❖ Teachers will ensure that the length, frequency and nature of assignments are appropriate for the grade level and/or students' individual abilities. Unfinished class assignments may be sent home for completion.
- ❖ Teachers will examine assignments and give feedback to students in a timely manner.

- ❖ Teachers will communicate to students how homework affects their grade. Homework expectations will be clearly explained by the teacher.

Student Responsibilities

- Students will listen carefully to assignments.
- Students will write down assignments in the agenda book (when required).
Students will set aside time for homework each evening in a quiet space in the home.
- Students will complete assignments as directed and turn homework in when it is due.

Field Trips

Field trips into the community extend learning and introduce students to authentic experiences, and will be aligned to district curriculum standards. Only students who have signed permission slips and current/updated emergency medical forms on-file will be allowed to participate in field trips. Parents may deny participation for any reason.

Some trips require an admission fee which parents may be asked to provide. All students will be provided this learning opportunity. Should any fee create a monetary hardship, families should contact any staff member. This information will be kept confidential and will be addressed.

Many trips frequently require additional adult chaperones. **BCI and FBI checks are required for all chaperones.** Generally (but not always) we have more volunteers than needed. Teachers will try to rotate chaperone responsibility so that all interested parents may participate in a trip activity. For additional information, refer to Board Policy 2340.

Student Fees

Fees are charged at the beginning of the year, or prorated as new students enroll, to cover the cost of consumable materials. Consumables must be replaced annually at the prevailing vendor rates for materials, shipping, and handling. During the year, admission charges may be collected for some field trips or activities. Fees may be waived for financial hardship and for those who qualify for free or reduced price lunch or complete comparable paperwork through the district. Fees are payable online via the District website and the parent portal. For additional information, refer to Board Policy 6152/6152.01.

Parent/Teacher Conferences

Parents may request a conference with a teacher at any time during the year by contacting the teacher. Special conference weeks are designated during each school year. Information regarding Fall and Winter Parent-Teacher Conference will be sent home prior to the week's occurring so parents can sign up for a conference.

Open House (Students, Families, and Community)

Students and their parents are scheduled for Open House prior to the first day of class. The main purpose of Open House is to locate newly assigned rooms and briefly meet the teacher. Knowing in advance where to report seems to reassure students and minimizes confusion so that class is off to a smooth start the very first day.

Curriculum Nights

Early in the school year, an evening is designated as "Curriculum Night" for all elementary grade levels. Teachers interact with parents to discuss curriculum, review expectations for academic performance and answer questions. We want everyone to have a clear understanding of the grade level educational objectives to be mastered and how they will be measured and reported.

Student Class Assignments and Scheduling

The development of class lists for each school year is an involved process. Much time and consideration is given to balancing each room, not only according to the number of children, but also with regard to gender, personalities, academic needs, work habits, learning styles, and other relevant information. Our goal is to provide the best possible ratio, balance and working combination for each class. For more information, refer to Board Policy 5120.

In order to achieve these combinations, therefore, specific teacher requests cannot be accepted. However, if a parent feels that his/her child may have particular characteristics that warrant further consideration, you may complete a Parent Input Form to be turned into the building principal in the spring. **A specific teacher or class organization may not be requested and appeals for placement with particular friends cannot be considered.** To the extent possible, your child will be assigned to a class that will best meet the conditions you have identified.

Grades (Intermediate School)

The school has a standard grading procedure ([Board Policy 5421](#)), as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. Any grade or average that ends in a .5 decimal or higher will be rounded up to the next number (ex. 91.5 rounds up to 92%) If students are not sure how their grades will be determined, they should ask the teacher.

Grading System

A+	97-100	4.00pts.	C	73-76	2.00 pts
A	93-96	4.00 pts.	C-	70-72	1.67 pts.
A-	90-92	3.67 pts.	D+	67-69	1.33 pts.
B+	87-89	3.33 pts.	D	63-66	1.00 pts.
B	83-86	3.00 pts.	D-	60-62	0.67 pts.
B-	80-82	2.67 pts.	F	59 & below	0.00 pts.
C+	77-79	2.33 pts.			

Parents are encouraged to schedule a conference with a teacher if they have any questions concerning a grade.

PowerSchool

Online Access to Student Performance/Grades (Intermediate School)

Teachers post grades and assessment results online through PowerSchool for the use of parents and students ([Board Policy 5420](#)). These grades will be posted and updated in a reasonable time frame that will allow the students, teachers, and parents to be in constant communication focused on student outcomes.

Parent And Community Visitation

We welcome parents and members of the community to visit our school and participate in various events. Parents/visitors should present a valid driver's license or picture ID each time they enter the buildings, including when picking students up early.

Visitors

Visitors, particularly parents, are welcome at New Albany Elementary Schools. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Visitors will only be allowed to enter the building through the buzzer door system. Any visitors found in any building, including the cafeteria, without a pass, will be reported to the principal. If a person wishes to confer with a member of the staff or visit in a classroom, s/he should call for an appointment prior to coming to the school. No visitor should go directly to the classroom and interrupt the educational process. Any parent needing to drop off items to their child will be admitted to the vestibule outside the main office to leave items at the labeled area to save time from entering the main office. For additional information, refer to Board Policy 9150.

Parent Volunteers

Given the nature of volunteer work conducted at the PK-6 level and the potential that a volunteer may have occasion to work unsupervised with children without prior notice, as an additional safety measure, all PK-6 volunteers will be subject to a background check.

A background check shall be valid for five years and the costs associated with it shall be paid for by the volunteer. The criminal records check shall be conducted before any volunteer may begin their duties.

A background check can be performed through our partner Secure Volunteer. The process to obtain a background check is online and costs \$19.45 (as of August, 2022). Use this website to begin the background check process:

<https://bib.com/secureVolunteer/NEW-ALBANY-PLAIN-LOCAL-SCHOOL-DISTRICT/>

Please call 614-855-2040 with any questions related to background checks in the New Albany-Plain Local Schools.

Classroom Observations

Please contact the main office at each elementary school to schedule a classroom visit in accordance with Board of Education Policy and Administrative Guidelines.

Students may not bring student visitors (i.e. cousins or special friends from other districts) to school for reasons of liability.

Student Fundraising

No student is permitted to sell any item or service in the school without the approval of the principal. Items that could materially affect the educational environment of the schools or other students or their rights or privileges to be educated in the schools may not be sold, and the District may develop other appropriate criteria to restrict such sales. Violation of this policy may lead to disciplinary action. For additional information, refer to Board Policy 5830.

Advertising Events And Outside Activities

Students, parents, and community members may not post announcements or advertisements for outside activities without receiving prior approval from the District's Administrative Office. No announcements, flyers or posting of non-school activities will be permitted without the approval of the District Administrative Office. **Information must be submitted at least 10 days in advance to allow time for review.** For information concerning how to include information in the district's Peachjar e-flyer distribution system, go to: [Communications: Eflyer Approval & Distribution Process](#). For additional information, refer to Board Policies 5722 and 9700.

Child Custody

Parents have an obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the certified court ordered document for the child's permanent record. Both the custodial parent and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not remove the child from the premises without the expressed permission of the custodial parent. Step-parents have no right to records, reports, or conferences without permission of the custodial parent.

Withdrawal/Transfer From School

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. Please notify the office if your child is leaving New Albany Schools to attend another school. This will expedite the forwarding of records and help us to keep our enrollment current. Records will be forwarded within two weeks to the new school. If a student is leaving the country to attend school, parents will be given a sealed copy of the school records.

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise 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 he/she is under the age of 18. For more information, refer to Board Policy 5130.

Immunization Requirements

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, diphtheria, pertussis, tetanus, hepatitis, chickenpox, measles, mumps and rubella, or have an authorized exemption 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 exemption. Any questions about immunizations or exemptions should be directed to the school nurse. For additional information, refer to Board Policy 5320.

Immunization Summary for School Attendance for Kindergarten to 12th Grade

Please refer to the website below for the most current information about immunizations:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/media/immunization-summary-school>

Use Of Medications

Medication and Regulations Regarding Administration of Medication

Parents are responsible for informing the school of any specific health conditions of their child that may impact learning or their health during the school day, such as severe reactions to bee stings, food allergies, severe environmental allergies, asthma, diabetes, seizures, etc. Parents are responsible for providing the clinic with the appropriate treatment plan, medication and equipment ([Board Policy 5330](#)).

