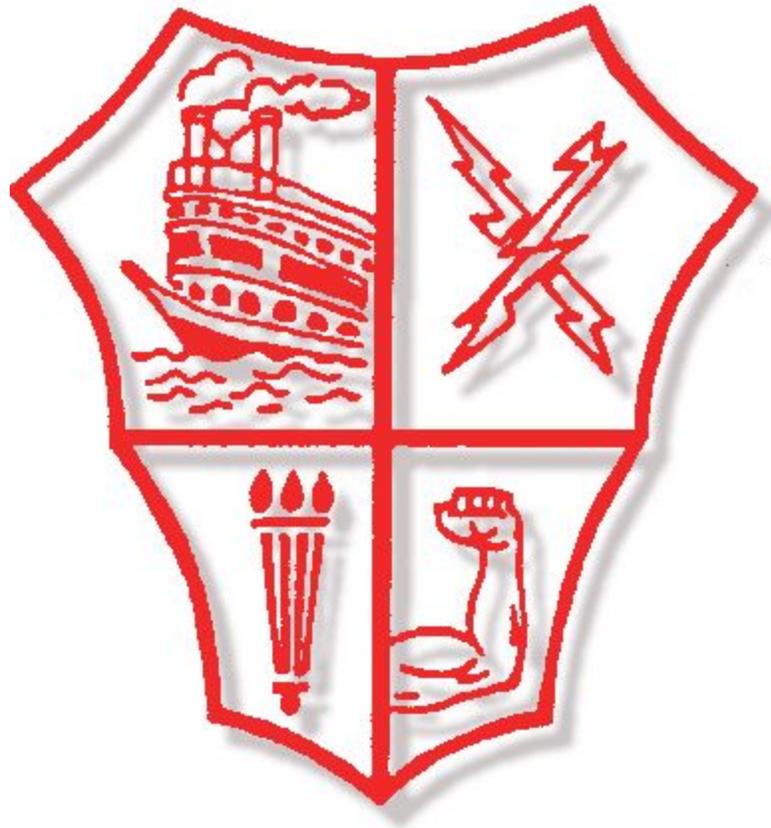


New Richmond Exempted Village Schools



2018-2019 Elementary School Parent/Student Handbook

Mission Statement

The **New Richmond Schools**, in partnership with parents and community, provides all students with a comprehensive educational experience in a safe and nurturing environment, preparing them for the highest levels of personal achievement with the ability to demonstrate confidence, leadership and responsibility.

The 4 “R’s”

Be **RESPECTFUL**

Be **RESPONSIBLE**

Be **READY to LEARN**

RESOLVE PROBLEMS POSITIVELY

Daily Time Schedule

Students are not to arrive in the building prior to 8:45 a.m. unless involved in a school-sponsored activity. There will be no teacher supervision until the above stated time. If you are driving your child to school, please drop him/her at each building’s specified drop-off area. Breakfast is provided for students beginning at 8:35 a.m. in the cafeteria. The building principal will provide specific time schedules.

Enrollment Information

Kindergarten Entrance Requirements

Age Requirements

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

Admission Requirements

1. All kindergarten students must present an original Birth Certificate, Immunization Records, and Proof of Residency (i.e. water or electric bill, copy of lease agreement, etc. with parent’s name on document).
2. All kindergarten students must present proof of immunization before the first day of school. Students will not be allowed to attend school for more than 14 days without

providing written evidence that they have been immunized against Varicella (chicken pox), Mumps, Poliomyelitis, Diphtheria, Pertussis, Tetanus, Rubeola, and Rubella-or is in the process of being immunized. Evidence that a timely appointment for vaccination has been scheduled may be considered sufficient prior to removing a student from school.

3. All students enrolled in kindergarten or first grade for the first time will be screened for hearing, vision, speech and communications, other health or medical problems and developmental disorders before November 1st.
4. The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in an approved public or private school kindergarten before transferring to this District.
5. While the District operates an all-day kindergarten program, a parent may enroll his/her child for only the minimum number of hours required by State law without penalty, and the Board shall accommodate such students.

Admissions: Grades 1-6

The New Richmond Exempted Village School District provides free education to district residents between the ages of 5 and 21. The parents of students who do not qualify as residents will be required to apply for open enrollment as per district policy. A student must withdraw immediately once informed of their unauthorized attendance.

A student is considered a resident of the district if he/she lives within the district with a parent; or custody of the child has been given to a resident or government agency within the School District. A child may be accepted for up to 60 days if living with an adult resident of the district who has begun legal custody proceedings.

New entrants will be required to present an original birth certificate when they enroll. They also must provide proof of having received or be in the process of receiving required immunizations. Parents must provide proof of residency (i.e. water or electric bill, copy of lease agreement, etc. with parent's name on document) upon enrolling children in the New Richmond Exempted Village School District.

New students and current students must furnish a certified copy of any child custody order. First graders enrolling in the New Richmond Exempted Village School District for the first time must have successfully completed kindergarten..

Intra-District and Inter-District Open Enrollment

Unless a specific request is approved or a transfer made by the district Superintendent, the school a child attends will be based upon where they live.

Home Schooling

A child who is being educated at home may not also be enrolled or re-enrolled on a part-time basis in the school district.

Accounting

In an effort to decrease the number of missing children, the New Richmond Exempted Village School District will identify possible missing children and notify the proper adults and/or agencies.

When a student is enrolled in school from another district, the parent must present an original birth certificate and sign a release of records from the school most recently attended. The principal will then contact the former school and request information. If the district has no records on file or if the district does not send them in 14 days, the principal will notify the police department that the student may be a missing child.

Search for Children with a Disability

School districts throughout Ohio are participating in an effort to identify, locate, and evaluate all children with a disability from birth to age twenty-one. By a disability, we mean conditions such as multiple disabilities, hearing impaired, visually impaired, orthopedically and/or health impaired, severe emotionally disturbed, cognitively disabled, specific learning disabled and speech or language impaired.

Many children with a disability are not visible because they do not function in the mainstream of the community. Also, many unidentified children with a disability are preschoolers. Parents may not be aware that programs and services are available.

If you know of a child with a disability within the New Richmond Exempted Village School District, please contact the Director of Staff & Pupil Services at 513-553-2616 or the child's school principal.

Change of Address or Telephone Number

Please notify the school immediately concerning any change of address or telephone number. Current emergency information must be corrected and updated when changes are made.

Withdrawing from School

1. A student withdrawing from school should notify the building principal at least one week prior to the time of withdrawal.
2. No records will be forwarded until all obligations have been met (such as paying school fees) and a request for student's records has been received from the school to which the student is transferring.
3. All books and school property must be returned to the student's teachers.

