

**New Miami Elementary
2018 - 2019
Student Handbook**



**606 Seven Mile Ave.
Hamilton, Ohio 45011
513-896-7153
Fax: 513-896-9313**

<http://www.new-miami.k12.oh.us>

Table of Contents

School Information

Welcome Letter

Foreword

- **Mission Statement**
- **Equal Education Opportunity**

Attendance

- **Attendance Plan**
- **Vacation Days**
- **Withdrawing From School**

Arrival / Dismissal

- **Grade K-5**
- **Pre School**
- **Early Dismissal**
- **Emergency School Closing**

Cafeteria / Lunch / Recess

- **Cafeteria / Recess Information**
- **Food Allergies**
- **Recess**

Discipline

- **Aggressive Behavior Toward Students**
- **Anti-Harassment**
- **Removal, Suspension, Expulsion, and Permanent Exclusion of Students**
- **Discipline**
- **Due Process Rights**
- **Student Discipline Code of Conduct**
- **Substance Policy General Provision**
- **Zero Tolerance**

Nurse

- **Emergency Medical Authorization Forms**
- **Immunizations**
- **Injury and Illness**
- **Medication**

Standard Information

- **Advertising Outside Activities**
- **Board Policy Books**
- **Custody Concerns**
- **Family Educational Rights and Privacy Act (FERPA)**
- **Fees and Collection**

- **Grading Scale**
- **Homework**
- **Lost and Found**
- **Parents Access to Records**
- **Physical Education**
- **Promotion and Retention**
- **Student Records**
- **Testing**
- **Title One Programing**

Title IX Disclaimers

Safety

Child Abuse

- **Fire, Tornado and Safety Drills**
- **Firearm or Knife**
- **Safety and Security**
- **Search and Seizure**

School Day

- **Assignment of Students to Classes**
- **Care of School Property**
- **Cellular Telephones**
- **Classroom Conduct**
- **Conferences**
- **Dress Code Policy**
- **Field Trips**
- **Student Responsibilities**
- **Student Surveys**
- **Student Valuables**
- **Use of the Library**

Technology

- **Chromebooks**
- **Internet Policy**

Transportation

- **School Buses**
- **Suspension of Bus Riding/ Transportation Privileges**

Visitor / Volunteers

- **Classroom Visits by Parents / Guardians**
- **Visitors**
 - **Volunteers**

BOARD OF EDUCATION

**600 Seven Mile Ave.
Hamilton, Ohio 45011
513-863-0833
FAX - 513-863-0497**

President	Mr. Randy Cook
Vice President	Mrs. Sue Price
Members	Mrs. Eleanor Carbary
	Mrs. Penny Gray
	Mr. Roy Chapman

ELEMENTARY SCHOOL

**606 Seven Mile Ave.
Hamilton, Ohio 45011
513-896-7153
FAX – 513-896-9313**

Elementary Principal	Mrs. Tabatha Class
Elementary Secretary	Mrs. Jennifer Payne
Attendance Secretary	Ms. Darbie Porter

CENTRAL OFFICE PERSONNEL

Superintendent	Ms. Rhonda Parker
Secretary to Superintendent	Ms. Jill Utz
Special Education Director	Mrs. Kathryn Klei
Curriculum Coordinator	Mrs. Kimberly Davidson
EMIS Coordinator	Mrs. Diane Reed
Treasurer	Mrs. Robin Bonar
Secretary to Treasurer	Mrs. Debbie Turner
Cafeteria Supervisor	Mrs. Karen Trousdell
Nurse	Mrs. Tonja Fangman
Maintenance	Mr. Nick Pegram

Welcome

Welcome to New Miami Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in the Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact me.

Sincerely,

Tabatha Class
Elementary School Principal

FOREWORD

This Student Handbook was developed to answer many of the commonly asked question that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. 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 as of July 2018. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and/or the District's web site.

MISSION

In partnership with our community, the mission of the New Miami Local School District is:

- ◆ To have a challenging and relevant curriculum,
- ◆ To engage children as active participants in their learning,
- ◆ To instruct with research-based proven practice, and
- ◆ To create a caring, nurturing, and respectful environment that is safe and disciplined,

So, that all our children demonstrate a mastery of high academic skills.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: 513-863-0833.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to education opportunity.

ATTENDANCE

All students are expected to attend regularly and to be on time for classes in order to gain the maximum from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We will work towards perfect attendance each day; however, your child should stay home if he/she has a fever or is vomiting.

Parents need to call the school **896-7153 ext. 1000 by 9:00 AM** when their child is going to be absent for the day, or tardy. The office staff will call the home of any child's parent who does not contact the school. This is an Ohio State law and is designed to protect our children.

Students who are absent from school during the day are not permitted to take part in after-school programs / activities unless special permission has been approved by the principal and a Doctor's note has been provided.

Absence Notes: Students must present a parent and/or medical note to the Attendance Secretary within 5 days of the absence. If a note is not received within 5 days of returning to school, the absence will be unexcused.

Legal Reason For Absences

1. The Board requires that the students enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The Educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen.

Attendance shall be required of all students enrolled in the school during the days and hours that school is in session.

In case a student is absent from school, building principals are required to verify the absence by phone and may require a written statement to assert the legality of the absence.

2. Acceptable legal reasons for absences to be excused are defined by Rule 3301-51-31 of the Ohio Administrative Code.
 - a) Personal illness
 - b) Illness in the family
 - c) Quarantine of the home
 - d) Death of a relative
 - e) Working at home due to the absence of parents or guardians
 - f) Observance of a religious holiday
 - g) An emergency set of circumstances, which in the judgment of the Superintendent, constitutes a good and sufficient cause for absence from school.
3. **THE SEVEN DAY RULE** The first seven (7) days of absence in a school year may be

excused if the absence is for one of the above reasons and if the parent or guardian provides a note when the student returns to school explaining the reason for the absence.

4. If a student is absent more than seven (7) days in a school year, the additional days absent may still be excused; however, additional documentation is required. In addition to the note from the parent or guardian required for any absence, the following situations will require the specified additional documentation.
 - Personal illness - doctor's note verifying illness
 - Death of a relative - Signed statement from funeral director
 - Quarantine of the home - doctor's note
 - Court appearance - documentation from court verifying appearance
5. All other absences are unexcused.
6. Students who are sent home from school by the school nurse due to illness will not require a note for the day they are dismissed.
7. Early Dismissal- Students who leave before the end of the school day must present a parent note the next school day in order for the early dismissal to be excused. The seven day (7) rule applies for early dismissal days from school.

TARDINESS TO SCHOOL

Students arriving after 8:45 a.m. should report directly to the district attendance secretary in the Elementary office and are considered tardy to class.

*** Parents/guardians must accompany their child into the building to sign in at the Welcome Center if they are tardy.**

Tardiness due to medical appointment must be verified by a doctor's office note. If verified, the tardy will be excused.

Tardiness due to court appearances must be verified by the court. If verified, the tardy will be excused.

If your child is tardy, please be sure that he/she signs in at the office before going to the classroom. Parents/Guardians, please be respectful of our rule of not going to the classroom with your child.