New Albany-Plain Local Schools require physician and parent authorization to administer any prescription and nonprescription medication and/or drug to a student. This includes, but is not limited to, acetaminophen and ibuprofen. It is more desirable for medication to be administered at home. The school nurse will not administer any narcotic or prescription pain medication. Students are not permitted to attend school while taking any narcotics or prescription pain medication (ex. Percocet, Tylenol with Codeine). A student who is required to take medication at school must comply with the medication policy. A form can be obtained from the clinic or on the school website nurse page <https://www.napls.us/healthservices> and must be completed by a licensed health professional authorized to prescribe drugs and the parent/guardian. An authorization form is required for "each" medication your

child takes while at school. The school nurse is available to discuss the procedure for medication and treatments. Students are permitted to use medication during school hours ONLY when the school has received the following:

- Written orders from the licensed health professional authorized to prescribe drugs verifying the necessity for the medication to be taken during school hours, name of the medication, dosage, time medication is to be taken, length of time medication will be needed, and any possible side effects.
- Medication must be brought to school by an adult. It is to be in the original container appropriately labeled by the pharmacy or physician.
- Medication must be stored in the clinic.
- Exceptions to this rule are for diabetic supplies (see [Policy 5336](#)) and Epinephrine and inhalers (see [Policy 5330.02](#)). Students are allowed to carry Epinephrine and inhalers. The Epinephrine/inhalers must be appropriately labeled with the date of the prescription and the student name. The student can administer the exact dose. The parent and licensed health professional authorized to prescribe drugs must sign the Self-Carry Inhaler Authorization Form or Self-Carry Epinephrine Authorization Form, with specific approval for the student to carry. A plan must be on file as to what the student will do in case the symptoms continue.
- A new request form must be submitted each school year and as necessary for changes in medication orders.
- Medications must be picked up prior to the last day of school. Any medication left in the office will be disposed of if not picked up. School personnel cannot be responsible for medication while school is not in session.

Injury and Illness

Student safety is our number one priority. According to [Board Policy 5340](#), all injuries must be reported to the nurse/clinic assistant. If minor, a student will be treated and may return to class. If medical attention is required, the nurse will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the clinic. For the safety and well-being of our students, all students who become ill should report to the clinic before contacting parents. This important step will allow the nurse to make a preliminary assessment regarding the immediacy of medical intervention required. **No student will be released from school without proper parental permission.** For more information, refer to Board Policies 5330 and 5430.

There are times the students have school sponsored after school or evening activities and performances (examples include choir concerts, art shows, Carnival of the Animals, etc.). For a child to participate in an after school or evening event, they must not have missed any portion of the school day due to illness.

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 has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include: pinkeye, scarlet fever, strep throat, impetigo, whooping cough, chickenpox, ringworm, 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. For additional information, refer to [Board Policy 8450](#).

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school is still obligated to protect the safety of staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Franklin County and State Health Departments to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include 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 has bled at school and if students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. For additional information, refer to [Board Policy 8453](#).

For information concerning student exposure to blood-borne pathogens, refer to [Board Policy 8453.03](#).

Health Conditions

Parents are responsible for informing the school of any special health conditions that may impact a child's learning or impact his/her health during the school day. Examples include: severe reaction to bee stings, food allergies, severe environmental allergies, asthma, diabetes, seizures, etc. Parents are responsible for providing the clinic with the appropriate treatment plan, medication and equipment. Please follow the medication policy as previously described in this handbook.

Child Abuse

Ohio law (Section 2151.421, Ohio Revised Code) requires school personnel to report suspected incidents of child abuse and neglect to Franklin County Children's Services, 614-229-7000.

Insurance & Accidents

The school is in no way liable for medical expenses incurred from an accidental injury while in attendance during the regular school day and attendance or participation in any of the school sponsored activities. As an aid in helping to reduce medical expenses, school insurance may be purchased.

Students With Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in Special Education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

The New Albany Plain Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA).

A student can access Special Education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A (Section 504) and State law. To inquire about the evaluation procedures, programs, and services, a parent should contact Special Education Director Sheila Saunders. For additional information, refer to Board Policy 2460.

A grievance form can be obtained from the Special Education Director for reporting any incidence of suspected disability discrimination.

Individuals with Disabilities, Section 504 and Title IX

Section 504 and Title IX - Overview

A free and appropriate public education (FAPE) shall be provided for each child determined to be in need of special education and/or related services. Students may be identified disabled and eligible for special education services under the Individual with Disabilities Education Improvement Act (IDEIA, 2004). Others may be identified as disabled under Section 504 of the Rehabilitation Act. A student identified as disabled under Section 504 may be eligible for services if he or she has a physical or mental impairment that substantially limits learning or another major life activity.

Nondiscrimination Notice Statement

It is the policy of the New Albany—Plain Local School District not to discriminate, in violation of Federal or State law, on the basis of race, color, national origin, ancestry, religion, age, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in, any service, program, or activity sponsored by the New Albany-Plain Local Schools.

Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or Title IX of the Education Amendments of 1972 should be directed to one of the following district compliance officers:

Lori Lofton
Assistant Superintendent
55 N. High Street
New Albany, OH 43054
614.413.7120

Scott Emery
Director of Elementary Education
55 N. High Street
New Albany, OH 43054
614.413.7129

Title IX or Section 504/ADA inquiries may also be referred to the Assistant Secretary for Civil Rights for the U.S. Department of Education.

For further information about Response to Intervention Teams or Section 504, contact the building principal.

Homeless Students & Students in Foster Care

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the District's Administrative Offices at 614-855-2040 and refer to Board Policy 5111.01. For information specific to students in Foster Care, refer to Board Policy 5111.03.

Student Records

Most student records are confidential and are protected by state and federal law. Generally, only school personnel and the child's natural parents or legal guardians and the police may have access to the records.

Included in the confidential records may be **test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers.** The school must have the parent's written consent to obtain records from an outside professional or agency. Confidential information in a student's record that originates from an outside professional or agency may be released to the parent through the originator. Parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

The District Custodian of Records is the Treasurer and is located at the District Administrative Offices, 55 North High Street or s/he can be reached by calling (614) 855-2040. The Treasurer's Office is responsible for record keeping according to the obligations required under FERPA recordkeeping requirements ([Board Policy 8330](#)).

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (eighteen [18] years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form (8330 F5) that may be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form (8330 F6a) that may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's [Administrative Guideline 8330](#) describes those exceptions and is available upon request.
- Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington DC 20202.
- Obtain a copy of the District's policy and administrative guideline on student records.

Directory Information

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." Please refer to School Board Policy 8330 for detailed information.

The District will make directory information available upon a legitimate request unless a parent, guardian, or adult student notifies the District (Form 7540 F1 or online) that s/he will not permit distribution of this information. Selections made on form 7540 F1 or online will remain on file and in effect during the student's enrollment at New Albany-Plain Local Schools. Changes may be made by any one of three methods: (1) Logging on to the Parent Portal and electronically changing your preference (2) obtaining a new form 7540F1 from your building secretary or (3) download a copy of form 7540F1 from the Forms page on the district website at www.napls.us.

Family Educational Rights and Privacy Act of 1974

Generally, the school must have written permission from the parent or eligible student (age 18) before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school; (Administrative approval)
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children. 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 physical 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.

The Superintendent shall require 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 principals.

Personally identifiable information will not be released on any student to a third party conducting a survey/evaluation that contains any item included in A through H above.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional materials within a reasonable period of time after the request is received by the building principals. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to 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 administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

Technology Guidelines

To keep our families informed of our proper use of the school computer network which includes the Internet, the District has an Acceptable Use Policy (AUP) for all students. This policy must be reviewed so that parents and students fully understand what behavior is expected when accessing the Internet at school, and the consequences if the policy is violated. **(Your signatures [parent and student(s)] on the Handbook is an acknowledgement of the policy and will grant your children computer network access which includes the Internet, and serves as a commitment to honor all technology guidelines.)**

Due to the changing nature of technology and its uses, the latest Board of Education policies can be located on the school district website.

[Personal Communication Devices \(Policy 5136\)](#)

[Student Technology Acceptable Use & Safety \(Policy 7540.03\)](#)

[District-Issued Student Email Account \(Policy 7540.06\)](#)

All users are expected to abide by rules of network accessibility. These include, but are not limited to the following:

- ❖ Do not reveal the personal address or phone number of yourself, or any other persons.
- ❖ Do not use the network in such a way that would disrupt the use of the network by others.
- ❖ Remember, this is not your own personal device. You may not change any settings(s), add software, or access other students' files.