School Closings

COMMUNITYSAFE, our District’s automated telephone calling system, as well as local radio and television stations will broadcast information pertaining to the closing of school or delayed pick-up caused by inclement weather or high water. Parents may go to the district website and request to be added to the automated calling system. **Students and parents/guardians are requested not to call the school.** Local radio and television stations, which announce the information are:

WCKY AM 550
WLW AM 700
WCIN AM 1480
WSAI AM 1530

WRRM FM 98.5
WKRQ FM 102
WUBE FM 105
WWNK FM 94.1

WLWT TV 5
WCPO TV 9
WKRC TV 12

Directory Information

“Directory information” is defined to include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and awards received. “Directory information” may not be withheld from military recruiters, businesses, industry, charitable institutions, colleges, or universities unless such restrictions are imposed uniformly on each of these groups. Names and addresses must be given to military recruiters unless the student or the student’s parent, guardian, or custodian requests otherwise in writing, as per Ohio Revised Code 3319.321

Fines

When school property, equipment, or supplies are damaged, lost, or taken by individuals, the student(s) will be required to pay a fine to reimburse the school for the expense of the item.

Students who lose library books are required to pay the current replacement cost of the book.

- Make checks payable to: New Richmond Board of Education

If parents are unable to pay fees or fines at the required times, they should contact the building principal to make other arrangements.

Student Absences and Excuses

We believe that attendance in school is of utmost importance for every student. Good attendance helps to ensure that each student has the benefit of the strongest educational program possible. Consistent attendance also promotes positive lifelong work habits and attitudes, as well as a sense of responsibility and discipline.

According to Ohio Revised Code 3321.04, parents must send any child of compulsory school age to school for the full time that school is in session. However, the school realizes that there are occasions when a student must be absent from school. State law stipulates that an absence from school may be **approved or excused** for the following reasons:

- Personal illness of student (School may require physician's certificate to verify a student's illness.)
- Illness in the immediate family
- Quarantine of the home
- Court Appointment (School may require documentation from the court to verify scheduled court date(s).)
- Death of a relative (Absence for this reason is limited to three days unless reasonable cause can be shown to grant an extension.)
- Observation of religious holidays
- Emergencies or circumstances which are considered by the school to be sufficient cause for absence.

Students whose absences are excused have the right and responsibility to make up the work missed and, upon returning to school, a student must immediately arrange with his/her teacher a way to make up the missed work. Those students who are absent due to unexcused reasons DO NOT have the opportunity to make up the work missed.

If a student is going to be absent for an extended period of time (3 or more days), the parent(s)/guardian(s) must notify the school at least 5 days before the absence except in the case of an emergency. At that time the principal will determine if the absence will be excused.

Notification to the School of the Absence

At the beginning of each school day a list of absent students will be reported to the office. If your child will be absent, please notify the school no later than 9:30 a.m. You will receive an automated call if school has not been notified by 9:30 a.m. Please respond to school regarding the absence call.

Please make arrangements through the office to pick up missed assignments.

If the school is not notified of a child's absence, the following procedures will be followed:

- a. The school will contact the parent or guardian by telephone; or
- b. Send written notification to the parent or guardian if the school was unable to reach anyone by phone.

Notification when Returning from an Absence

Students are asked to bring a note to school after each absence explaining the reason for the absence.

Please provide the following information:

- a. Student's name (first and last)
- b. Grade Level (K, 1, 2, 3, 4, 5, 6)
- c. Date(s) of absence(s)
- d. Reason for absence(s)
- e. Parent/Guardian Signature

Family Vacations

When at all possible, please schedule family vacations during summer months and around school holidays. When it is not possible to schedule vacations at these times, please write a note to the principal and classroom teacher in advance. Requests for family vacations must be submitted and approved at least 5 days before the vacation. A maximum of 5 days per school year will be excused for family vacations. Students should meet with their teachers to request assignments they will miss prior to the vacation. All work must be completed and turned in on the first day the student returns to school. Any modification to this policy must be approved in advance by the building principal.

Attendance

The administration and faculty of New Richmond Schools strongly emphasize consistent and punctual student attendance at school. Regular attendance assures the student the opportunity of receiving a full education and also helps establish a strong sense of responsibility. Additionally, a good school attendance record provides an excellent reference for future employers. Therefore, each student is expected to attend school on a regular basis and be punctual (on time) in his/her attendance.

Parents must send any child of compulsory school age to school for the full time that school is in session. Absences are counted by the hours a student attends or misses school. A student is considered to be a habitual truant when he/she misses 30 hours consecutive, 42 hours in 30 days or 72 hours in a year.

Tardiness

A student who arrives after 8:55 a.m. is marked tardy. The child is to go immediately to the office so that his/her name can be taken off the absence list.

A student is tardy if arriving between 8:56 am – 9:45 am OR leaving between 2:36 pm-3:30 pm.

Early Dismissal

Permission for a student to leave school during the day requires the principal's approval. Requests will not be approved without a parent's or guardian's permission. If a student must leave school before dismissal or if any other mode of transportation other than the school bus is to be used after school, the child must be signed out in the office.

Notification to Parent/Guardian Concerning Truancy

Parents shall be notified when a student is considered to be a habitual truant when

he/she misses 30 hours consecutive, 42 hours in 30 days or 72 hours in a year. The accumulation of hours of absence includes late arrivals and early departures from school.

The school district is required by law to report the individual student absence information to the Ohio Department of Education. When a student misses 30 hours consecutive, 42 hours in 30 days, or 72 hours in a year of undocumented or unexcused absence, the school shall assign the student to an Absence Intervention Team (AIT) within 10 days.

The AIT will proceed with the development of the Truancy Intervention Plan (TIP). The AIT shall include ALL of the following:

- Provide a written Truancy Intervention Plan
- Provide counseling for the habitual truant
- Require parent / guardian to attend parent involvement programs
- Require parent / guardian to attend truancy mediation programs
- Attendance that does not improve after mediation will be referred to the Clermont County Juvenile Court.

Cafeteria

Students should show as much pride when eating in the cafeteria as they do when eating in the dining areas of their home. Students should exhibit well-mannered, courteous behavior while eating lunch.

Free and/or Reduced Lunch

A form for explaining eligibility will be sent home with each child. Return the completed form to school with your child (one form for each child). Children on free or reduced lunch last year are automatically eligible until the new applications are processed. Students eligible for free and/or reduced lunch must fill out an application at the beginning of each school year.