New Miami Local School District Attendance Plan

Revised: 6/6/2017

Due to the truancy requirements of HB 410, the following is the proposed attendance process for the New Miami Local School District. This plan is a working document and will require editing as ODE issues guidance in the coming months.

1. Any student absence will automatically trigger an auto-dialed notification phone call.

2. Until DASL is updated to calculate hours, as required by HB 410, the attendance secretary will calculate student absent hours manually via weekly reports ran from DASL.
3. Suspension days do not count for the following unexcused absence flowchart.
4. Currently, parents are allowed to excuse seven absences via note or call-in. This translates into 49 hours of parental excusals.
5. Tardies are still logged in DASL, however, tardies now count towards hours of absence. The Attendance Secretary will send the New Miami Attendance Letter to any student who accumulates five tardies.
6. Student Travel: Out-of-state enrichment or extracurricular activities are excused up to 24 consecutive hours (3.4 days).
7. From this point forward, college visits will be coded as “field trips” to avoid such absences from counting against student absences totals.
8. The Attendance Secretary will keep paper copies of AIT plans as well as electronically via Google Drive.

Unexcused Absence Flowchart			
Event	Hours	Days	Action
1st Unexcused Ab	7	1	Phone Call (Auto-Dialer)
2nd unexcused Ab	14	2	Phone Call (Auto-Dialer)
3rd Unexcused Ab	21	3	<ol style="list-style-type: none"> 1. Phone Call (Auto-Dialer) 2. Phone Call by Admin 3. Send New Miami Attendance Letter
4th Unexcused Ab.	28	4	<ol style="list-style-type: none"> 1. Phone Call (Auto-Dialer) 2. Hold parent/student meeting with Administrator to complete Attendance Contract.
5th Unexcused Ab. Non-Consecutive	35 (<u>non-consecutive</u>)	5	<ol style="list-style-type: none"> 1. Phone Call (Auto-Dialer) 2. Attendance Officer makes contact with parent/guardian 3. Send home/mail Parent/Child Assessment
7th Unexcused Ab. Non-Consecutive and Non-Monthly	49 Non-Consecutive and Non-Monthly	7	<ol style="list-style-type: none"> 1. Phone Call (Auto-Dialer) 2. Phone Call by Admin

Triggering Event	30 UNEXCUSED <u>CONSECUTIVE</u>	4.3	1. Report to ODE 2. Begin Absence Intervention Plan process below:
	42 UNEXCUSED IN ONE MONTH	6	
	72 UNEXCUSED IN YEAR	10.3	
Absence Intervention Team (AIT) Selection		Within 7 days of <u>Triggering</u> <u>Event</u>	Select members of an Absence Intervention Team
Assign Student to AIT		Within 10 days of the Triggering Event	Assign a habitual truant student to an Absence Intervention Team
AIT Plan		Within 14 days after assigning a student to an Absence Intervention Team	Team shall develop an Intervention Plan
Notify Parents and ODE		Within 7 days after development of the Intervention Plan	District shall notify the student's parents and ODE of the plan. **3 Good faith Attempts to contact parent. If parent cannot attend, he/she may designate someone. Otherwise team may proceed.
File A Complaint		61 days after notifying parents and ODE (implementation)	Attendance Officer files a complaint if the student has refused to participate in or failed to make satisfactory progress on the plan.
Violates Court Order Regarding Habitual Truancy			Report to ODE

AIT Members:

- District or school representative

- Another district or school representative who knows the student (*Typically the student's Advisory teacher or House teacher*)
- Child's Parent (*or if parent elects to send a designee*)
- **MAY INCLUDE:** *school psychologist, counselor, social worker, or public agency representative.*

Excused Absence Flowchart			
Event	Hours	Days	Action
Triggering Event	21 Hours EXCUSED OR UNEXCUSED	3	Attendance Letter Sent
Triggering Event	38 EXCUSED OR UNEXCUSED IN ONE MONTH	5.4	1) Notify Parents 2) Report to ODE
	65 EXCUSED OR UNEXCUSED IN YEAR	9.3	

VACATION DAYS

Students may be taken out of school for trips or vacations a maximum of 10 days. At least two weeks advanced notice must be given to the school for the absences to be considered excused. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. It is the responsibility of the student/parent to notify teachers and to request work. The two-week time frame must be strictly followed in these cases.

WITHDRAWING FROM SCHOOL

Parents must notify the school office if the student must withdraw. The student's new school **MUST** request school records in writing. Records will be forwarded within 24 hours after receiving the request from the new school. Student records will not be forwarded if he/she owes school fees.

ARRIVAL / DISMISSAL

For Grades K-5

***New Policy Information: Due to the safety and security of all students we will NOT accept any changes in transportation unless someone on the Emergency Medical Form is physically present at school to pick up the student. (further details below)**

School hours for New Miami Elementary grades K-5 are 8:45 a.m. – 3:45 p.m. every day. Your child's safety is very important to us; therefore, we request that **you do not bring your child to school any earlier than 8:15 a.m. because there will not be any adult supervision until that time. You will be called to come back and get your child.**

Student Drop Off – Students are to be dropped off in the front of the building using the circle driveway only. Students are not to be dropped off at the side of the building as this is for bus traffic only.

Pick-Up – Students must be picked up promptly at 3:45 each afternoon. If students are not picked up on time, we will be forced to contact Butler County Sheriff's Office. Preschool, kindergarten and first grade students must have someone present at the bus stop each afternoon for drop off. If someone is not visible at the bus stop, the bus driver will have to return the student to the transportation office. The transportation office will be forced to contact Butler County Sheriff's Office. (Transportation phone number is: 513-863-1390).

Parents with the intent of picking up their child each day must complete an Automatic dismissal form. A number will be assigned to the parent/guardian and child/children. Students in PK-5 being picked up by parents at the end of the day must display the assigned number card in their vehicle matching their child/children's number. The student will be called and exit the building from the side cafeteria doors to the vehicle. Students will not be released to parent/guardian walking up to the door with number place cards. Parent/Guardian must remain in their vehicle for dismissal of the student.

Bike riders should walk their bikes on/off school grounds.

***New Policy Information: Due to the safety and security of all students we will NOT accept any changes in transportation unless someone on the Emergency Medical Form is physically present at school to pick up the student.**

- 1. Students will be sent home the same way every day, there will be no changes via notes or phone calls to the school.**
- 2. Students are NOT permitted to switch buses or ride home with other students.**
- 3. Students must have a current transportation form on file stating the way that they are to go home everyday. These must be on file by the end of the first week of school each year.**

For Pre-School

The school hours for New Miami Elementary Pre-School morning session are 8:45 a.m. – 11:55 a.m. and the afternoon session is 12:30 p.m. – 3:45 p.m. on Monday – Thursday. Friday there will be no pre-school classes, unless there is a need for making up calamity hours. Students are to be taken to the door to the left of the front doors and signed in by the parent / guardian. Preschool parents are to use the visitor parking lot (the one near the playground) to park while signing students in. If parents are dropping off school age students also, please drop them off in the circle using the procedure described above.