With access to devices and information from all over the world, it is possible that your child may find material on the Internet that you would consider objectionable. We have installed blocking software to limit access to inappropriate material. However, the software is not 100% effective in blocking access and we cannot guarantee that your child will not accidentally gain access to inappropriate material.

The use of the network is a privilege, not a right. If a student willfully tries to access inappropriate sites, or does not follow the rules, that privilege may be taken away. The Principals, in consultation with the network administrators and teachers, will determine if someone is abusing his or her privilege to use the computer network.

District expectations for **Bring Your Learning Technology (BYLT)** require that students adhere to the following five criteria:

1. Students must use the device for learning. They should only ever use their own device and are not to put their hands on another student's device at any time.
2. Students using BYLT must connect to the NAPLS Student Network.

3. Our district common language when technology is not to be in use is “Devices Down”. This means all technology use must stop until a teacher says otherwise.
4. Students are not to take pictures or video without a teacher’s permission at any time.
5. BYLT is not be used during recess, breakfast club, or on the bus.

Elementary students will have access to iPads issued by the school district. The iPad is school property and all users will follow this handbook and the NAPLS Acceptable Use Policy for Technology. Students are responsible for the general care of the iPad they have been issued. Any iPad that is broken or fails to work properly must be taken to a teacher or administrator as soon as possible so the issue can be reported. Students are required to keep the iPad in its protective case at all times. While the case will provide some protection against drops, it will not protect the iPad in all situations. iPads should be handled with care, and when carrying the iPad, please avoid placing too much pressure and weight on the iPad screen, especially when placed in backpacks. Students are responsible for bringing their iPads to school every day in those grades where home access is permitted. If students leave their iPads at home, they are responsible for completing their coursework as if they had their iPads present. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of an iPad, or students may be issued a temporary device. For more information, access the Technology One to One Handbook at: <https://www.napls.us/Page/4318>.

The following is the **Student Education Technology Appropriate Use And Safety Agreement (7540.03 F1)** as adopted by the New Albany Plain Local Schools Board of Education in 2018.

To access and use District Technology Resources (see definition in Bylaw 0100), including a school assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms. Use of District Technology Resources is a privilege, not a right. The Board of Education’s Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only.

Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors.

The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.

Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Guidelines For Dress And Grooming

The primary responsibility for school dress and grooming rests with the parents of our students ([Board Policy 5511](#)). It is the school's responsibility to prohibit dress and grooming which are disruptive to the educational process or the health, safety or property of our students. We believe that pride in one's appearance is an important lesson to be learned.

1. Clothing and jewelry should be appropriate for school. Clothing should be in good repair (no excessive holes or tears) and be neat, and clean.
2. Shoes must be worn at all times. No footwear that damages school floors will be worn.
3. No article of clothing may be worn that displays ads or promotions for alcoholic beverages, tobacco or any other drug; or that advocates violence/hate speech or discriminates against any institution, individual, racial, ethnic or cultural group; or that displays inappropriate, offensive or sexual innuendos.
4. Bare midriffs, spaghetti straps, muscle shirts and transparent shirts or blouses are not permitted. Undergarments should not be visible.
5. Hats or head coverings connected to a sweatshirt or coat are not permitted to be worn while in the building.
6. No item of apparel with spikes, metal brads or chains is permitted.
7. Shorts are allowed, but must be appropriate and in good taste. Teacher and/or administrative discretion shall determine whether shorts are appropriate.
8. Any item of apparel that disrupts the education process is subject to review by the administration.
9. The administration will make final decisions in determining admissible attire.

The dress code is in effect for all school-sponsored activities. If a student is in conflict with this code, an opportunity will be provided for them to change into something acceptable. If not, the student will be sent home to change clothes.

If a student is in violation of the dress code, he/she will be sent to the office and asked to change into appropriate attire. If there are additional violations, the student may be subject to disciplinary action.

Bullying, Harassment, And Intimidation

Bullying and Other Forms of Aggressive Behavior

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, email, cellular telephone, personal digital assistant (PDA), or wireless handheld 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).

The District has implemented an Anti-Bullying Pledge to address bullying and other forms of aggressive behavior. This Anti-Bullying Pledge can be found on page 50 of this student handbook. For additional information, refer to [Board Policy 5517.01](#).

Harassment

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

Sexual Harassment

A. Verbal:

The making of written or oral innuendoes, suggestive comments, off-color jokes, propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

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

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, etc., of a fellow student, staff member, or other person associated with the District.

Gender / Ethnic / Religious / Disability Harassment

A. Verbal:

Written or oral innuendoes, comments, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take the following steps immediately:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting 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 report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to 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. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then 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 by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any 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.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

For more specific information on hazing, harassment, bullying, intimidation, and aggressive behavior, refer to BOE Policy 5516 (Student Anti-Hazing), BOE Policy 5517 (Anti-Harassment), BOE Policy 5517.01 (Bullying and Other Forms of Aggressive Behavior).

Code Of Conduct

Philosophy

Our approaches for discipline and due process are designed in accordance with Ohio law and New Albany-Plain Local School District [Policy 5500](#) and [Policy 5600](#) to allow every child to obtain a quality education in a safe environment. Students can expect to exercise their right to freedom of expression and association and to fair treatment as long as they respect those same rights of their fellow students and staff. Disciplinary procedures and consequences are designed to ensure a fair hearing before a student is suspended or expelled from school due to his/her behavior.

Expectations Of Student Behavior

Each child is expected to abide by the national, state and local laws and the schoolwide and classroom rules. Respect for the rights of others is essential and a common theme to all these mandates. Students are expected to act courteously to and work cooperatively with other children and adults, regardless of ability, gender, race, ethnic, religious or economic background in order to maintain an atmosphere that is friendly, productive, and above all, safe.

Students also need to be responsible for completing assigned tasks on time, for dressing appropriately according to the guidelines, and caring for personal and school property. At all times, students are expected to act in a manner that reflects pride in self, family and the school.

Because mutual respect and positive behavior are encouraged at all times, we maintain a policy of NO FIGHTING, which includes but is not limited to, no hitting, punching, kicking, tripping, pushing, shoving, hair-pulling, clothes-grabbing, jumping on, biting, or similar disrespect to another. We strive to maintain a school environment where all children may feel safe from assault.

Students are also expected to speak respectfully to and about others. Threats or swearing are never allowed and unkind remarks known as “put downs” and “back talk” are unacceptable. Children who feel they are being harassed have the right to seek help from any adult staff member.

Coping strategies and alternatives to fighting are taught in all grades. Consequently, “fighting back” is not permitted.

In promoting respect, theft and deliberate or careless destruction of school or personal property is forbidden. Restitution will be sought for damages that occur from willful, inappropriate behavior.

New Albany Elementary does not permit chewing gum at school.

Once students arrive at school, they may not leave the premises until dismissal unless special arrangements have been made by the parent or parent-designee through the office.

Rules are established to create safe procedures for all students while on school premises and to ensure that each day runs efficiently so that teaching and learning can be accomplished.

Students Rights And Responsibilities

All students have rights as bestowed to them by Ohio law, the Constitution of the United States, the Board of Education, and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic rights, and violates the school rules and local ordinances established herein.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure a fair hearing before a student is suspended or expelled from school because of his/her behavior. It is the responsibility of the student to know the rules and to act accordingly.

School Decorum

The administration and faculty expects that all students will exhibit proper behavior and common courtesy. This is expected before, during, and after school hours. As required by Ohio Revised Code 3313.661, the Board has adopted the Student Discipline Code that outlines those behaviors considered unacceptable and for which a student may be disciplined, suspended, or expelled. In addition, the laws of the State of Ohio outline the due process procedures that must be followed in disciplinary matters. A copy of the code shall be posted in a central location in each school and made available to students on request.

Disciplinary Actions In Response To Violation Of Rule(s)

Disciplinary Action—A violation of any rule may result in disciplinary action including assigned work, promotion and retention or credit penalties, detention, loss of privileges, written notice to or conference with parents, compensatory payment of damages, Saturday School, Alternative Learning Center (A.L.C.), out-of-school suspension, expulsion, emergency removal, or referral to police, Children’s Services, and/or Juvenile Court. Where applicable under [Policy 5610.01](#), permanent exclusion may also result. In accordance with [Board Policy 7440.01](#), recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio’s Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests.