Cafeteria Rules

- | | |
|----------------------------|--|
| 1. Walk at all times | 2. Keep your hands to yourself |
| 3. No carbonated beverages | 4. Lunches may be purchased in advance |
| 5. Talk in a whisper voice | 6. Put trash in the proper place |
| 7. Stay in your seat | 8. Line up quietly and orderly |
| 9. Eat your food only | 10. Students who pack may purchase drinks |
| 11. No glass containers | 12. No food or drink should be taken from the cafeteria. |

The New Richmond Board of Education recognizes that elementary school students occasionally may not have sufficient daily lunch money. In order that students may have the opportunity to eat lunch regularly, the Food Service Department procedure for lunch charges allows students to accumulate up to three lunch charges. After the prescribed charge limit is reached, the student will receive a peanut butter and jelly sandwich, fruit, and milk (a cheese sandwich will be substituted in the event of allergies). A letter will be sent home to inform parents of all charges.

Transportation

The New Richmond Board of Education furnishes transportation to and from school for all elementary students. Problems concerning transportation are to be referred to the Director of Transportation (553-0266).

Students are to ride the bus assigned to them. Written permission for a bus change must be submitted to the principal in the morning. If approved, a bus pass will be issued. The student is to show the bus pass to the driver of the bus on which he/she will be riding.

Supervision to and from School

Parents or guardians of students have the responsibility of supervising students until they board the bus in the morning and after the student leaves the bus at the end of the school day. Students should arrive at pickup points no more than 5 minutes prior to the scheduled time of the arrival of the bus.

Once a student boards the bus – and only at that time – does he/she become the responsibility of the School District. This responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Student Conduct on School Bus

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student once proper due process procedures have been followed.

Regulations regarding conduct on school buses, safety instruction for grades (K–3), as well as general information about the school transportation program will be approved by the Board and made available to all parents/guardians and students.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses. These regulations are listed within our district's 4R's Positive Behavior Expectations.

These rules are set forth by the Ohio State Board of Education and endorsed by the NREVSD

Be Respectful

- **Behave appropriately at place of safety while waiting for bus or exiting**
- **Treat others' feelings, lives, limbs or property with care and consideration**
- **Upon entering bus, go immediately to assigned seat**
- **Follow driver's directions promptly and respectfully**
- **Use appropriate language, volume and tone with driver, students, aides**

- **Talk respectfully and kindly to seatmates and others**
- **Remain seated until instructed to move to a new seat or to exit by driver**
- **Control body parts: keep head and arms inside of bus, legs and feet out of the aisles**
- **Avoid creating distractions and confusion for the driver**

Be Responsible

- **Arrive at place of safety five minutes before scheduled arrival (bus waits if ahead of schedule)**
- **When approaching bus stops, walk on the left, toward oncoming traffic and be sure the road is clear both ways before crossing the highway**
- **Secure food and drink in bags, it is not to be eaten or consumed on the bus**
- **Carry only items onto to the bus that can be stored on lap (unless approved by driver)**
- **Items forbidden include but are not limited to glass, firearms, ammunition, explosives, sharp and/or potentially dangerous items, live or dead animals, or any other hazardous materials or objects**
- **Maintain items in student's possession (no throwing or passing objects on, from, to bus)**
- **Refrain from possessing/using prohibited substances such as alcohol, tobacco, drugs (Exception: Prior approval must be obtained from building administrator in order to transport prescribed medication for student)**
- **Refrain from vandalizing the property of the school district or others**
- **Wait for the signal from the bus driver and then cross road at least ten feet in front of the bus**
- **Plan to be picked up/dropped off only at approved places of safety**
- **Submit written parental requests to office for changes in pick-up or drop-off**
- **Present approved bus passes to driver upon entering bus**

Be Ready to Learn

- **Become silent when "lights on signal" is indicated or when verbally requested by driver and at railroad crossings**
- **Listen carefully when instructed as emergency directions may need to be heard by all**

Resolve Problems Positively

- **Use common sense, manners and a calm approach when a conflict arises**
- **Attempt to talk respectfully to the person or if an emergency, get driver's attention**
- **If unable to resolve conflict positively, ask for help from driver, staff or parent**

Bus Discipline

When discipline problems with an individual student arise, the student, driver, parent, and school administration will attempt to resolve the problem positively so that all students and the driver may continue safe and respectful transportation practices.

According to our district's progressive discipline policy for bus rules violations, the following will occur when students are not following the the 4Rs of Transportation/Bus Rules:

First offense	a. driver gives a verbal warning to student
Second offense	b. driver makes a parent contact by letter, email, phone
Third offense	c. driver makes a phone call to parent, preferential seating assigned
Fourth offense	d. driver makes referral to principal, detention/think sheet assigned
Fifth offense	e. 1 day bus suspension, principal contacts parent
Sixth offense	f. 3 day bus suspension, principal contacts parent
Seventh offense	g. 5 day bus suspension, principal contacts parent
Eighth offense	h. extended bus privilege removal, superintendent contacts parent

Depending on the severity of the offense, a step or steps could be skipped.

School Health

Parents are to assure good nutrition, adequate rest, cleanliness, and medical and dental care.

Children should come to school prepared to go outside for recess (weather permitting). Listen to the weather reports and dress your child accordingly. Provide your child with a hat, gloves, warm coat and boots.

Note: Labeling their hats, gloves, boots, etc. would also be helpful.

Emergency Medical Forms

At the beginning of each school year, parents or guardians must complete the Emergency Medical Authorization form. If emergency medical treatment is needed for a student, the school will follow the instructions on this form. It is the parent's responsibility to inform the school if any changes should be made to this form. **Medical aid can only be requested by the school if there is a current state medical form on record.**

Accidents and Illness

The school will make every effort to inform the parent of any accident or illness occurring at school that may need care or observation at home. A health aide is on duty part-time in all buildings. If a student is ill, a parent (or person designated on the emergency form) will be called to pick up the child.

Administering Prescription Medication to Students

A student may sometimes have an illness, which requires prescription medication for relief or cure, but does not prevent him/her from attending school. If possible, all prescription medication should be given by the parent/guardian at home.

If prescription medication must be given during school hours, the following guidelines must be followed:

1. All prescription medication must be kept in the school office or an appropriate storage facility.
2. All prescription medication must be received in the original container, and must be brought to school by the parent and/or legal guardian.
3. Written permission on the approved form must be received from the parent or guardian requesting that the prescription medication be given to the student.
4. The health assistant must receive and retain a statement, signed by the physician that includes all of the following:
 - a. Name and address of the student
 - b. The school and class in which the student is enrolled
 - c. The name of the drug and the dosage to be given
 - d. The times or intervals at which each dosage of the drug is to be given
 - e. The date the administration of the drug is to begin.
 - f. The date the administration of the drug is to end
 - g. Any severe adverse reactions that should be reported to the physician and one or more phone numbers where the doctor can be reached in an emergency
 - h. Special instructions for administration of the drug, including sterile conditions and storage
5. If any of the information originally provided by the physician changes, the parent or guardian should submit a revised statement signed by the physician who prescribed the drug.
6. No employee who is authorized to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."

1. Nonprescription medication (aspirin, Tylenol, Pepto-Bismol) will only be administered with a signed physician's statement.