EARLY DISMISSAL

We realize that sometimes it is necessary to take your child out of school early or come in late due to various circumstances that may arise. Please be sure to send a note to your child's homeroom teacher any time that they are to be dismissed early. Please be sure to report to the Welcome desk for the request, sign your child in and/or out. After a parent (or another adult who has been identified in writing, or is listed on your child's emergency medical form) has signed out your child, an office staff member will call the child from his/her classroom to the office. We ask for the safety and security of all, that you do not go to your child's classroom. In some cases, any staff member may ask to see a driver's license to prove the identity of the adult requesting the early release. We do this to ensure the safety of your child/children.

Please understand that every minute of early dismissal counts toward the total number of hours that your child is absent.

EMERGENCY SCHOOL CLOSING

In the event that inclement weather or another emergency would require the cancellation or a delay of the school day, the community will be notified by the local radio station, WMOH and television stations, WXIX - 19, WKRC – 12, WCPO - 9, WLWT - 5. Please listen to any of the major radio stations in the area. We ask that you NOT call the school line in order to keep it open for emergencies. **PRE-SCHOOL** - If the school is on an hour delay AM preschool students need to report one hour later than normal start time. If the school is on a two hour delay it will be necessary to cancel the AM preschool session.

CAFETERIA / LUNCH / RECESS

CAFETERIA & RECESS INFORMATION

Eating lunch is a special time of day for children. This is when many socialization skills are developed.

No carbonated beverages during lunch hours.

Menus will be sent home monthly with students. The menu features a regular school breakfast and lunch. The school will have free breakfast and lunch for all students. We offer a selection of nutritious extra items to all students, grades K-5. Students can buy these extra items if they buy or pack their lunch. The cafeteria behavior is the same as you would expect around your own dining table at home. We ask that students make good choices, show respect, and take responsibility while in the cafeteria.

FOOD ALLERGIES

Food Allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food /Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - *safe and unsafe foods
 - *strategies for avoiding exposure to unsafe foods
 - *symptoms of allergic reactions
 - *how and when to tell an adult they may be having an allergy-related problem
 - *how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

RECESS

Elementary school schedules include daily recess. This provides a period of relaxation and social interaction for the students. Students can be excluded from recess for discipline reasons, to receive extra help on an academic subject, or to complete work not finished during the time allotted by the teacher. Children go outside for recess when the weather is dry and the temperature is 32 degrees or above unless a student is kept indoors by their teacher or, a parent has sent in a note requesting indoor recess for medical reasons. Please dress your child according to weather conditions so that they will be able to go outside.

***New Policy Information: Students are NOT permitted to bring any toys to school, this includes trading cards of any kind.**

DISCIPLINE

AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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 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, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing

ANTI – HARASSMENT

All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the education program of the schools, whether be emergency removal, out of school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in the District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out of school, expelled and / or permanently excluded unless his / her behavior represents misconduct as specified in the Student Code of Conduct / Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student / parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and / or Section 504 of the Rehabilitation Act of 1973.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct / Student Discipline Code, the following shall apply:

- A. “Emergency removal” shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. “Suspension” shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct / Student Discipline Code and Board Policy 5611 “Due Process Rights.”
- C. “Expulsion” shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct / Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 “Due Process Rights.”

DISCIPLINE

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

or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School.

The following rules apply to In-School Suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

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

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

DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

- Student subject to suspension: When a student is being considered for an out-of-school suspension by the Superintendent, principal or other administrator:
- The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his /her actions.
- An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
- Within one (1) school day of the suspension the Superintendent, principal or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension 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. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

STUDENT DISCIPLINE CODE

This code of conduct is adopted by the Board of Education of the New Miami Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in this Code of Conduct is subject to detention, in-school suspension, suspension, emergency removal, expulsion, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of conduct applies while a student is in the care, custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees; is directed at a district official or employee or the property of the official or employee; or such conduct would unreasonably interrupt the educational processes of the New Miami Local Schools.

Student and staff safety is paramount in the orderly operation of the school and to help ensure safety, random use of metal detector devices may be utilized. It should be noted that lockers (cubbies) are school property and school personnel reserves the right to inspect them whenever

the need arises. In the case of misuse of the district's network and Internet resources by a student user, disciplinary action may result in suspension and/or expulsion from school.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended.

The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel. Students will receive an unexcused absence for each school day missed as a result of a suspension. Credit can be granted for work missed due to out-of-school suspension upon permission granted by the administration, provided that the student request the work upon returning from the suspension and the work is completed and turned in within an equal numbers of days that were reflective of the suspension.

A student or his parents may appeal any decision of the New Miami Local School District administration to suspend a student from school to the Superintendent or his/her designee. A student or his parent may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 14 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to the Butler County Court of Common Pleas. It is the policy of the New Miami School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

The following types of conduct prohibited by this Code of Conduct are as follows:

PART I – Any violation of the Code of Conduct, given the severity of the action, may result in suspension or recommendation for expulsion.

1. Disrespect: A student shall not engage in any act which is rude or disrespectful, degrades, disgraces, or tends to degrade or disgrace a teacher, fellow student, or any other person by written or gestured means.
2. Vandalism/Destruction or Defacement of School and/or Private Property: A student shall not cause, or attempt to cause damage or destruction to school property, property of school employees or property of other students, on or off school premises, including buildings, grounds, equipment, or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity on or off school

property or in areas controlled by the school.

3. (3.1) Disruption of School: A student shall not, by use of violence, force, coercion, intimidation, written or verbal threat, or in any manner cause disruption or obstruction to the carrying on of a normal school day. A non-exhaustive list of examples of disruption would include unusual dress and appearance, strikes or walk-outs, the possession of fireworks including stink bombs and smoke bombs, the impeding of free traffic to or within the school.

(3.2) Nuisance Items: Electronic Items: Use or possession of electronic communication devices
(ORC 3313.753) is governed by terms and conditions set forth by the New Miami Local School District's Acceptable Use Policy (7540.03F1). Due to the potential for violation of student privacy rights and confidentiality, unauthorized use of cameras/camera phones for photos/videos without permission of the proper school authority is not permitted. The District does not take responsibility for missing or lost personal electronic communication devices.

(3.3) Unauthorized/Inappropriate Computer and/or Internet Use

(3.4) Signs and Slogans: A student may not place signs or slogans (including alluding to gang or cult-related items) on school property without the permission of the proper school authority.
4. Theft/Stealing: A student shall not take or attempt to take into possession or possess the public property or equipment of the school district or the personal property of another person.
5. (5.1) Extortion, Bribery: A student shall not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for personal gain.
(5.2) Forgery: A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.

(5.3) Cheating/Plagiarism: A student shall not cheat or plagiarize.
6. False Alarms: A student shall not initiate or circulate a report or warning of an impending fire, tornado, explosion, crime or other catastrophe without cause.
7. Gambling: A student shall not gamble or possess gambling devices on school premises. Some examples of gambling devices would include dice and cards (not an exhaustive list).
8. Hazing: No student, including leaders of student activities, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act, or coercing another to do any

act, in connection with initiation into any student or other organization that causes or creates a substantial risk of mental or physical harm (O.R.C. 2307.44).