Student Code of Conduct ([Board Policy 5500](#))

1. Firearm or Knife

A 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 silencer, or any destructive device. A destructive device, includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade or any similar device (including sharp, metal martial arts such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled or operated by the Board, to any interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Superintendent may in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case by case basis upon consideration of applicable State or Federal Laws and regulations relating to students with disabilities, degree of culpability given the age of the student and intent and academic and disciplinary history of the student.

The Superintendent shall refer any student expelled for bringing a firearm or weapon to school to the criminal justice or juvenile delinquency system serving the District.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extracurricular event or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult; and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01 (A)(5), or to property as defined in R.C. 2901.01 (A)(6)

The Superintendent may expel the student for a period of up to one (1) year.

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case by case basis for the following reasons:

- a. for students identified as disabled under IDEA, ADA and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

4. Academic Misconduct

Students shall not cheat, plagiarize, alter, falsify, copy, or misuse information. Authorization or credit must be given for information obtained from any source. Principals may establish, publish and disseminate guidelines as to academic penalties.

5. Acceptable Use of Technology

Students shall not use available technology tools for illegal, unethical, non-educational, and/or for-profit use. Students shall not engage in unauthorized recording using any electronic device while on school property or during school hours. (Also, See Technology Acceptable Use Agreement)

6. Drugs and/or Alcohol

Students shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal, or show evidence of consumption of narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, medical marijuana or mood altering chemicals of any kind or otherwise violate the Drug Prevention Policy (Policy 5530).

7. Damage to or Theft to Private Property

Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or private information, or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property, or private information, including technology generated data.

8. Damage or Theft to School Property

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or school information, engage in or attempt to engage in or participate or attempt to participate in the authorized removal of school property or school information including technology-generated data.

9. Disrespect

Students shall not act or use technology so as to intimidate, insult, harass, or otherwise abuse, orally or in writing, any member of the school staff or student body.

10. Disruption to School

Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, false alarm, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

11. Dress and Appearance

Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from or disrupt the educational environment.

12. Wireless Communication Devices

All student wireless communication devices (WCDs) should be on silent or vibrate mode and should be concealed and stored out of sight during the school day. With the expressed permission and supervision of a teacher, students may use WCDs on school property for an educational or instructional purpose.

Students may use WCDs before and after school, during after school activities and at school related functions outside the school day. However, when directed by an administrator or sponsor, WCDs should be placed into vibrate or silent mode and stored out of sight.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of [Policy 5136](#) or otherwise engages in misuse of this privilege. Students may not use WCDs to distract, humiliate, harass, intimidate or threaten. Additionally, students may not violate the privacy of another person nor disrupt the learning environment.

Violations of this policy may result in confiscation of the WCD and disciplinary action. The matter may be referred to law enforcement if the violation involves illegal activity. If confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences.

The school administration may search the electronic device of any student upon reasonable suspicion that a code of conduct violation may have occurred.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage or vandalism to electronic equipment and devices brought onto its property, or the authorized use of such devices.

13. Extortion

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money, information or any other type of property belonging to another student, a school employee or other person.

14. Falsification of Facts or Other Information

Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence, including technology systems. Any forms of dishonesty or falsification such as, but not limited to, making a false statement, false accusation, or providing false information may result in disciplinary action.

15. Felony, Misdemeanor, and Violation of Ordinances

Students shall not commit any act not listed herein that would be a felony, misdemeanor, or violation of an ordinance if committed by an adult.

16. Fighting/Assault/Physical Contact

Students shall not knowingly act or behave in such a way as that attempts or threatens to cause, or does or could cause, physical harm to another student, any school employee, or other persons. These actions include, but will not be limited to, fighting, pushing, shoving, slapping, snapping, hands on or threats to put hands on and other disruptions. Students also shall not entice another to fight, either with themselves or with another student.

17. Fire / Arson

Damage or cause, aid, advise, abets, encourage, hire, counsel, or procure another to damage, by means of fire or explosive, any building or other structure on school property.

18. Gambling

Students shall not engage in or promote games of chance, placing of bets, or risk anything of value through any medium.

19. General Misconduct

Students shall not violate the policies of the Board of Education, school rules, or school regulations. This includes conduct not specifically set herein that substantially and materially disrupts or interferes with the good order, discipline, operation or academic or educational process taking place in the school or that substantially or materially is or poses a threat to the safety of persons or property.

20. Harassment

Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, disability, age, or gender, is prohibited. Students shall not harass another student or employee using, but not limited to, slurs or other verbal or physical conduct relating to an individual's race, color, national origin, ancestry, citizenship, religion, disability, age, or gender when such conduct has the purpose or the effect of (A) creating an intimidating, hostile, or offensive educational environment, or (B) otherwise adversely impacting upon a student's educational opportunities (See [Board Policy 5517](#) and 5517.01).

21. Hazing

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student ([Board Policy 5516](#)).

22. Insubordination

Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals and other appropriate school personnel. Insubordination is defined as the refusal to respond to a reasonable request. A student shall not refuse to comply with a reasonable request of his/her teacher, principal, coach, extracurricular advisor, staff employees, or adult volunteers. In the case of extracurricular activities, insubordination shall also include the failure to comply with the rules or requirements established by the coach or advisor for that particular activity.

23. Offensive Language or Gestures

Students shall not speak, write or use technology to obtain or to generate, profane, vulgar, derogatory, demeaning, sexual or other improper or inappropriate language, or use profane, vulgar, sexual or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, sexual or other improper or inappropriate actions.

24. Public Display of Affection or Sexual Misconduct

Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

25. Repeated Violations of the Discipline Code

Students who engage in acts, which violate this Code, whether or not suspended or expelled, shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The School District shall be entitled to maintain records of each student's misconduct and consider such records to determine the type and severity of punishment to be imposed for a violation of this Code.

26. Tobacco

Students shall not possess, use, transmit, conceal or sell cigarettes (including clove cigarettes) or tobacco. E-cigarettes, vaporizers and e-liquid and the like will be considered as a Tobacco product and will be treated as such ([Board Policies 5512 and 7434](#)).

27. Transportation Violation

Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver or out the windows, extending arms or objects out of the windows, shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

28. Truancy, Class Cuts, Tardiness

Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

Emergency Removal, Suspension, Expulsion From School

Due Process Rights

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed ([Board Policy 5611](#)).

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason and an informal hearing is held. The student will then be given an opportunity to explain his/her side and a discussion regarding the evidence prompting the investigation regarding the Code of Conduct infraction. After that informal hearing, the principal will make a decision whether or not to suspend.

If a student is suspended, s/he and his/her parents will be notified, in writing, of the reason for and the length of the suspension. The notice of suspension will be given to the student to be shared with the parent, will be delivered to the Superintendent and student disciplinary file (not for inclusion in the permanent record). Reasonable attempts will be made to notify parents or guardians by telephone if a suspension is issued.

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension from School

The suspension may be appealed, within five days after receipt of the suspension notice, to the Treasurer, to the Board or the Superintendent of Schools. The request for an appeal must be in writing. The student who is eighteen

(18) or older or the student's parent(s) or guardian(s) may appeal the suspension. They may be represented in all such appeal proceedings. During the appeal process the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, the student will have the opportunity to make up the work missed while on suspension. School work provided to the student during the suspension period is required to be submitted to the appropriate teacher on the day of return. Any tests, activities, and assessments will be taken on the day of return or as otherwise designated. The suspended student shall not be on school property and may not attend school related functions for the duration of their assigned suspension. The student shall not attend or participate in any school related activity on or off campus.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents including the reasons for the intended expulsion. Students being considered for expulsion may or may not be removed immediately.

A formal hearing is scheduled with the Superintendent of Schools during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Written notice of the formal hearing will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the superintendent grants an extension upon request of the student or parent.

In the hearing, the student, parent or representative have the opportunity to challenge the proposed action or to otherwise explain the student's actions.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board.

Expulsion Appeal

Expulsions may be appealed to the Board or its designee within fourteen (14) days after the date of the written expulsion notice. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. The student may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Permanent Exclusion

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

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

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

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education ([Board Policy 5771](#)), if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. Students will be subject to searches by school officials if they leave school without permission and return to school or if there is reasonable suspicion that a Code of Conduct rule has been violated or if there is suspicion that a law has been broken. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

The principal, or his/her designee, shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the person present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Interrogation of Students

The Board of Education is committed to protecting children from harm that may or may not be directly associated with the school system environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies ([Board Policy 5540](#)).

Such agencies should investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When police or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning.