Head Lice

When we suspect head lice to be present, suspected classroom(s) may be checked. If a child is found to have lice in either the nit (egg) or adult form, parents will be notified to pick up the infected student. Parents will be required to keep the child home until appropriate medication (available at any pharmacy or the family doctor) has been given. The Health Department may also be contacted to aid in securing the shampoo for the treatment. A student may return the next day following treatment. Treatment of the house, car, coats, book bags, bed linens, stuffed animals, etc. is highly recommended.

When returning to school, parents must bring their child to the office for screening. If evidence of head lice still exists, the student will be sent home again and not permitted into the classroom until the inspection by the office is passed. If a student is found to have evidence of head lice after the initial treatment and is sent home a second time, bus privileges will be denied until the office inspection is passed or a doctor's note documenting treatment is presented to the office.

Bed Bugs

Bed bugs can occur in any community regardless of the population, per capita income, ethnic/racial makeup of the population, or any other factor. Except for a few minutes of contact during which the bugs may feed on blood in the skin, bed bugs do not live on a person, unlike head lice that remain in the hair of a person.

Public health scientific evidence does not show that bed bugs directly spread disease. As a result, law requires that students will NOT be excluded from the school due to bed bugs.

New Richmond Exempted Village Schools' guidelines, at a minimum, include the Clermont County Public Health Department guidelines and the Environmental Protection Agency for handling a bed bug presence in a school facility as outlined below. If a student has bed bugs, staff will follow these guidelines with privacy and dignity, adhering to the district's established administrative guidelines contained within board document **8450B**.

Student Progress Reporting

Four basic methods are used in reporting the progress of students:

1. Progress Book is a secure, online web-based service, available to all parents who request it and meet the requirements. Weekly grades will be posted for each student. Parents will be notified if student progress is insufficient in meeting the academic standards prior to the end of the reporting period.
2. Parent/Teacher Conferences are scheduled for the purpose of exchanging mutual information concerning the progress of a student. If you desire to see your child's teacher any other time, please contact the school office.
3. ~~Interim Reports are sent home, as a means of communication near the midpoint~~

~~of the grading period.~~

4. Report Cards are sent home at the conclusion of each grading period, updating parents on student progress toward the mastery of grade level academic standards.

Grading Scales

Standards-based grading and reporting provides students, parents, and teachers with more detailed information about student learning than the traditional system of grading. Scores directly reflect student growth and proficiency according to academic standards (content and/or skills) and separate non-academic factors such as effort, participation, punctuality, preparation, and work completion, which are still assessed. Progress toward academic grade level standards will be determined through multiple opportunities for students to demonstrate mastery.

In lieu of letter grades, students will be scored according to the following marks:

- 4 = Demonstrates Mastery of Academic Content Standards
- 3 = Approaching Mastery of Academic Content Standards
- 2 = Further Progress Needed on Academic Content Standards
- 1 = Inadequate Progress Made on Academic Content Standards

Grade level academic content standards in the New Richmond Exempted Village School District are aligned to the Ohio Learning Standards and can be accessed online.

Homework

Homework should be developed to deepen classroom knowledge, master state curriculum standards, and foster the blended learning initiatives of NREVSD. Students will not be assigned any disciplinary consequences for not completing home assignments. Students will not be assigned homework that is punitive in nature.

Students may be assigned the following activities outside of the school day:

- Work that applies skills or knowledge
- Work that reviews and reinforces standards learned at school
- Blended Learning/Flipped Classroom
- Long-term Project Based assignments
- Classwork not completed during the school day due to student time mismanagement.
- Studying for Tests and/or Quizzes
- Make-Up work from absences

Make-up work due to absences will have to be completed at home. Students will be given the same number of school days as they missed to complete assignments.

All students will be encouraged to read each night. Students will have access to lists of grade appropriate books and authors.

Student Promotion and Retention

In some cases it will be necessary for a child to be retained in a grade level in order for him/her to master that grade level before moving on to the next one. The promotion of each student will be determined individually. The decision to promote or retain a student will be made based on the following factors:

1. Reading grade
2. Mental ability
3. Age
4. Physical maturity
5. Attendance
6. Emotional and social development
7. Home conditions
8. Level of academic achievement
9. Mastery of Ohio Academic Content Standards

No conditional promotions will be permitted.

State Testing

State required testing will be administered in accordance with procedures adopted by the Ohio Department of Education and the state of Ohio.

Summer School

The New Richmond School District may offer remedial instruction to students in summer school. Tuition may be charged to students who are residents of the district and whose need for a summer school program has been identified by teachers and who have been recommended for enrollment.

Student Rights, Responsibilities and Due Process

Rights and Responsibilities

Students in the New Richmond School District have rights guaranteed by the Constitution of the United States, most often, the First Amendment – which ensures the freedom of religion, speech, press, assembly and petition – and the fourteenth Amendment – which guarantees due process and equal protection as it applies in school situations.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he/she exercises his/her rights, and he/she must accept the consequences of his/her actions and recognize the boundaries of his/her rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the New Richmond School District and the responsibilities that is inseparable from these rights:

1. **Civil Rights** – including the rights to equal education opportunity and freedom from discrimination; the responsibility not to discriminate against others.

2. The **right to attend free and public schools**; the responsibility to attend school regularly and to observe school rules essential to permitting others to learn at school.
3. The **right to due process** of law with respect to suspension and expulsion.
4. The **right to free inquiry and expressions**; responsibility to observe reasonable rules regarding these rights.
5. The **right to privacy**, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board of Education to make, and delegate authority to its staff to make rules regarding orderly operation of the schools.

A copy of the student conduct code will be posted in each of the schools and made available to each student. This code describes in detail the offenses for which disciplinary action may be taken.

Due Process Rights

The New Richmond Board of Education and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures will conform to the following basic practices:

1. They must be fair.
2. They must apply equally to all.
3. They must be enforced in a fair manner, which involves:
 - a. Adequate and timely notice and an opportunity to prepare a defense.
 - b. An opportunity to be heard at a reasonable time and in a meaningful manner.
 - c. The right to a speedy and impartial hearing on the merits of the case.

In case of student suspension or expulsion, the specific due process procedures set by the board's policy will be followed.

Contact district Civil Rights Compliance Officers if you feel you have a civil rights complaint per Forms 2260 F8 and 2260.01A F3 located on the district website under Board Policy. Officers are Mr. John Frye or Mrs. Teresa Napier at 553-2616.

STUDENT CODE OF CONDUCT

Code of Conduct

The Student Code of Conduct is based upon the rights of the individual and his/her respect for self and others. Rules of conduct are relative to the **welfare** and **safety** of all students in the New Richmond Exempted Village School District. Whether a rule is written or understood is immaterial. If an action is one, which would clearly disrupt, interfere with, or endanger those who are present, then it is a punishable offense under The Student Code of Conduct. In addition, all students in the New Richmond Exempted Village School District are accountable under the Ohio Juvenile Code and the Criminal Code of the State of Ohio.