9. Loitering/Trespassing: A student shall not be present in a school building or restricted area of same at unauthorized times and in such a manner as may reasonably cause disruption to some activity or function, pose a threat to the safety and well-being of the student, or a disruption to the educational process.
10. Lying: A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel.
11. Accumulation of Detentions and/or In-school Suspensions.
12. Profanity and/or Obscene Language/Gestures: A student shall not use profanity or obscene language, gestures or pictures, either written or verbal, in communicating with anyone. Included in this prohibition would be the possession or publication of obscene pictures or materials.
13. School Bus Behavior: Students shall not violate any rules established by the New Miami Local School District for the purpose of safety and student control while using school buses. School bus behavior rules (see Part VI) shall apply for all regular school transportation and/or transportation for activities under the supervision and control of the school.
14. (14.1) Truancy/Unexcused Absence from School: It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program. Pursuant to Senate Bill 181, students absent from school without legitimate excuse will be considered truant. A student will be considered truant if he/she is absent without knowledge or consent of parent. It must also be noted that parents cannot detain their children from school attendance without legal cause. Pursuant to State Bill (SB) 191 and SB 1, students may have their driver's license revoked for truancy. [(O.R.C. 3321.18, 3321.19, 3321.191, 3321.20, & 3321.13 (B)(2)].

(14.2) Tardiness/Early Dismissal: A student shall not be tardy to school. Early dismissal is to be avoided.

(14.3) Tardiness to class: A student shall not be tardy to class without authorization from a district administrator or staff member.

(14.4) Skipping Classes: A student shall not be absent from class without authorization from a district administrator or staff member.

(14.5) Leaving School Grounds: Students may not leave school after initial arrival without permission from the proper authority. During school hours, students will not leave school premises without permission from the proper authority.

(14.6) Out of Designated Area

(14.7) Skipping Detention: A student shall not be absent from detention without authorization from a district administrator.

15. Unauthorized Sale or Distribution: A student shall not sell or distribute or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the district administrator.
16. Tobacco/Tobacco Paraphernalia: A student is not permitted to possess, use, purchase or attempt to purchase, sell/distribute tobacco products, including clove cigarettes, cigars, pipes, chewing tobacco, snuff, dip, or other substances, or have in his/her possession any smoking paraphernalia, i.e. lighters, matches, etc. in any form in any school building or on school property or at any school-sponsored activity (O.R.C. 2151.87).
17. Uncooperative or Insubordinate: A student shall not disregard, fail to respond to, or fail to carry out a reasonable request by authorized school personnel.
18. Unauthorized Use of Motor Vehicles: A student shall not operate a motor vehicle during normal school hours without administrative authorization and parent/guardian consent.
19. Harassment: A student shall not use words, pictures, objects, symbols, gestures or other actions relating to a person's race, national origin, handicap, appearance, religion, sex or other reason that may have the effect of causing embarrassment, discomfort or a reluctance to participate in school activities:

(19.1) Sexual Harassment: Any harassment relating to sexual activity or a person's gender.

(19.2) Hate-based Harassment

(19.3) Gang and/or Cult-Based Harassment

(19.4) Other Forms of Harassment

20. Bullying: Harassment, intimidation, or bullying behavior by any student in the New Miami Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e. Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students, including violence within dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

*Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal

property; and,

*Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

When a complaint of bullying is made, an investigation will be performed by the administration receiving the complaint. Notification will be made of the nature of any complaint against their student. The parties involved will have the opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator investigating shall notify the complainant and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

21. (21.1) Unauthorized Touching: A student shall not touch anyone in an unfriendly manner, nor behave in such a way that could cause physical injury (including roughhousing or horseplay).
- (21.2) Fighting/Violence: Intentional behavior that causes, attempts or threatens physical injury.
- (21.3) Public Display of Affection: Behavior that is not appropriate in the school setting.
- (21.4) Inappropriate Sexual Behavior: Engaging in sexual acts, displaying excessive affection or other inappropriate sexual behavior.
22. Refusal to Report to Alternative Program: In-School Suspension, Detention, Viking Academy, etc.
23. Disruptive Behavior in Alternative Program
24. (24.1) Failure to Report: Failing to report the actions or plans of another person to a teacher, counselor or administrator where these actions or plans, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
- (24.2) Aiding and Abetting: Willfully aiding another person to violate school regulations.
25. Other Just Causes: Student misconduct not listed that is as serious in nature as the above may serve as grounds for disciplinary action.
26. Verbal Assault
27. Physical Assault (includes biting or spitting on another person)
28. Verbal Threat
29. Written Threat

30. Physical Threat
31. Inducing Panic
32. Behavior Dangerous to Self or Others
33. Intimidation and/or Any Other Threatening Behavior
34. Physical/Verbal Abuse Constituting Harassment of Staff
35. Misconduct: Behavior by a pupil that, regardless of where it occurs, is directed at a school official or employee, or the property of such official or employee. O.R.C. 3313.661(A)
36. Profanity Directed Toward a Staff Member: Includes face-to-face, in response to, in reference to, etc... written or verbal.

For the purpose of the Student Code of Conduct, the following shall apply:

- a. **“Emergency Removal”** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District whose behavior presents an ongoing threat of disrupting the educational process provided by the District.
- b. **“Suspension”** shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of the suspension to the following school year. The procedures for suspension are set forth in the Code of Conduct and Board Policy.
- c. **“Expulsion”** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of days remaining on the semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Board Policy.
- d. **“Permanent Exclusion”** shall mean the student is banned forever from attending a public school in the State of Ohio.

PART II (Mandatory Recommendation for Expulsion)

It is mandatory that the principal suspend and recommend the expulsion of students who violate the following rules:

37. Threat/Violence Against a Staff Member
- (37.1) Verbal Threat Toward a Staff Member
- (37.2) Physical/Written Threat Toward a Staff Member
- (37.3) Violence Toward School Staff
38. Physical Assault Against a Staff Member
39. Serious Bodily Injury: An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; disfigurement or impairment (18 U.S.C. Section 1365(3)(h))”. O.R.C. 2901.01 (A)(6)
40. Unauthorized Fire: A student shall not ignite an unauthorized flame including fireworks, stink bombs and incendiary devices in any part of any building or any property of the Board of Education of the New Miami Local School District.
41. Weapons: A student shall not possess, handle, transmit or use any object or look-alike object offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event.
- (41.1) Use/Possession of Weapon **other than** Gun or Knife
- (41.2) Sale/Distribution of Weapon **other than** Gun or Knife
- (41.3) Use/Possession/Sale/Distribution of any Explosive, Incendiary or Poisonous Gas or Ammunition
42. Narcotics, Alcoholic Beverages and Drugs: A student shall not buy, sell, use, possess, conceal, show signs of, or distribute any of the following:
- (42.1) Use/Possession of Alcohol: Any liquid beverage that contains alcohol;
- (42.2) Use/Possession of Other Drug: Any controlled substances (drugs, narcotics, marijuana, etc.) or inhalants including any over-the-counter medication;
- (42.3) Sale/Distribution of Alcohol/Drugs
- (42.4) Counterfeit Controlled Substances: Any counterfeit controlled substance, defined as any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance;

(42.5) Drug Paraphernalia: Any drug or alcoholic paraphernalia including instruments, objects, papers, pipes, containers, etc.