In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

If the student is the subject of a child abuse/neglect investigation, the building administrator or designee shall attempt to contact the parent prior to questioning, and s/he or a designated guidance counselor will remain in the room during questioning. If an agency investigating child abuse/neglect indicates that the parent is believed to be the

perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator or a designated guidance counselor will remain in the room during questioning.

All attempts to notify the parents should be documented diligently.

When an authorized law enforcement officer or children's services agency removes a student, the building administrator or designee shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. ([Board Policy 8330](#)).

Video Recordings

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

In accordance with Board Policy 7440.01, recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests.

Tobacco Products

All New Albany Schools in the New Albany Plain Local School District maintain tobacco-free campuses as per [Board Policy 5512](#) (Use of Tobacco). **The use of tobacco products by anyone (students, employees, parents, and visitors) at any time at the school facilities or on the school grounds is not permitted.** The possession of tobacco products by students is also prohibited at school, or any property or vehicle owned or contracted by the Board, at any school-sponsored activity, when the student is within the District's off-premise institutional authority, or in any setting in which failure to abide by such restrictions can materially affect the educational environment of the school or other students or their rights and privileges to be educated in the schools.

Drug And Alcohol

Drugs and alcohol may have harmful effects on the social, mental, physical, and intellectual development of children.

Except for supervised, prescribed medications, students shall not be under the influence of, not use, possess, offer for sale, or distribute drugs, alcohol or dangerous, controlled substances at New Albany Elementary, anywhere on the school grounds, or district facilities as per [Board Policy 5530](#) (Drug Prevention). The possession of such substances by students is also prohibited at all times when the student is in school, on any property or vehicle owned or controlled by the Board, any school-sponsored activity, or when the student is within the District's off-premises institutional authority, or in any other setting in which failure to abide by such restrictions can materially affect the educational environment of the schools or other students or their rights or privileges to be educated in the schools.

Our staff will take an active role in reducing and eliminating the use of drugs and alcohol by:

1. Prevention: Drug Abuse Resistance Education (D.A.R.E.) is an awareness program that supplements the curriculum. For one semester a police officer teaches the students about the seriousness of drug and alcohol abuse. The program is focused on fifth graders who receive extensive instruction.

2. **Intervention:** Identification of students affected by their own or others' use or abuse of drugs and alcohol; take disciplinary actions; make referrals to community agencies; follow through in ways that support students in adhering to a healthy and safe lifestyle.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services in the community. Contact the school office whenever such help is needed.

Weapon And Weapon-like Instruments

As outlined in [Board Policy 5772](#) (Dangerous Weapons), guns, knives and other weapons and potentially harmful created/converted instruments, whether real or the toy variety, may never be brought to school. Any other potentially harmful items, including but not limited to, matches, lighters, fireworks, and bullets are also forbidden. Students and parents should report any knowledge of dangerous weapons and/or threats to the building principals immediately. Failure to report such knowledge may also constitute grounds for the disciplinary action of students.

A weapon includes conventional objects like firearms, pellet or BB guns, knives, metal knuckles, martial arts devices, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

Notwithstanding anything to the contrary herein, a student who brings a knife to a school operated by the Board of Education or onto any other property owned or controlled by it or who possesses a knife or firearm at a school or any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board of Education, which firearm or knife was initially brought onto said property or to said event, program, or activity by another person, may be expelled by the Superintendent for a period not to exceed one (1) year, which expulsion may be extended, as necessary to impose any expulsion authorized hereunder, into the school year following that in which the incident giving rise to the expulsion takes place.

Unless she/he is permanently excluded pursuant to Ohio Revised Code 3313.662, a student who brings a firearm to a school operated by the Board of Education, or any other property owned or controlled by it, shall be expelled by the Superintendent for one (1) year, which expulsion shall extend, as necessary to impose any expulsion required hereunder, into the school year following that in which the incident giving rise to the expulsion takes place, provided that the Superintendent may reduce, on a case-by-case basis, any such expulsion imposed pursuant to this firearm provision based upon either (a) any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 *et seq.* and/or Ohio Revised Code Chapter 3323 as now in force or hereafter amended in which a student is disabled and the incident giving rise to the one (1) year expulsion is a manifestation of the disability insofar as such an expulsion is precluded by said law(s), or (b) the Superintendent's determination in his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction.

As used herein, "firearm" shall be defined as in 18 U.S.C. 921 as now in force or hereafter amended. As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but not be limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives. Any weapon-related expulsion shall be subject to all procedural requirements and rights applicable to expulsions on other

grounds under Ohio law, and nothing expressed or implied in this paragraph is intended to, nor shall it, preclude the Superintendent from expelling a student in accordance with that law for otherwise possessing a weapon or other dangerous instrumentality that is not as just defined herein.

Criminal Acts

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

Search And Seizure

[Board Policy 5771](#) (Search and Seizure) states that search of a student and his/her possessions may be conducted at any time there is reasonable suspicion (i.e. justifiable reason) that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's consent.

Students are provided desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time as deemed necessary.

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

Student Rights Of Expressions

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written materials and petitions, buttons, badges, or other insignia, clothing, banners, and audio and video materials. All items must meet school guidelines and not infringe on the rights of others.

Materials cannot be displayed if they:

1. are obscene to minors, libelous, indecent or vulgar,
2. advertise any product or service not permitted to minors by law,
3. intend to be insulting or harassing,
4. intend to incite fighting or present a likelihood of disrupting school or a school event.

Materials that could materially affect the educational environment of the schools or other students or their rights or privileges to be educated in the schools may not be distributed or displayed, and the District may develop other appropriate criteria to restrict such actions. For additional information, refer to [Board Policy 5722](#).

Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, 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 and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office. For additional information, refer to [Board Policies 3213](#) and [4213](#).

Preparedness For Toxic And Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request. For additional information, refer to [Board Policy 8431](#).

Use Of The Library, School Telephones, Equipment And Facilities

The library is available to students to check out books for an amount of time determined by each elementary school. Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. For additional information, refer to [Board Policies 7510](#) and [7530](#). School telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. School personnel will initiate all calls on behalf of a student.

Student Promotion, Acceleration, Retention, and Assessment

Promotion to the next grade is influenced by the following criteria: current level of achievement based on instructional objectives and mandated requirements for the current grade; potential for success at the next level; emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade. Retention may be considered due to failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level. State-mandated assessments will be administered to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District. Acceleration consideration will be based on state requirements. For additional information, refer to [Board Policies 5410](#) and [2623](#).

Gaggle

New Albany-Plain Local Schools and Gaggle have a partnership to keep New Albany School students safe when they use G Suite for Education from Google. New Albany Schools will use Gaggle Safety Management for G Suite to further promote student and educator productivity in a safe and controlled environment.

Gaggle Safety Management combines technology with expert Safety Representatives, who review content 24/7 to assure students are safe. Gaggle identifies inappropriate words and images in Gmail, Google Drive, Google Docs and more and trained professionals refer them to school officials for positive intervention. Trained professionals will also alert school officials if there is an imminent threat to a student.

New Albany Early Learning Center



New Albany-Plain Local Schools

EARLY CHILDHOOD PROGRAM HANDBOOK

2023-2024

Michelle Levero, Principal
Andy Roeth, Assistant Principal

5101 Swickard Woods Boulevard
New Albany, Ohio 43054
614-413-8700
www.napls.us

NEW ALBANY-PLAIN LOCAL SCHOOL DISTRICT

NAPLS PURPOSE

To create a culture of accountability that achieves the best academic and developmental outcomes for each student.

ELC Mission Statement:

The New Albany Early Learning Center will ensure that students have a foundation ready for kindergarten success that is focused on the whole child.

ELC Belief Statement:

New Albany Early Learning Center believes that every student has the capability to develop the knowledge, skills, attitudes and values needed to become high-achieving, ethical, self-directed and intellectually curious citizens of the world.

ELC Philosophy Statement

Early intervention strategies are based on the following:

- Concerns for the whole child.
- Developmentally appropriate practice.
- Respond to each child's individual interests, needs and strengths.
- Developmentally supportive experiences and activities appropriate to the child's changing capabilities and temperament.
- Family involvement is critical/Partnership with family

The ELC program will provide a developmentally appropriate, engaging environment. This program supports authentic experiences, encourages social-emotional growth and supportive, positive interactions with thoughtful planning of activities to support our diverse learners.