The expectation for students is to comply with verbal and written directions of teachers, student teachers, substitute teachers, teacher assistants, administrators and all certified and non-certified staff of New Richmond Exempted Village School District. This expectation is in effect during regular school hours, after school hours, on school property, and off school property at school sponsored activities when school personnel are either present or in charge.

When a student refuses to comply with reasonable requests or seriously violates the rules of conduct set forth, then disciplinary action must be taken. Offenses or violations to The Student Code of Conduct will result in one of the following disciplinary actions:

- contact with the parents/guardians
- removal from the classroom
- privileges denied
- detentions (lunchtime/recess or after school)
- in-school alternative placement
- community service
- emergency removal
- referral to law enforcement agencies
- out-of-school suspensions
- expulsion
- court hearings

The code is also in effect for (a) misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district; (b) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

The principal may suspend a student from school for a period of up to ten (10) days for violations of the Code of Conduct. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.*

*(Use or possession of weapons at school, on school property or at school activities; inflicting serious physical harm to persons or property at school, on school property, or at a school activity; threatening harm of school with a bomb threat.)

Students who are suspended or expelled may not be present on school property,

participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Prohibited Behaviors

The following list (which is not all inclusive) represents the types of behavior by a student which are considered by the New Richmond Board of Education to constitute gross misconduct or disobedience, and which may lead to suspension, expulsion, or removal from school.

- 1. Alcohol and Other Drugs** No student shall possess, transmit, conceal, use, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.
- 2. Arson** No student shall willfully and maliciously burn, set unauthorized fires or attempt to burn, all or any part of any building or any property of the Board of Education.
- 3. Assault** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way which could reasonably cause physical injury to a teacher, an administrator, other school employee, another student, or visitor not employed by the school. Sexual assaults, acts or gestures directed toward other students or any school personnel are expressly forbidden. No student shall commit an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property on any property owned or controlled by the board, or at an interscholastic competition, extracurricular event, or any other school program or activity.
- 4. Contributing to Another's Misconduct** or being an accomplice to another student's misconduct or violation of school conduct code. No student shall contribute to another student's misconduct or violation of school conduct code, while at the same time not actively participating in the actual violation; such as, being a lookout, using their car to transport a student who is truant, or helping another student in any way to commit a violation of school policy or conduct code. Failure to report actions or plans of another person to a teacher or Administrator where the actions or plans of another person, if carried out, could result in harm to another person or persons, or damage property, when the student has information about such actions or plans.
- 5. Damage to School or Private Property** A student shall not intentionally cause or attempt to cause damage or destruction of school or private property on school grounds or during a school activity, function or event off school grounds; on the private property of a district official or employee wherever located.
- 6. Dangerous Weapons, Explosives and/or Instruments** A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, explosive, or instrument of violence including, but not limited to guns, knives, ice picks, night sticks, mace, brass knuckles, explosives, firecrackers, and

bombs. This prohibition is in effect on property owned or controlled by the school, at an interscholastic competition, extracurricular event, or at any other school program or activity that is not located in a school or on property owned or controlled by the district. (As provided in Ohio Revised Code §§3313.66 and 3313.661, violations of the code involving firearms or knives are subject to expulsion from school for one (1) year.)

7. **Display of Affection** Students shall not at any time under school jurisdiction make any inappropriate display of affection, including the holding of hands, toward another student, visitors or school employee. Violation of the District's sexual harassment policy shall be prohibited.
8. **Disrespect/Insubordination** A student shall not fail to comply with directions of regular, substitute or student teachers, teacher aides, supervisors, Principal, bus drivers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall constitute insubordination.
9. **Disruption of School** A student shall not use in the school building, on school grounds, on a school bus, or other school vehicle, or at any school-sponsored event, violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass, forgery, any form of cheating, or any other conduct that will intentionally cause the substantial and material disruption or destruction of any lawful mission, process, or function of the school. Students are not permitted to use any electronic devices on school property during school hours. These items will be confiscated by school personnel and turned in to the main office: radios, CD and cassette players, handheld electronic games, laser pointers, pagers, and cellular phones.
10. **Extra-curricular Activities** Students shall obey all special rules and regulations of each activity as established by the advisor, coach, or sponsor of the activity.
11. **False Alarms** No student shall participate in the act of initiating a fire alarm, or initiating a false warning report of a fire or any impending bombing, or other catastrophe, without just cause. (As provided in Ohio Revised Code §3313.66(A)(5), a student may be expelled for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.)
12. **Forgery** A student will not falsify in writing the name of another person or times, dates, grades, addresses, data on school forms or correspondence directed to the school. A student shall not cheat or plagiarize.
13. **Gambling** The Board is definitely opposed to and forbids any form of gambling or game of chance in the school buildings or on school property.
14. **Hazing and Harassment** Ohio law specifically forbids hazing and harassment and states this is not to take place in any manner on Ohio Schools.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause

bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from schools, and those occurring off school property if the student or employee is at any schools-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student or group of students more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student or group of students more than once and the behavior both causes mental and physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student(s) parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against building staff members should be filed with the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate, remedial and/or disciplinary action. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated.

Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

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

The **Harassment Compliance Officer for the district is Mr. John Frye,**
frye_j@nrschools.org

- 15. Inappropriate Attire** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's safety, health and/or welfare, or that of other students, or (b) causes disruption or directly interferes with the educational process.
- 16. Inappropriate Use of Computers** A student shall not misuse the computers. This includes: vandalism, theft or misuse of the hardware; plagiarism; unauthorized access to files not belonging to the student; tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision; installation of software on a computer or network; or unauthorized use, copying, or downloading of programs, files, and/or pictures. Violations may result in revocation of access privileges, suspension, expulsion, other school disciplinary actions, and/or appropriate legal action.
- 17. Obscene Language/Literature** No student shall use foul or obscene language, gestures, or noises directed toward other students, visitors or school personnel, or possess, sell, disseminate or otherwise distribute any pornographic materials to other students, visitors or school personnel, while on school premises.
- 18. Possession, Smoking or Use of Tobacco** The use of tobacco in any form is prohibited on school property or during school-sponsored activities on or off school property.
- 19. Repeated Violations** Any series of behavioral violations that create a pattern of misconduct.
- 20. School Bus/Vehicle Transportation** All students shall abide by the rules of conduct established for use of school or other school vehicles. These rules shall be equally applicable whether the bus/vehicle issued for field trips, as transportation to and from school, or for any extracurricular activity.
- 21. Student Disease and Cleanliness** A student shall not attend school if suffering from a contagious or infectious disease, or if physically unclean to the point of being offensive to other students and/or school personnel.
- 22. Student Driving Privileges** A student shall not operate a motor vehicle in a reckless manner while on school property. Students shall abide by the adopted

driving and parking regulations while on school premises.