First Offense for any Chemical Related Violation:

1. The administrator will suspend the student for ten (10) days with a recommendation for an eighty (80) day expulsion to the Superintendent.
2. The administrator will notify the parent or guardian in writing, using the suspension form.
3. The administrator may notify the local law enforcement agency.
4. The student must be evaluated by a NMLSD BOE approved chemical dependency counselor **within 48 hours** for a professional opinion concerning where he/she falls on the continuum between experimentation and addiction. Education or treatment may be recommended by the referral agency. The student will be required to participate in any recommended treatment. The evaluation must be conducted by a NMLSD BOE approved program or professional. The student is not eligible to return to his/her school until the urinalysis and/or drug test and assessment are completed and the results received by the District. The student is not able to return to school until the entire assessment is completed and the student has started the treatment plan.
5. If the appropriate referral agency notifies the District that the student is not participating in the treatment program, any recommendation for out of school expulsion that was placed into abeyance will be reinstated.
6. Students who forego the evaluation process are subject to normal disciplinary procedures, i.e. out of school expulsion for up to eighty (80) days.

Second Offense for any Chemical Related Violation and/or First Offense for Distributing/Selling:

Students distributing and/or selling chemicals and/or students having a second chemical-related violation will be suspended for ten (10) days and recommended out of school for expulsion for up to eighty (80) days. The administrator will notify the local law enforcement agency. When a student is expelled for possession, use, distribution of drugs and/or alcohol, the Superintendent or designee may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court to revoke the student's driver's license or instructional permit. Such notification is to be given within two (2) weeks after expulsion in a manner that complies with the provision of O.R.C. 3321.13 (B)(3).

43. Violation of Ohio Criminal, Traffic, or Juvenile Code: Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the school grounds, regardless if school related or not, that would, in the judgment of school officials, be a detriment to the ongoing educational processes and/or

orderly administration of the school if the student were permitted to continue regular school attendance.

PART IV **Mandatory Recommendation for Expulsion for One (1) Calendar Year**

44. Weapons: A student shall not possess, handle, transmit, or use any object, including look-alike objects, offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event (O.R.C. 3313.66).

(44.1) Use/Possession of Gun

(44.2) Use/Possession of Knife

(44.3) Sale/Distribution of Gun or Knife

45. Bomb Threat: O.R.C. 3313.661

PART V: **Dress Code and Disciplinary Procedures**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

46. Dress Code: The Board Policy states: Dress and grooming are rightfully the responsibility of the individual student and his/her parents. To be proper for school, dress and grooming should be clean, neat, and appropriate and should not constitute a safety or health hazard or be such that it might hamper the educational process. Students are to wear clothes that fit. If the student and/or parents fail in their responsibilities, dress and grooming thus become a part of the school's responsibilities. In such cases, the principal and/or those designated by him/her shall be required to assist in solving the problem as it concerns the school. These rules are stated to improve the learning environment, bridge socio-economic disparities among families and provide other positive benefits.

Specifically:

1. Short shorts and mini-skirts are not permitted. The appropriate length of skirts, dresses, and shorts is finger -tip length or more when seated or standing.
2. Shirts and blouses that are “see-through”, cut low, show cleavage, or expose one’s midriff or undergarments when the student sits, stands, raises his/her hand or bends over are not permitted.
3. All shirts must extend from the base of the neck to the top of the arm, fit closely under

the arms and may not have open sides.

4. Hats, hoods, coats, bandanas, “do-rags”, stocking caps, sunglasses, hairnets, gloves and are not to be carried or worn during school hours.
5. No clothing, jewelry, tattoos or other personal items may be worn bearing a picture or lettering which is sexually explicit, obscene, vulgar, offensive or libelous; suggests violence, death, suicide, or hate; shows disrespect to any person or group of people; bears advertising related to alcohol, tobacco and/or drugs; or that is otherwise contrary to the school’s educational mission. Tattoos that do not conform to the requirements of this paragraph must be covered.
6. Footwear must be worn that is appropriate for the school environment, which includes stairs and emergency drills, provide for safe and sanitary conditions and not present a safety hazard. No house slippers.
7. Extreme or distracting hair colors, haircuts, hairstyles, makeup, or markings on body or clothes are not permitted if they cause a disruption or distraction to the school environment.
8. Body piercing adornments not to be extreme, distracting, or dangerous.
9. Lower garments are to be worn at waist level and must be properly fastened. Students shall not wear pants that sag, fit below the waist or drag the floor – the “droop” look is not acceptable. Belts must be of proper length. Undergarments are not to be exposed when the student sits, stands, raises his/her hand, or bends over. Sleepwear attire is not permitted.
10. Extreme or distracting jewelry, including but not limited to “dog collars”, spiked bracelets and chains, including wallet chains, as well as other articles judged to be potentially hazardous, extreme or distracting are not permitted. No jewelry that could be dangerous to persons or destructive to school property is permitted.
11. Gang or cult-related items of any kind are not permitted. Principals may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group.
12. Clothing with large and/or inappropriately-placed holes-is not permitted.

****These guidelines are not to be considered all-inclusive. The Administration reserves the right to deal with any apparel deemed inappropriate for school.****

PART VI Bus Rules

In order to ensure the safety and welfare of all school bus passengers, students must adhere to the

following rules. Failure to do so may result in suspension or expulsion from bus and/or school.

1. Observe same conduct as expected in the classroom and obey the Driver promptly and respectfully.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus. NO GUM.
4. Cooperate with the driver. Follow directions from driver while on the bus.
5. Windows may only be opened with driver permission.
6. Keep the bus clean.
7. No smoking or tobacco use.
8. Do not be destructive.
9. Stay in your assigned seat. Do not change seats. Keep aisles and exits clear.
10. Keep head, hands and feet inside the bus.
11. Bus driver is authorized to assign seats.
12. Students may ride only their assigned school bus, and must board and depart from the bus only at their assigned bus stop. Unless students have emergency permission to ride another bus or to use another bus stop from the Transportation Department they will not be permitted to ride another bus.
13. Students that intentionally ride the wrong bus in order to fight, observe a fight or assault may receive discipline.
14. Use/possession of cell phones is at the discretion of the bus driver.
15. Do not throw or pass any objects on, from, or into the bus.
16. The supervision of students at a New Miami Local School District bus stop is ultimately the responsibility of parents/guardians. If a situation arises at the bus stop that impedes or impacts the regular course of a school day, students may be subject to disciplinary action.