Overview of the Early Childhood Program

The New Albany Early Childhood Program is designed so that preschool children with an Individualized Education Program receive educational services in an environment with typically developing peers. The play-based preschool program focuses on providing educational opportunities for all preschool children which will enable them to grow, develop and learn from one another. The program is in session half-days with three full day programs. Our program operates Monday through Friday.

Morning program	9:10 a.m. – 11:50 a.m.
Afternoon program	1:05 p.m. – 3:45p.m.
All Day program	9:10 a.m. – 3:25 p.m.

New Albany Early Childhood Program ELC Staff Roster

Preschool Classroom Teachers

Marie Conley	Rachel McNabb
Hannah Fulmer	Laura Raynes
Heidi Glanzman	Rachel Ross (Mecklenborg)
Samantha Hannahs	Corrina Talamo
Emily Brock	Megan Craeger
Morgan Kromalic	Amy Ecleberry
Morgan Smith	

Preschool Educational Assistants

Christine Becher	Kendyl Hillyard
Carla Berberich	Denise Johnson
Breanna Carpenter	Tammy Miller
Kayla Davison	Amy Quackenbush
Michelle Schumaker	Stacie Glover
Lauren Nader	Kim Hardesty

Principal

Michelle Levero

Administrative Assistant

Elisa Carpenter

Building Secretary

Heidi Harper

School Counselor

Christina Kottenstette

Health Services Staff

Joy Norton, RN, Licensed School Nurse

Early Childhood Intervention Specialist

Heather Woodruff

Early Childhood Special Education Services

Jackie Zieber

Secretary - Special Education Services

Kristen Jones

Psychologist

Tracy Samanich

Occupational Therapist Early Childhood

Dee Dee Kahl

Alaina Tarr

Adaptive Physical Education Teacher

Jonathan Braund

Physical Therapist

Diane Barrick

Speech Therapist

Claire Haselhuhn

Custodian (1st Shift)

Chris Overmyer

Arrival & Dismissal

With so many young children moving about in one place, distraction-free driving is a must while on the ELC campus. Please discontinue the use of cell phones and all devices that may distract you from driving. Also drive slowly and cautiously at all times while at the ELC due to the unpredictable nature of four, five, and six year old children. Thank you!

Morning Student Drop-Off: 9:10 – 9:20 AM

(North side of building adjacent to large parking lot)

Families dropping off kindergarteners and preschoolers should travel north to the end of Swickard Woods Boulevard, turn left into the school parking lot and continue around the exterior lane until you are next to the side of the building. All children should disembark curbside only for safety. Kindergarten children will enter at the northeast entrance (near the front of the building) and preschool children will enter at the northwest entrance (near the rear of the building). Staff members will supervise and welcome the children when they arrive.

*Staff will enter the ELC Building at 9:20 am for work day responsibilities. If you arrive after 9:20 am, you will need to sign your child in at the front office.

AM/PM Preschool Pick Up 11:50 AM & 3:45 PM

(North side of the building in large parking lot)

Families picking up morning preschoolers should travel north to the end of Swickard Woods Boulevard and make a left into the large parking lot. Please pick our child(ren) at the preschool doors.

AM/PM Kindergarten Pick-Up: 12:30 PM & 3:50 PM

(park in the front of Safety Town)

Families should travel north on Swickard Woods Boulevard and turn right at Aquatic Park Loop entrance. Kindergarten parents should park in the Aquatic Park Loop facing Safety Town. Parents will exit their cars and wait for the children. All kindergarten students are escorted by school staff until they reach their parents' cars.

PM Kindergarten Drop-Off: 12:40 PM

(North side of the building adjacent to large parking lot)

Families bringing afternoon kindergartners to school should travel north to the end of Swickard Woods Boulevard, turn left into the school parking lot and continue around the exterior lane until you are next to the side of the building. Children will exit the cars and walk down the sidewalk and enter the side door (closest to the front of the building). All children should disembark curbside only for safety.

PM Preschool Drop-Off: 1:15 PM

(North side of the building adjacent to large parking lot)

Families bringing afternoon kindergartners to school should travel north to the end of Swickard Woods Boulevard, turn left into the school parking lot and continue around the exterior lane until you are next to the side of the building. Children will exit the cars and walk down the sidewalk and enter the side door (closest to the back of the building). All children should disembark curbside only for safety.

All-Day Preschool Pick up: 3:25 pm

(Please see teacher communication for pick up location)

If you don't normally pick-up your child from the ELC but need to do so, please call the school office at 614-413-8700 prior to 3:00 pm to tell Early Learning Center receptionist Mrs. Harper so she can notify your child's teacher about the change in routine.

Dismissal Procedures

School staff (including bus drivers if applicable) will only release preschool children to individuals authorized on specific forms provided by New Albany ELC which are completed by the child's parents. Everyone, including all parents, relatives, friends and yourself who may at some time pick up your child must be listed. All individuals to whom a child is to be released will be asked for picture identification prior to being released if that person is not known to school personnel. The name on the photo ID must match the name on the authorized forms. These forms must be completed every year prior to your child's first day of school.

If you find it necessary to add or remove authorization for an individual, you must contact the school office and Complete new authorization forms.

- Please be sure to share these procedures with all individuals you have designated that may pick up and drop off your child.
- Parents of preschoolers with an IEP need to contact both the school and Transportation if there is a change in your child's usual pick up and/or dismissal routine. For example, if you decide to drop off and/or pick up your child at School rather than have him/her ride the bus.

Attendance Procedures

Please see the Elementary Student Handbook for attendance details and procedures.

Bus Transportation Information

Only students with an IEP are provided bus transportation. Typically developing peers are not eligible for transportation to preschool by the district.

Parent/Guardian Expectations

For your child's safety:

- Parent/designee must accompany the child to the bus and assist on steps, if needed. Please arrive five (5) minutes prior to pick up time. Please be sure your child is wearing his/her harness, if applicable and ready to board the bus.
- Contact the Transportation Department at 614-855-2033 if your child will not be attending school at least one-half (1/2) hour prior to the pick-up time. Reminder: you will still need to call the school office to report your child's absence and reason for absence.
- Provide the driver with your home and other contact numbers so you can be reached if no one is home at the time the bus arrives to discharge your child.
- Parents of preschoolers with an IEP need to contact both the school and Transportation if there is a change in your child's usual pick up and/or dismissal routine. For example, if you decide to drop off and/or pick up your child at school rather than have him/her ride the bus.
- In the event of an emergency and you or your authorized designee(s) are unable to meet your child's bus, please call the School at 614-413-8700 with the name of a person who can meet your child in your absence. The school will call Transportation to give them this information. Again, all individuals escorting your child off the bus must be prepared to show photo ID.
- Children whose IEP states that a harness must be worn while being transported by the New Albany Plain Local School District must wear their harness at all times on the bus. Your child should be wearing their harness and ready to board when the bus arrives. If your child does not have their harness, you will need to transport them to and from school until your child has their harness. The IEP must be amended if the team, which includes the child's parent or guardian, feels the harness is no longer necessary. Please contact your child's teacher if you would like to initiate this change.

Bus and Transportation Office Expectations

The bus driver will not release your child from the bus unless an authorized individual is at the bus to receive the child. The driver will keep the child on the bus and report any problems via 2-way radio to the Transportation Department and they will attempt to contact the parent by telephone.

If the Transportation Department is unable to make telephone contact, the bus driver will be instructed to take the child back to New Albany ELC at the end of the route.

If no one is available at the school, the driver will take the child back to the bus compound at the end of the route. The bus compound is located at 10160 Johnstown Road, New Albany, Ohio. The phone number for the Transportation Department is 614-855-2033.

The Transportation Department or the School will continue attempting to reach someone at the Contact numbers on the Emergency Authorization Form.

If the parent has not been contacted by 5:00 PM, Franklin County Children's Services will be contacted and the child will be delivered to the 24-hour intake facility at 525 East Mound Street. Their telephone number is 614-299-7000.

If a child has to be returned to either the school or the bus compound more than twice during the school year, Children Services will need to be contacted on the third occurrence.

Early Childhood Curriculum

Our comprehensive curriculum is Frog Street. The curriculum is aligned with the Ohio Department of Education's Early Learning and Developmental Standards and the New Albany Plain Local Schools Course of Study for kindergarten. Classroom instruction, based on the curriculum, is individualized to meet the needs of all preschool students.

Teachers will provide parents with a weekly communication that will outline the learning that takes place in the classroom. Teachers will also provide information and links to access extension activities from the Frog Street Curriculum.