- 23. Student Lockers** A student shall not place, keep or maintain any articles or materials in school-owned lockers which are of non-school nature, and that may cause or lead to cause a disruptive activity on any school property or at any school-sponsored activity, function, or event.
Unannounced locker searches may be conducted at any time by the Principal or his/her designee, and one of the staff members. A Master List shall be kept showing to whom each locker has been assigned.
- 24. Theft** A student shall not steal or attempt to steal any school or private property, or the personal property of other students, visitors or school personnel, either on school grounds or during a school activity, function, or event off the school grounds.
- 25. Threats** No student shall direct any verbal or written physical threats toward other students, visitors, school personnel, school property, or personal property. No student shall engage in extortion of a pupil or school personnel.
- 26. Trespassing** No student shall trespass on any unauthorized area of school property or premises.
- 27. Truancy** No student shall be truant, absent from school on any day or portion thereof, without school authorization. Tardiness and skipping school detention will not be tolerated.
- 28. Gang Activity** Students are not permitted involvement in gang activity that includes, but not limited to, graffiti, signs, signals, tattoos, hand gestures, and the wearing of gang affiliated clothing. A gang is any identifiable group or club which exist without the sponsorship of the school or sponsorship of any recognized adult community or civil organization and which has no acceptable social goals. Students in violation of this policy will receive one warning.
Any subsequent violation will result in a recommendation for expulsion for up to 80 school days.
- 29. Submitting false records, information, or data, written or oral** A student shall not cheat, plagiarize, or violate the honor code.

Zero Tolerance

It is the policy of the New Richmond Board of Education to provide and maintain a safe, productive, and educational atmosphere free of behavior, which is violent, disruptive, and/or inappropriate and free of students who exhibit such behavior.

Any behavior by a student which is violent, disruptive, and/or inappropriate is strictly prohibited and will result in student discipline which may include suspension, expulsion or removal from school. This provision shall be applicable during regularly scheduled school hours as well as at other school-related times and places (e.g., field trips, before/after school activities, etc.) where school personnel or representatives have jurisdiction over students.

As stated above, the New Richmond Board of Education has “zero tolerance: for violent, disruptive and/or inappropriate behavior. Examples of these offenses, set forth below, are of such a nature as to be prohibited entirely from the educational atmosphere (this is not an all-inclusive list).

1. Possessing, transmitting, concealing, consuming, using, or offering for sale any alcoholic beverage, illegal drug, unprescribed drug, look-alike drugs, or mind altering substance. (Disruptive, Inappropriate)
2. Committing arson on any piece of building or property. (Violent)
3. Committing or attempting to commit assault and/or sexual assault on a teacher, administrator, school employee, students, or school visitor. (Violent)
4. Contributing to, or being an accomplice in, another student's misconduct. (Disruptive)
5. Attempting to cause, or causing, damage to school property or equipment or to the private property of a school official or employee wherever located. (Violent)
6. Possessing, handling, transmitting, or concealing any form of dangerous weapon, explosive, instrument, or chemical. (Violent)
7. Improperly displaying affection to another student, visitor, or school employee. (Inappropriate)
8. Repeatedly failing to comply with directions of authorized school personnel while under the authority of school personnel. (Inappropriate, Disruptive)
9. Intentionally causing the substantial and material disruption or destruction of any lawful mission, process, or function of the school. (Disruptive)
10. Participating, in or initiating, any type of false alarm. (Disruptive)
11. Committing forgery. (Inappropriate)
12. Participating in, or initiating, any form of gambling. (Inappropriate)
13. Initiating, or participating in, any form of hazing or harassment. (Violent, Inappropriate)
14. Dressing or appearing for a school function in improper attire. (Inappropriate, Disruptive)
15. Using foul or obscene language, gestures, or noises directed toward other students, visitors, or school personnel. (Inappropriate, Disruptive)
16. Possessing, selling, concealing, disseminating, or otherwise distributing any pornographic material. (Inappropriate)
17. Using tobacco products in any form. (Inappropriate)
18. Attempting to steal, or stealing, any school or private property. (Inappropriate, Violent)

19. Directing any verbal and/or written physical threats toward anyone or anything. (Violent)
20. Trespassing on unauthorized school property or premises, or on the private property of school officials or employees wherever located.(Inappropriate)
21. Being truant. (Inappropriate)

Honor Code

Presenting someone else's work as your own in order to obtain a grade or credit is cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, and plagiarism (the act of presenting someone else's ideas as your own.)

Cheating includes (but is not limited to) the following:

- Presenting work that is not your own for compositions, projects, assignments, quizzes, or tests.
- Using materials that are not permitted by your teacher to obtain credit.
- Collaborating in the preparation of an assignment unless doing so is specifically allowed by the teacher.
- Submitting falsified signatures.
- Submitting work that is not your own.
- Submitting the same work for more than one class without obtaining permission of the teacher(s) beforehand.
- Copying the answers or work of another person without giving credit to that person or citing the source.
- Sharing information or answers when doing take-home assignments and tests except when the teacher has authorized collaboration.
- Using for tests or quizzes any materials or equipment not authorized by the teacher.
- Aiding others in their efforts to cheat.
- Doing the work for another person.
- Stealing a test or an answer key from a teacher.
- Using work prepared by somebody else (for example, commercially prepared material.)
- Submitting false records, information, or data, written or oral.
- Representing as individual work the work of several people on a project or assignment
- Using clip art without citing your sources.
- Downloading material from an online source and representing it as your own without citing sources or crediting the author.

Consequences for cheating or plagiarism will be a zero and an office referral. Possible consequences include: in-school alternative placement, out of school suspension or expulsion.

Dress Code

Teaching our students good grooming/cleanliness habits is an objective of our school. It is the parent's responsibility to see that the student dresses in a way that is appropriate. Any extreme in dress or appearance is not acceptable. Final determination rests with the administration.

The school suggests that the student's dress and appearance conform to the guidelines listed below.