O.R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.663, 3313.664, 3321.13(B)(3) and (C), 3327.014

18 U.S.C. #921, 20 U.S.C. #3351, 20 U.S.C. #7151, 20 U.S.C. #8921.

Descriptors of Inappropriate Behaviors

<i>Rough Play</i>	<i>Fighting</i>	<i>Teasing</i>	<i>Harassment</i>	<i>Bullying</i>
<ul style="list-style-type: none"> • Usually friends; peers have a relationship • Intention is to have fun, not to provoke or intimidate • Can be repeated due to relationship • Facial expressions reflect enjoyment: smiling, neutral face, laughter • Involves physical aggression 	<ul style="list-style-type: none"> • Usually not friends • Intention is negative, aggressive, desire to inflict injury or discomfort • Usually not repeated • Facial expressions reflect anger, staring, face with furrowed eyebrows • Can vary, but often is relatively equal between peers of similar size • Involves physical aggression 	<ul style="list-style-type: none"> • Between peers of similar size, physical ability and power • Intention is to provoke, not intimidate • Stops when one of the peers expresses displeasure 	<ul style="list-style-type: none"> • Words, conduct, or action directed at a specific person • Intention is to annoy, alarm, or cause substantial distress • With no justification and can be repeated • Based on actual or perceived race, ethnicity, national origin, gender, religion, or sexual orientation 	<ul style="list-style-type: none"> • Imbalance of power between the people involved • Intention is negative aggressive, desire to inflict injury or discomfort, to humiliate /insult cause harm, distress, and or intimidate • Involves a pattern of behavior that is repeated or very severe • Involves aggressive behavior (could be verbal, doesn't have to be physical)

4 Factors of Bullying

1.) Involves an aggressive behavior. 2.) Typically involves a pattern of behavior repeated over time. 3.) Imbalance of power or strength. 4.) Intended to cause harm or distress.

SUBSTANCE POLICY GENERAL PROVISIONS

The New Miami Board of Education recognizes that chemical dependency is a treatable health problem which does not respect any group of age. The goal of the Board of Education is to have the district as free as possible from substance abuse.

No student of the New Miami Local School District shall be in possession of and/or under the influence of alcohol or other chemical substance or in any manner engage in drug use while

attending school or any school related function occurring on or off school premises.

Each student cubical is subject to search by school officials whenever there is reason to believe that the cubical being searched may contain dangerous and/or illegal drugs of other contraband. If a situation exists where in a student is suspected of being under the influence of drug/alcohol, the student is to be taken immediately to the principal's office. If two members of the staff (one being the principal or principal's designee) determine that the student is under the influence, the parents shall be notified of the school district policy. The principal may request an assessment by an outside agency. The student may be suspended pending the outcome of recommendations of the assessment with regard to treatment.

If a student is determined to be in possession of drug/alcohol, the student is to be taken immediately to the principal's office. The principal (or designee) shall notify the parents and decide if law enforcement officials shall be notified. The principal may request an assessment by an outside agency; the student may be suspended pending the outcome of the assessment. The student will be required to follow the recommendations of the assessment with regard to treatment.

Student(s) involved in selling and/or distributing drugs/alcohol shall be suspended and shall be recommended to the superintendent and the New Miami Board of Education for mandatory expulsion.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

NURSE

EMERGENCY MEDICAL AUTHORIZATION FORMS

Emergency Medical Authorization forms are required to be on file for all students in the school. One for each student is sent home the first day of school (or upon registration) and is to be filled out completely (both sides) and returned the next day. Make sure that all items on the form have been completed. If, during the year there is any change on any of the information that is on the forms, please call or send in writing, the updated information. The information contained on the form is needed if your child becomes ill or is injured, and it is of the utmost importance to be able to reach a parent or person listed on the form as quickly as possible for the welfare of the child. Only persons listed on the emergency medical authorization form will be allowed to pick up student with picture I.D. ***If there is an address change during the year a new proof of residency is required.**

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Students who start kindergarten during or after the 1999 school year must be immunized against Hepatitis B. Students who start kindergarten during or after the 2006 school year must be immunized against chicken pox. 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. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse at 896-7153 ext. 2136.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

MEDICATION

PLEASE READ THIS - IT IS THE LAW!

Administering Medicines: It is the policy of the New Miami Local School District that a parent/guardian at home administers all medications. Under exceptional circumstances, school personnel, under the following administrative regulations, may administer medication:

1. The administration of any drug, prescription or over the counter medication, without the order of the physician and the permission from the parent or guardian, could be interpreted as practicing medicine and is prohibited by law.
2. A written request must be obtained on a New Miami Local School District Medication/Procedure Request Form, signed by the physician and the parent or guardian, before any medication may be administered by school personnel. This includes all medications - prescriptions, aspirin, cold medicines, cough syrup, etc. The Medication/Procedure Request Form must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects.
3. All medication MUST be in the original container and have an affixed label including the student's name, type of medication, dosage, route of administration and the time of administration.
4. The school nurse, and other staff members (those who have been approved by the nurse), will supervise the storing and administering of all medications. A locked cabinet will be provided for the storage of all medication.
5. Accurate records of the medication given must be kept.
6. The school nurse will be responsible for monitoring medication administered by school personnel and for providing education including specific instructions pertinent to the medication given.
7. A new Medication/Procedure Request Form MUST be filled out and signed each year and/or whenever any medication change is made.
8. Parents should bring the medication to school for grades PK-5.
9. Alternative method: The parent can schedule medication before and after school or bring the medication to school and administer it to their child during the student's lunch or recess. This might be more convenient when a child needs medicine on a short term basis.

STANDARD INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without following board policy.

BOARD POLICY BOOKS

Board of Education Policy Books are available for staff, parents, and community members. The policies can be viewed online at the New Miami Local Schools website.

CUSTODY CONCERNS

State law requires that a child's parents or legal guardians reside within the school district unless other arrangements for open enrollment have been made. The school must have a copy of the most recent custody agreements provided in divorce settlements or any other changes.

Non-custodial parents, unless prohibited by a court ordered custody agreement, are permitted to obtain copies of student report cards and interim reports, and to have a conference with their child's teacher(s). Only the custodial parent may make or approve educational decisions for the child. Step-parents have no rights to records, reports or conferences unless the custodial parent confers these rights.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

FEES AND COLLECTION

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, New Miami Elementary School charges specific fees for the following:

Kindergarten -	\$45.00	Third Grade -	\$45.00
First Grade -	\$45.00	Fourth Grade -	\$45.00
Second Grade -	\$45.00	Fifth Grade -	\$45.00

Fees may be paid by credit card using EZ Pay online at: <http://www.new-miami.k12.oh.us>

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

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in students not to participate in extra-curricular activities. This includes field trips, dances, plays and all other programs

Parents are asked to pay for fees in a timely matter. **Fees are due: \$25.00 by the end of first quarter; \$20.00 by the end of second quarter. By the end of second quarter all fees should be paid in full.** Please do not combine checks for other costs (school pictures).

If you receive ADC, Social Security or have a medical card for your child(ren), you may be eligible for a fee waiver.

GRADING SCALE

Grading Scale - The district scale is as follows for grades 3-12:

Letter Grade	Option B (10pt scale)	Quality Point Scale Option B (w/Levels Weighting)
A+	98-100	
A	93-97.9	4.0
A-	90-92.9	
B+	88-89.9	
B	83-87.9	3.0
B-	80-82.9	
C+	78-79.9	
C	73-77.9	2.0
C-	70-72.9	
D+	68-69.9	
D	63-67.9	1.0
D-	60-62.9	
F	0-59.9	0

HOMEWORK

PK-2 Homework Policy

Our students work tremendously hard here at school and we would like to encourage them to get out and play when they get home in the afternoon! Instead of traditional homework, we are asking for families to do three things. First, talk with your students about what they are learning everyday. Second, encourage your child to read as much as possible. Read with them, read to them, let them see you reading! Third, participate in projects. Students will be assigned projects from time to time and they could use your help in developing and creating their projects! Students will be presenting their projects to their classmates, explaining the process that they used to design and carry out the work from beginning to end. Students will increase their critical thinking, problem-solving, real world application and public speaking skills.