The New Albany Plain Local Schools preschool program also teaches Foundations. Foundations is a multisensory and systematic phonics, spelling, and handwriting program. Informed by an extensive [research base](#) and following [principles of instruction](#) demonstrating success for a wide variety of learners.

Communication

Communication between Parent and Staff

Believing that the home and school need to work together to meet the needs of the child, parent communication is extremely important. Communication from the school to parents occurs in a variety of ways. Listed below are a few of the more common means of communicating with parents:

- Every week communication is sent home with your child, via a checklist, folder, classroom newsletter or an email which may include information related to class activities. If you do not have access to a computer, you may request information be sent home in the backpack. If parents live in separate households, parents may request two copies of written communication be sent home.
- Behavior or comments relative to your child will only be communicated via your child's folder or email.
- Newsletters, calendars and other important information about class/ school activities are often attached in emails and/or posted on the school's website, requested, information can be sent home with your child.
- Telephone or face-to-face conferences can be scheduled upon request.

The preschool teacher welcomes communication from parents. Please feel free to send email, notes or call the teacher at school and leave a message. If you would like a parent-teacher conference at any time, one can be arranged by speaking with the teacher.

New Albany Plain Local School District Website

New Albany ELC Website

Please visit the New Albany Plain Local Schools, New Albany ELC School website as part of your weekly routine.

www.napls.us

To view the New Albany ELC website click on the button “Our Schools” and choose New Albany Early Learning Center. School information and miscellaneous documents and forms can be accessed on the website.

Reporting Student Progress

- New Albany Plain Local Schools has a preset schedule for fall and spring parent Conferences for all children enrolled in the district.
- These dates are noted on the school calendar you receive at curriculum night. As these dates approach, your teacher will work with you to set up a convenient time for you to discuss the progress of your child.
- Families who have a child with an IEP will receive trimester updates (progress reports three times a year) on their child's IEP goals from the teachers and all therapists that work with their child.
- All children, those with an IEP and typically developing students, will receive an overall written progress report related to the preschool curriculum three times per year (November, March and last day of school).
- Additional meetings may be scheduled to discuss the development of your child during the year if a member of the team, which includes parents, feels it is warranted.

Parents are encouraged to contact the preschool teacher or therapists should they have any questions about their child's progress.

Early Childhood Assessment

The preschool program assesses all students throughout the school year using A monthly quick check tool to monitor and share student progress. This tool utilizes both formal and informal methods in all domains to document progress and to assist teachers in differentiating instruction to meet the needs of all students. We report progress through the Preschool Report Card three times per year (see above) which directly correlates to the curriculum and assessment information collected.

The Ohio Department of Education requires that preschool children with an IEP participate in the Early Learning Assessment. This is a formative assessment intended to measure student growth in the Early Learning Standards. Assessments are administered in the fall and spring with results reported to the Ohio Department of Education.

For students with an IEP, the child's teacher will complete the Early Childhood Outcome Summary one time a year. Teachers and therapists review each child's assessments and progress as well as using information from the child's parents to ascertain a rating score in three outcome areas. The rating Scores are provided to the State of Ohio to monitor whether students in the program are making continual progress over a period of time.

Parent-Family Involvement

By working together, both the parents and the school are better able to understand the needs of the child. The school provides many opportunities for parents to participate in their child's school program both in the classroom and in the school. Please contact your child's teacher or the ELC PTO to discuss what opportunities may be available that work for your family.

Classroom opportunities may include:

- Classroom observations
- Classroom volunteer
- Field trip volunteer
- Mystery Reader

School opportunities include:

- Membership in the NA ELC PTO
- School orientation, fall and spring parent conferences

Classroom Visitations and Observations

Upon entering the building for any reason, please stop at the office to sign in and obtain a visitor's badge. Visitors/Volunteers are required to provide identification such as a valid drivers license or picture ID each time entering the building as well as when signing out a student. We ask you to do this even when you are just bringing something to school for your child. For security reasons, we need to know who is in the building at all times. Thank you for your cooperation.

How is Confidentiality Maintained?

Please be aware that specific information about other children in your child's class or in the School cannot be shared with others due to confidentiality. As well, information about your child is not shared with anyone. If you volunteer, visit the class or help with a party, keep any observations regarding any child's behavior or functioning in the class or school confidential. If you are in the class on a regular basis, other parents may ask you questions about their child's school day. Please refer them back to the teacher.

You must check with your child's teacher prior to taking pictures or videos in the classroom. Some parents choose not to have their child's picture taken and only the teacher will know each parent's preference. Please be considerate of other parents and do not post their child's picture on social networks without their permission. Confidentiality is a required component of our program and must be adhered to by everyone. Your sensitivity to this matter is appreciated.

Discipline Policy

Licensure Rule 3301-37-10 (Behavior Management/Discipline) requires that all early childhood centers include methods of discipline that apply to all persons on the premises and shall be restricted in the following plan. These rules have been implemented in our preschool behavior management/discipline philosophy and guidelines and are part of the building's "positive" intervention plan for all preschool students. All parents and Staff members receive a copy of the discipline policy.

Early Childhood Philosophy Regarding Discipline of Preschool Children

The New Albany Plain Local School District believes that children of preschool age are to be disciplined by using constructive, developmentally appropriate child guidance and management techniques at all times to foster positive self-esteem and to provide a safe environment for all children. Early Childhood Program staff follows a general plan that is positive and proactive in preventing behavior problems.

Preventive techniques may include, but are not limited to:

- Positive reinforcement (increasing behavior by adding something to the environment that is perceived as positive to the child).
- Positive phrasing (telling a child what he/she can do instead of what he/she can't do; i.e., "We sit on the chair, not on the table.").
- Reflective listening (honoring and labeling a child's emotion; i.e., "It makes you sad when it is time to clean up.").
- Modeling appropriate behavior (modeling desired behavior; i.e., teacher helps a child calm down by demonstrating deep breathing or taking a break).

Interventions addressing a child's behavior may include, but are not limited to:

- Planned ignoring of undesired behavior (attending to a child doing the correct thing; i.e., "Mary is sitting quietly.").
- Verbal and nonverbal redirection (redirecting child to desired activity/teaching alternative behavior).
- Proximity control or touch control (moving closer to a child who is having behavioral difficulty, touching his/her shoulder to redirect behavior).
- Limiting choices (limiting child's choices to 2, and following through).
- Taking a break or time away from activity (briefly asking the child to move away from the group until he/she is ready to rejoin and participate).
- Natural consequences (temporarily losing a motivator; i.e., child intentionally throws toy, child loses privilege that moment to play with toy).

Methods of Discipline of Preschool Children

Constructive, developmentally appropriate child guidance and management techniques are used at all times and include such measures as redirection, separation from problem situations, problem talking with the child about the situation and praise for appropriate behavior.

These discipline methods shall apply to all persons on the premises and shall be restricted as follows:

- There shall not be cruel, harsh, Corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking and/or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- Techniques of discipline shall not humiliate shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, which is used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The early childhood staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Health Services

Administration of First Aid and Caring for illness

The school nurse is available every day throughout the week. Teachers, teaching assistants and/or office staff will handle illnesses and injuries when the nurse is not present. All teachers and teaching assistants are trained as part of our licensure requirements. You may call the School nurse any time you have questions about an illness or medication. The School nurse needs to be aware of any health concerns that you may have about your child so that his/her health and welfare are maintained at the highest level.

Health Assessments and Screenings

Vision and hearing Screenings are conducted annually. Additional screenings may be done at the request of parents or staff. You will be notified of any results outside the normal range. If you have any questions regarding these screenings or do not wish to have your child participate, please contact the school nurse.

Immunization Policy

Immunizations Requirements:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/media/immunizations-for-child-care-head-start-and-preschool>

State School Immunization Law, Sections 370.13, 3313.671 and 5104.011 (A) (5) of the Ohio Revised Code states that all students must have an Immunization Record on file within 14 days of entrance. If the student is not in compliance, exclusion from School is required until this compliance is met. If you have any questions regarding this policy, please contact the school nurse.