1. Any dress or appearance that is disruptive or a threat to the health or safety of students is prohibited.
2. Hair should be neat, clean, and out of the eyes. Colored hair, hair painting or extreme hairstyles to achieve an unusual effect are not permitted.
3. Jeans or pants must fit properly around the waist. Any jeans or pants that cannot stay up without a belt or suspenders are prohibited. Pajama/lounge pants are not permitted. No undergarments can be showing at the waist.
4. Students are not to wear extremely tight fitting slacks, shorts, or jeans. Biker shorts are not acceptable. Writing, insignias, or slogans are not permitted on the seat area of the garment.
5. Patches, insignias, slogans, or buttons, which are in poor taste, suggestive, provocative, obscene, profane, vulgar, or drug-related are not to be worn (including tobacco and/or beer slogans).
6. No hats, headbands, other headwear, or sunglasses are to be worn in the building.
7. All tops, blouses, or shirts must completely cover the torso. No muscle shirts, halter-tops, tube tops, spaghetti straps, midriff blouses, sheer or see-through fabrics are to be worn.
8. Tennis shoes, moccasins, and dress sandals are acceptable footwear. Shoe cleats or heel plates are not to be worn. If your child wears dress shoes, please be sure the heel is not too high for them to walk in. Shoes that present a safety hazard are inappropriate, i.e., flip-flops, thongs, soccer slides, untied shoelaces, "heelies" (skate shoes).
9. Dresses, skirts, skorts, and shorts may be worn, and must be at least mid-thigh length.
10. Dirty, torn, or tattered clothing is not to be worn.
11. Clothing that allows undergarments to be seen will not be permitted.

Computer Network Usage

To complement the curriculum, computer workstations have been installed in

classrooms. A network of programs and activities, including access to the Internet, is available to teachers and students. Much responsibility is expected when individuals use these computers; therefore, the consequences for misuse are severe.

At the beginning of every school year each student will receive a complete copy of the New Richmond Exempted Village School District Computer Network and Internet Acceptable Use Policy and Agreement. Both the parent/guardian and the student must read, understand, sign, and agree to the terms of the "Policy and Agreement" to gain access to computer usage.

Access by students to the computer network and the Internet is being provided for educational purposes only. All Computer Network and Internet Acceptable Use Policy and Agreement forms will be kept on file in the office for the duration of the school year.

General Computer Network Usage Rules:

- Do not share passwords or attempt to discover other student's passwords.
- Use appropriate language - no swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- No messages are to be sent over the network. This also includes notes or letters written to other students.
- Do not reveal personal information such as home address and/or telephone number.
- No student may access, without permission, any local area network or any part of the Ohio Educational Computer Network and/or Internet.
- Software may not be installed or executed on the computer system, including the student's home directory.
- Student users may only log into the system using their own account name and password.
- Materials/sites composed/viewed on the computers should be free of language/images deemed offensive or obscene by school standards.

(The "Policy and Agreement" covers the complete list of rules)

Failure to comply with the rules set forth in the "Policy and Agreement" for computer network usage will be considered a breach of that agreement. A user who violates this policy and breaches his/her agreement, shall at a minimum, have his/her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the school district. In addition, the school district may take additional disciplinary action.

DRUG/SUBSTANCE ABUSE POLICY

**MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this

policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Policy Statement

The New Richmond Board of Education recognizes that chemical use/abuse is a concern to all within the elementary and secondary schools of the nation. Local needs assessment results indicate considerable use of chemicals within the school population. Because of recognition of the damage that results from chemical use, education, prevention, and a discipline policy have been established to prevent substance use and abuse. This policy establishes a step-by-step procedure for school personnel to follow in cases involving students using or abusing chemicals.

Philosophy

The philosophy of the New Richmond Board of Education is to provide every student a safe and healthy environment in which to seek a meaningful education. The primary function of our educational program is to allow each student to fulfill his/her potential. Each student can only achieve his/her potential through programs that assist, encourage, develop, and are positive. For this reason all school personnel are committed to a program of educating the student population against the use and abuse of chemicals.

Goals

The primary goal is to be pro-active rather than re-active. The program is designed to educate in order to prevent chemical use within the student population of New Richmond Schools. The objectives are:

- establishing a well-defined Student Conduct Code
- establishing resources for parents seeking information and/or assistance
- establishing a positive working relationship with local law enforcement agencies
- establishing a positive working relationship with alcohol and drug abuse agencies
- establishing an on-going in-service program for teaching school personnel
- encouraging cooperation and communication with parent/guardians and the community
- providing positive role models
- assisting students in forming a positive self-concept
- establishing an early intervention program and providing support.

Confidentiality

Confidentiality is a crucial issue in creating an atmosphere of trust. Students seeking assistance from counselors or other school personnel should know that every effort will be

made to keep all information **confidential**. Students must understand, however, that information received which endangers the safety or welfare of the student or others may not be kept confidential.

Education

The education program is a synthesis of cognitive and affective approaches integrated into the curriculum. The components of this preventive program are:

- **COORDINATED INSTRUCTION** which focuses on substance use and abuse
- **PLANNED PROGRAMS** for school personnel, parent/guardians, and community members
- **INFORMATIONAL MATERIALS** for students, school personnel, parents/guardians, and community members

Discipline Policy

In the event that education and intervention strategies do not reach every student and they are reported to school officials for substance use and/or abuse, the following discipline policy will be used.

1. Possession and/or Use

A student shall not knowingly possess, use, conceal, or be under the influence of any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, or psychoactive mind-altering substance of any kind. Possession of containers of these substances or the possession, use, concealment, or being under the influence of any look-alike items is prohibited

- a. on school grounds or in the school buildings at any time
- b. off school grounds at any school-sponsored activity, wherever located
- c. on any Board-operated school vehicle

2. Consequences for Possession and/or Use

The following procedure is used in dealing with students violating the Drug Policy for possession and/or use:

a. First Offense

- The student will be suspended for ten **(10)** school days in accordance with the established student *due process* procedure. The student *may be* reinstated if, within five **(5)** school days after the incident, the parents/guardians and the student agree to a specific evaluation deemed acceptable by the school officials and if the student follows the prescribed program. The suspension will not be for less than five **(5)** school days.
- The student will be recommended to the superintendent for an expulsion.

- The appropriate legal agency with jurisdiction will be notified.
- The appropriate school personnel will be notified, including the superintendent or his designee, treasurer, counselors, teachers, school nurse, and the transportation director.
- The parents/guardians will be notified and informed of the student's involvement, the consequences, and the *due process* rights.
- If the student agrees to a specific evaluation deemed acceptable by the appointed school official and the student agrees to follow the prescribed program, the agency being used will notify the principal that the student has enrolled in or made an appointment for the initial evaluation. The expulsion will only be enforced if the student and/or the parents/guardians do not follow the prescribed program recommended by the evaluator.

b. Second Offense (in the course of a student's school career)

- ten (10) school day suspension
- parents/guardians notified
- expulsion recommended
- law enforcement agency notified
- expulsion hearing arranged with the student and parents/guardians for the purpose of expelling the student from school in accordance with the Ohio Revised Code 3313.66.