3-5 Homework Policy

Students from 3rd-5th grade will be given weekly homework that is distributed on Mondays and collected on Fridays. This work will not be counted for a grade but will be used to provide extra practice for students in content areas. The purpose is to give students weekly access to spiraling content so they are successful all year. Students who complete the homework will be given an incentive by grade level for participation weekly. Students who do not participate will be given time to work on content during incentive time. We want our older students to have the opportunity to get outside and play everyday too!

LOST & FOUND

The lost and found area is in the main hallway. Students who have lost items should check there to retrieve them. Unclaimed items will be given to charity at the end of each nine weeks.

It is important to put your child's name in their coats and backpacks.

PARENTS ACCESS TO RECORDS

Custody issues, such as a divorce, do not change the rights of natural parents to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record and the opportunity to hold a teacher conference. Only the custodial parent has the right to make education decisions requested by the school. Step-parents have NO rights to records, reports, or conferences unless the custodial parent confers their rights on them.

PHYSICAL EDUCATION

All students will take physical education unless excused by a doctor's note or a parent note (one day only). Excuses for more than one day must be in writing from the doctor giving the reason and length of time the child will need to be excused from participating. Students not participating will remain with the class.

PROMOTION AND RETENTION

Promotion or retention of a student is based on the premise that each student will be placed in the best environment conducive to the best education possible.

The building principal is accountable for the promotion or retention of each student. Age, maturity, grades and achievement level are the basic factors governing promotion or retention.

When retention is being considered, the teacher will confer with the principal and other staff members involved with the child by the end of the first semester. The parents will have a conference with the teacher and the principal for a discussion of the possible retention no later than February 1. Parents are given an explanation of their child's current academic standing and goals will be set for the third quarter. There will be another conference held early in the fourth quarter to review the student's progress.

STUDENT RECORDS

All student records are confidential and are protected by the Privacy Act. Only school staff and the child's natural parents/legal guardians have access to the records.

TESTING

The New Miami Local School District tests students in the spring of each school year. Student results are shared with parents. Parents may always request a conference to discuss the results of the different assessments. All of the assessments are used to define and teach the curriculum, to provide intervention to students and improve instruction.

TITLE ONE PROGRAMING

What is Title I? Title I is a federally funded program that is “intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments” (U.S. Department of Education, 2003). The focus of the Title I is to promote significant improvements in schools and increase instruction time for students. This instructional time is in addition and is supplemental to the time the regular classroom teacher gives to each student. Pull-out as well as push-in class instruction is encouraged. Classes consist of a small group setting allowing more individual response time with immediate feedback.

Title I, Part A funds are distributed to school districts based on poverty data. Districts determine which eligible buildings are to participate based on federal requirements and local decisions. The purpose of this funding is to provide supplemental funding to economically disadvantaged districts and some of their eligible schools for improving educational outcomes for students.

Title I recognizes the importance of parental involvement to assure student success. Parents are encouraged to participate in teacher/parent workshops and open houses. Each Title I school's Parent Involvement Policy and School/Parent Compact outlines how parents, teachers, and students will work together to improve student achievement. These are voluntary agreements between the home and school to define goals, expectations and responsibilities of schools and parents as partners in education. These compacts are sent home and reviewed every year.

TITLE IX DISCLAIMERS

It is the policy of the New Miami School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

SAFETY **CHILD ABUSE**

The New Miami Local Board of Education shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory for all school employees to report suspected child abuse and neglect to proper authorities. (ORC 2151.421)

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of public announcement. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

The New Miami Local School District has developed and trained all staff and students on how to respond and prepare for an active shooter event. The district partnered with local police departments to bring this training to all employees in order to keep the school district a safe place to learn and grow. The training, commonly referred to as ALICE training (Alert, Lockdown, Inform, Counter and Evacuate), refers to sequential steps for staff and students to remember in order to stay safe in the event of an active shooter in the building. Both local law enforcement and the New Miami Local School District are committed to keeping our children safe in schools. We must recondition students and staff to realize evacuation is an option.

<https://vimeo.com/100343536>

FIREARM OR KNIFE

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 an inter scholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except 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 shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921 (a) (3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

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.

Violent Conduct

If a student commits an act at school on other school property, at an interscholastic competition, extra-curricular 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 Revised Code Section 2901.01 (A) (5), or to property as defined in Revised Code Section 2901.01 (A)(6) 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.

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.

SAFETY AND SECURITY

- Entry into the building will be required by all parents & visitors through the main front doors by using the intercom system.
- All visitors must report to the Welcome Center when they arrive at school.
- All visitors are to sign in, are given and required to wear a building pass while they are in the building.
- Staffs are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

- Portions of the building that will not be needed after the regular school days are closed off.

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

SCHOOL DAY

ASSIGNMENT OF STUDENTS TO CLASSES

It is the responsibility of the building principal with input from the staff to assign students to classes. During the last four weeks of the school year, teachers are required to turn in their class list with basic information on each child. NMES strives to make the best possible teacher/student assignment to achieve the best academic and behavioral results for each child.

Non-requests are considered; please make an appointment to go over this with the school principal prior to the start of the school year.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Desks are subject to inspection at any time. Students, who disfigure property, break windows or do other damage to school property or equipment, will be required to pay for the damage done or replace the item. If necessary, local law enforcement will be notified. Students are not permitted to chew gum in any core area of the building (cafeteria, gym, hallways, computer lab, playground, or offices.)

CELLULAR TELEPHONES

Student cell phones in the elementary building and on school transportation are to be turned off at all times and kept out of sight (inside a backpack, etc.). If a phone is visible by a staff member the student will be instructed to put the device away. If the phone is out a second time, the staff member will confiscate the device and it will be returned to the student at dismissal. Chronic abuse of this policy may result in disciplinary actions. ***ALL COMMUNICATION WITH STUDENTS MUST BE THROUGH THE ELEMENTARY OFFICE.**

CLASSROOM CONDUCT

Respect for One Another: Students shall conduct themselves in a manner that recognizes the worth of all individuals, regardless of class, race, nationality, gender or creed. Any student's conduct that is a threat to the rights and property of others is prohibited.

Harassment of any type (sexual or otherwise) will not be tolerated or permitted. Students are not permitted to harass other students or employees. Harassment of guests in the school is prohibited. Harassment is behavior that is unwelcome to the recipient, such as, but not limited to: teasing, intimidating, name calling, gesturing, threatening or nonverbal acts that are designed to make life uncomfortable for its victim. Harassment of underclassmen by upperclassmen is a particularly serious offense.

CONFERENCES

Conferences are held with parents to assist them in keeping up to date of their child's academic and social progress. Teachers will conduct individual parent teacher conferences whenever there appears to be a need. There are four scheduled evening parent teacher conferences held each year.

DRESS CODE POLICY

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is to specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for their students' dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process, it is prohibited.
3. Sponsors and teacher or elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal is final.
5. As new trends in fashion or dress are accepted, emerge or become out of date, the District reviews and revises the dress code to reflect the changing standards of the community.