Management of Communicable Disease

- The protocol for management of communicable disease at New Albany ELC will be based upon the Ohio Department of Health's guidelines and recommendations.
- All early childhood staff receive state mandated training in communicable disease recognition including recognizing signs and symptoms of illness, proper hand washing techniques and disinfection procedures.
- Children identified with a communicable disease will be isolated from other children in an area with a cot in the nurse's or Principal's office under the direct supervision of staff until a parent or authorized individual is able to pick the child up from school.
- Parents/guardians will be contacted by phone (phone numbers listed for your child online will be called) in the event that their child is exhibiting the following signs or symptoms of illness.
 - Fever (100 degrees or over)
 - Diarrhea (more than one abnormally loose stool within a twenty four hour period)
 - Vomiting
 - Severe Coughing, causing the child to become red or blue in the face or to make a whooping sound
 - Difficult or rapid breathing that is undiagnosed
 - Yellowish skin or eyes
 - Conjunctivitis
 - Untreated infected skin patch(es)
 - Unusually dark urine and/or grey or white stool that is undiagnosed
 - Stiff neck that is undiagnosed
 - Evidence of lice, Scabies or other parasitic infestation
 - Unknown spots or rashes
 - Difficulty swallowing or extremely sore throat that is undiagnosed
- If there is a child in a classroom that has been diagnosed with a communicable disease, letters notifying of possible exposure will be sent to all parents/guardians of children in that classroom. Letters will be sent home electronically or in the child's communication folder in their book bag.
- The following Communicable diseases must also be reported to the school nurse/designee:
 - Encephalitis

- Meningitis
- Ringworm
- Hepatitis
- Mumps
- Rubella (German Measles)
- Infectious Mononucleosis
- Polio
- Scabies
- Measles
- Reyes' Syndrome
- Whooping Cough

When to Keep your Child at Home

- Children who have a communicable disease will be excluded from school until they have been without fever, vomiting and diarrhea for 24 hours without the use of medications which would treat those symptoms.
- In order for a child to return to school in the event of a communicable disease exhibiting as a rash, the rash must be gone or a note from a doctor stating that the child may return must be presented.
- If a child is exhibiting signs of conjunctivitis (crusty eyes, red or swollen eyes), the symptoms must be gone or a note from a doctor stating that the child may return must be presented.

Each classroom has a communicable chart posted.

Prescription and Non-Prescription Medication

- [Form 5330f1](#) or [Form 5330f1b](#) as approved by the Board of Education must be filled out and on file in the office before school personnel can dispense prescription and/or non-prescription (over the counter) medication.
- This form requires the signatures of a licensed health care provider authorized to prescribe drugs and at least one parent/guardian. The form can be found on the New Albany Plain Local Schools website and is available in the school office. This form must be completed annually. Procedures, doses, dosage times, etc. stated in the form must be followed precisely and without exception as established by policy and law.

Medical Examination

The Ohio Department of Education requires that we maintain a Medical Diagnostic Evaluation Form, a Child's Medical Statement (immunization records) form and a Dental Screening Form on file. These forms must be provided no later than 30 days after the date of enrollment in preschool. Please note: your child may not be due for a medical evaluation or dental screening during this time period; however, the forms still need to be completed by your child's physician/dentist based on the most recent exam date. Throughout the year, these forms will expire on the exam date. We will notify you prior to that time indicating that new forms will be required. At the beginning of each preschool year, new forms will be sent home so that you may have them completed by your physician/dentist and returned to school. These forms and deadlines are mandated by the State. Your assistance in making sure your child's examinations are completed by the annual review dates is appreciated.

Emergency Medical Information

The purpose of this information is to provide all telephone numbers where parents and/or their designee may be reached in an emergency and to enable parents to authorize emergency treatment for children when parents cannot be reached.

As part of enrollment or prior to the start of school every year, you will be asked to make sure this information is accurate/updated in PowerSchool.

- Your child cannot attend preschool if this information has not been completed. Please make certain numbers are accurate and updated any time there is a change.
- Anytime you have a change in address or other vital information; such as, email address, marital status, custody situation, etc., you should notify the school immediately and update this information in Infinite Campus.
- Two emergency contact persons other than mother and father, who are in the area, must be listed as well as the child's doctor, dentist and a preferred hospital.

IMPORTANT PLEASE NOTE: The early childhood program must have on file an active working telephone number at all times for at least one parent or your child cannot attend.

Student Roster

A student roster which includes each child's name, telephone number and email address will be prepared annually by teachers and provided to parents upon request. Parents will be asked to sign a statement indicating whether they desire to have their child's name included on the roster.

DRESSING FOR SCHOOL

Students will do many different things during the school day, including large muscle play in the gym or outside. During the winter season, please send your child to school in a warm jacket, hat, mittens and boots if the weather is cold or snowy.

Please save these shoes to wear at home. They are not safe for preschool activities.

- Clogs
- Sandals
- Cowboy boots
- Shoes with slippery soles

Field Trips

Children may participate in field trips to enrich the early childhood curriculum, Parents indicate field trip permission during the enrollment process. This indication can be changed at any time. It is your responsibility to notify your child's teacher if you make a change online regarding your consent to field trips. A parent may change his/her mind or make a decision before each trip.

Rapid Dismissal Drills, School Safety Drills & Tornado Drills

- Rapid Dismissal Drills (formerly known as fire drills) are held at least six times throughout the year to prepare children and Staff for an emergency should one arise. Children and staff leave the building quickly and quietly. All persons are required to leave the building during the drill.
- Tornado emergency drills are practiced during tornado season (April-July when school is in session). Children and staff go to a designated safe place within the school and assume a protected body posture. If a tornado watch is in effect at regular dismissal times, students will be dismissed as usual. If a tornado warning is in effect at regular dismissal times, parents will be invited to shelter with their child inside the building until it is safe to leave.
- "School Safety Drills" are practiced at least three times during a school year to prepare children and staff for other possible emergency situations. After an announcement is made, teachers move students to a safe area and secure the classrooms or can be rapidly evacuated. At least one drill will have students secured in

the building. The other two may be secured in the building or dismissed rapidly. Volunteers and visitors will remain in the classroom; a secured area; or evacuated until the drill is over.

- Please be aware these state mandated drills are taken very seriously to ensure the safety of our students should an event occur. Staff members cannot engage in conversation during this time.
- If you happen to be dropping off your child late and it is during one of our drills, please remain with your child until you can officially sign in at the office. If you arrive to pick up your child early, you will need to wait until the drill is over.

Lost & Found

Please clearly mark students' coats, hats, mittens, boots and other articles of clothing and personal items for quick and easy identification. The school has a lost and found box that parents may check for any lost articles.

Parent Teacher Organization

The PTO is a very important link between home and school. Through the PTO, parents, teachers and school staff work together for the good of all students. You will be contacted in the early fall about joining the PTO and will be given the opportunity to volunteer for various positions and/or functions throughout the year. Your Support is greatly needed and appreciated. Please visit the New Albany ELC website for a link to the PTO website.

Early Childhood Program Licensure

The most recent written compliance report for New Albany ELC Preschool is posted next to our program's current license in the main office. Please reference rule 3301-37-02 (I) of the Preschool Program Licensing Rules. Copies of the inspection report are available from the office of Early Childhood Education (Central Region) upon request.

Withdrawal from the Early Childhood Program

Parents are asked to contact the school office when a student is going to be withdrawn from school. Please notify the office several days in advance. A withdrawal form will be sent home with the student for the parent to complete. A consent form for release of records will be signed by the parent/guardian and the student's records will be forwarded when the student is enrolled in his/her new school, if applicable.

Child Find

New Albany Plain Local Schools is responsible for locating any child birth to 21 with a suspected disability who resides within the New Albany Plain Local School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: a preschool child with a disability, multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, and other health impairment. If you know of a child who is suspected to have a disability, please call the Director of Special Education at 614-855-2040 or contact your building principal for more information.

Ombudsperson

If you should have any concerns, complaints or to report violations about the preschool program that have not been resolved by the School district, you may contact the Ohio Department of Education's Ombudsperson at 1-877-644-6338. The Ombudsperson will provide you information and assist you in addressing your Concerns.

To obtain a copy of our most current inspection report you may contact the Ohio Department of Education at 614-466-0224. We post all recent inspection reports near the front ELC office.

For parents of students with an IEP, please refer to "Whose idea is This" provided at your child's IEP meeting or go to the following website:

<http://education.ohio.gov/getattachment/Topics/SpecialEducation/Students-with-Disabilities/Physical-or-Mentally-Handicap/Whose-IDEA-Is-This-A-Parent-S-Guide-to-the-Individ/Whose-IDEA.pdf.aspx>.

If you have questions about the early childhood program or would like additional information, please call your child's teacher, the Principal at New Albany ELC School or the Director of Special Education

We hope the information provided has been helpful. If you have additional questions, please do not hesitate to call New Albany ELC School at 614-413-8700.