It is a violation of NMES Code of Regulations for Conduct to be in violation of the dress code. General guidelines are as follows:

1. No short shorts and miniskirts that end above extended arms and fingertips or six (6) inch inseam or pants that expose the midriff / midsection torso / clothing that exposes the skin or under garments.
2. No shirts and/or blouses that expose the midriff.
3. No tank tops, muscle shirts and halters. Boys must wear shirts with sleeves. A shirt or other garment must cover sport bras.
4. Hats, coats, bandanas, and sunglasses are not to be carried to or worn in school.
5. Clothing or other apparel that promotes hate, profanity, vulgar or negative messages that could be interpreted as promoting hate or communicating a negative, profane or vulgar message; anything advertising or related to alcohol, tobacco, drugs or anything sexually explicit or implies is not permitted.
6. Transparent garments, open mesh garments, or garments with large open sides cannot be worn without an under liner or tee shirt.
7. **Shoes must be worn and must not present a safety hazard, shoes cannot have wheels.**

8. No biking pants or spandex.
9. Hair must be clean, worn out of the eyes and groomed at all times. No extreme or distracting makeup or hair styles or color.
10. Body piercing adornments are to be worn in the ears only and are not to be distracting.
11. Lower garments are to be worn at waist level. If a belt is worn, it must be of proper length. Undergarments are not to be exposed.
12. No dog collars, spiked bracelets or chains that could be dangerous to others, self, or school property can be worn.
13. Gang or cult related items of any kind will be tolerated is not permitted.
14. Cutoffs, tattered clothing, and clothing with holes should not be worn. Pants are not to drag on the ground.
15. Clothing or accessories which advertise or are in any way related to alcohol, tobacco, drugs or weapons is not permitted.
16. No pajamas or house slippers.

Violation for the dress code may result in the removal from the classroom until the violation can be resolved.

FIELD TRIPS

Field trips can be a valuable learning experience for students as an extension to the education received in the classroom. Each year, students travel to various locations near the community such as, museums, camp, Cincinnati Zoo, etc. All students have the opportunity to take part in the field trip experiences (unless excused for medical reasons or behaviors prevent them from attending) because field trips are a part of their education. Some field trips may require fees to cover the cost of admission, bus charges, etc. Parents will receive complete information on each trip at least a week in advance. The school will NOT accept permission over the telephone. Younger siblings will not be permitted to go on field trips when their parents chaperon due to legal and safety regulations.

Chaperones who have or will have access to children may at any time be subject to a criminal background check and /or administrator approval before going on a field trip.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's

teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board-approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family";
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals or other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by PK-12 schools;

4. test and assessments used by grade PK-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessment;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. The administration of a survey containing any or the eight items identified in this policy and
3. Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

STUDENT VALUABLES

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

USE OF THE LIBRARY

The library is available to students throughout the school day. Books may be checked out for a period of one week. In order to avoid late fees, all materials checked out of the library must be returned to the librarian within one week from the check-out date.

Any student who has a book two weeks overdue it will be considered “lost”. A lost book will create a fine and must be paid within three weeks from the check-out date. A full or partial refund may be received if the lost book is returned after payment is received. This refund is based on the condition of the book. If the fine has not been paid or an arrangement made for payment, the student will lose their library privileges and not be able to participate in library activities. This policy will also be enforced for any student who has damaged a book.

TECHNOLOGY

CHROMEBOOKS

New Miami Local School District will be assigning each student in K-12 a computer (Chromebook) for their individual use for the duration of the school year. The Chromebooks will be kept here at school. Students are responsible for proper care and treatment of the computers. All parents/guardians and students will be signing a Chromebook user agreement annually. **The agreement must be signed before a student is permitted to utilize any district technology.**

INTERNET POLICY

All New Miami students and parents must sign an internet usage agreement in order for students to have an internet account. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. If a student misuses their privileges or damages computer equipment the principal has the right to revoke their account.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible

quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

- B. the dangers inherent with the online disclosure of personally identifiable information.
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include but is not necessarily limited to visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

To ensure proper use of the and/or voice-video-data network resources, the following rules and regulations apply to all statements.

- A. The use of the network is a privilege which may be revoked by the district at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software, the placing of unauthorized information, accessing materials which are inappropriate for the school setting, viruses or harmful programs in or through the computer system in either public or private files or messages.
- B. Any misuse of the account will result in suspension of account privileges and/or other disciplinary action determined by the district. Misuses shall include but not limited to:
 - 1) Misrepresenting other users on the network;
 - 2) Disrupting the operation of the network through abuse of the hardware or software;
 - 3) Malicious use of the network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks;
 - 4) Interfering with others' use of the network;
 - 5) Illegal installation, copying, or use of licensed copyrighted materials.
- C. Students/Staff will be liable to pay the cost of fee of any file, shareware, or software transferred, whether intentional or accidental, without written permission of the District's Technology Director.
- D. Students/Staff accessing the Internet through school computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

To access the Internet at New Miami Local schools, students under the age of eighteen (18) must obtain parent permission and must sign and return the "Sign off Sheet" form. Students eighteen (18) and over and staff may sign their own forms permission and must sign and return this form.

TRANSPORTATION

SCHOOL BUSES

All school rules apply to students riding school buses. Each bus has rules posted that are unique to this privilege. Students must follow the directions of bus drivers and the posted rules. Bus drivers will refer any inappropriate behavior incident to administration for disciplinary action. A parent/guardian will receive a copy of the School Bus Incident Report. This could result in the loss of bus riding privileges. After the students are released from their buses in the morning, they will enter through the multi-purpose room and will remain there until dismissed to their classrooms.

If you have any specific questions, e.g.: routes, time of pickup/drop off, bus stops, etc., please feel free to call our Transportation Department. Our transportation supervisor, Sheri Pohl can be reached at 863-1390.

***New Policy Information: Due to the safety and security of all students we will NOT accept any changes in transportation unless someone on the Emergency Medical Form is physically present at school to pick up the student.**

- 1. Students will be sent home the same way every day, there will be no changes via notes or phone calls to the school.**
- 2. Students are NOT permitted to switch buses or ride home with other students.**
- 3. Students must have a current transportation form on file stating the way that they are to go home every day. These must be on file by the end of the first week of school each year.**

SUSPENSION OF BUS RIDING / TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

VISITORS / VOLUNTEERS

CLASSROOM VISITS BY PARENTS/GUARDIANS

Requests to visit your child's classroom are to be made at least 24 hours in advance with the teacher. This will give the teacher the opportunity to request an alternative date if the time requested is not appropriate. Parent's MUST come to the Welcome Center and receive a Visitor's Pass and sign in. This policy safeguards the rights of all students and the teacher.

VISITORS

Visitors, particularly parents, are welcome at school. Visitors must report to the Welcome Center located in the lobby upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

*A valid form of identification is required at all times for all visitors.

*All visitors must wear an identification badge while in our building.

*To ensure the appropriate release of a student, we require proper identification and the name of the release individual must be on the student's Emergency Form. Students will not be released to unauthorized individuals.

VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BHII).