3. Transmittal or Selling

Students shall not knowingly transmit or sell any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or psychoactive mind-altering substance of any kind. Transmitting containers of these substances or transmitting or selling any look-alike item is also prohibited:

- a. on school grounds on in the school buildings at any time
- b. off school grounds at any school-sponsored activity, wherever located
- c. on any Board-operated school vehicle

4. Consequences for Transmittal or Selling

The following procedure is used in dealing with students violating the Drug Policy for transmittal or selling:

- ten (10) school day suspension
- parents/guardians notified
- expulsion recommended
- law enforcement agency notified
- appropriate school personnel notified
- expulsion hearing arranged with the student and parents/guardians for the purpose of expelling the student from school in accordance with the Ohio Revised Code 3313.66.
- denied participation in all extracurricular activities in which they are

currently involved for the remainder of the school year (Extracurricular activities are defined as those activities, clubs, or organizations, outside the curriculum, which operate under the sponsorship of the school district.)

Administration of the Discipline Code

In-School Alternative Placement

Students may be assigned to an in-school alternative placement, if available, as a consequence of repeated inappropriate behavior. The goal of the in-school alternative placement is to assist students in developing the skills needed for successful classroom membership. Students may be placed in in-school alternative placement for a maximum of one school day unless it is an alternative to out-of-school suspension. When this is the case, parents are notified of their child's assignment to in-school alternative placement.

Out of School Suspension

The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student conduct code. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current semester and if there are fewer than 10 school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year. The superintendent, in his/her discretion, may impose a requirement that the student perform community service in conjunction with or in place of the suspension. The community service may extend beyond the end of the school year.

The guidelines listed below will be followed for all **suspensions**:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing by the principal, assistant principal, superintendent, or superintendent's designee to challenge the reasons for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one school day of the suspension, a letter will be sent to the parent, guardian, or custodian stating the specific reasons for the suspension and including notice of their right to appeal the action, their right to be represented in all appeal proceedings, their right to be granted a hearing before the Board of Education, their right to request an executive session, and notification of the information provided in the statement of (1) above.
5. Notice of this suspension will be sent to the:
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion in the permanent record)

If the suspension is appealed, a hearing must be held before the Board of Education or

its designee. The hearing shall be in executive session if requested by the student, parent, or guardian. The final decision shall take place at a public Board meeting by a majority vote of the full membership of the Board or by action of its designee. The Board or its designee may affirm, reinstate the pupil, reverse, vacate or modify the order of suspension or expulsion. The Board or its designee shall make a verbatim record of the hearing. The decision of the Board or its designee may be appealed to court pursuant to Chapter 2506 of the Revised Code.

Expulsion from School

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort. However, at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsion are outlined in the student conduct code. Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 days, but not more than 80 days duration or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended up to an additional 80 days due pending juvenile court or criminal proceedings.

An expulsion can also extend beyond the current semester. If at the time an expulsion is imposed there are fewer than 80 days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the expulsion to the following school year.

The Superintendent, in his/her discretion, may impose a requirement that the student perform community service in conjunction with or in place of an expulsion, except an expulsion imposed pursuant to ORC 3313.662. The community service can extend beyond the end of the school year.

The following procedures will be followed in all **expulsion** cases:

1. The pupil and parent, guardian, or custodian will receive written notice of intention to expel.
2. Notice will include:
 - a. Reasons.
 - b. Notification of right to appear before the Superintendent to challenge the reasons or explain the pupil's actions.
 - c. Notification of the time, date and place of the hearing.
 - d. Time of hearing will not be earlier than 3 and no later than 5 days after the written notice is given.
 - e. Notice of a right to be represented at the hearing.
 - f. Notice of right to request an extension of time. (If the extension is granted, parties must be notified of a new time, date and place.)
 - g. Information about services or programs offered by public or private agencies that work toward improving those aspects of the student's behavior and attitude that contributed to the student's expulsion (this information will be provided when the

- expulsion is for 20 days or more or extends into the next semester or school year).
3. The pupil and parent, guardian or representative have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise to explain the pupils actions.
 4. The Superintendent makes the decision as to whether to expel and/or require community service.
 5. Within one school day of his/her decision the Superintendent shall send a letter to the parents/guardians and the Treasurer of the Board notifying them of his/her decision.
 6. The notice will include:
 - a. Reason for expulsion and/or community service.
 - b. Right to appeal to the Board of Education or its designee.
 - c. The right to representation at the appeal hearing before the Board of Education.
 - d. Notification that the appeal hearing may be held in Executive Session.
 7. If the decision of the Superintendent is appealed, a hearing must be held before the Board of Education or its designee. The hearing shall be in executive Session if requested by the student, parent, or guardian. The final decision will take place at a public Board meeting by a majority vote of the full membership of the Board or by action of its designee. The Board or its designee may affirm, reinstate the pupil, or otherwise reverse, vacate or modify the expulsion.
 - a. The Board or its designee shall make a verbatim record of the hearing.
 - b. The decision of the Board of Education or its designee may be appealed to court pursuant to Chapter 2506 of the Revised Code.

Emergency Removal from School

If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the student may be removed from curricular or extra-curricular activities or from the premises or classroom according to the following procedures.

1. Only the superintendent, principal or assistant principal may remove the student from the premises of a curricular or extra-curricular activity.
2. The superintendent, principal, assistant principal, teacher, aide or volunteer may remove the student from a curricular or an extra-curricular activity but the teacher, aide, or volunteer may not remove the student from the premises.
3. If a teacher, aide or volunteer removes the student:
 - a. The teacher, aide, or volunteer determine whether reasons for emergency removal conform to criteria established by board policy.
 - b. As soon as practical, after the removal submits in writing to principal reasons for removal.
 - c. Principal determines if their action complies with board policy.
 - d. If student is reinstated to the curricular and/or extra-curricular activity by the superintendent or principal, written reasons for such reinstatement may be requested by the supervising teacher, aide or volunteer.
 - e. When a student is removed pursuant to this policy, the authority may disregard the notice and hearing requirements inherent in suspension and expulsion cases, found in Section 8.31 and 8.34.

4. If principal removes:
 - a. The principal determines whether reasons for emergency removal conform to criteria established by board policy.
 - b. Written notice of hearing and reasons follow as soon as practical prior to hearing.
 - c. Hearing shall be held following steps under suspension, unless the student is subject to expulsion. Then steps under expulsion apply.
 - d. All hearings under an emergency removal must be held within 72 hours after the removal is ordered.
 - e. The person who ordered or requested the removal will be present at the hearing.

Search and Seizure

The New Richmond Board of Education recognizes that the privacy of a student may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner, except when administrative searches of students and students' personal property are authorized.

A. Lockers and Other School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no places shall students have such an expectation of privacy as to prevent examination by a school official.

All desks and lockers are property of the Board of Education and the contents of such are subject to random searches without regard to reasonable suspicion of a criminal statute or school rule violation. This policy is conspicuously posted in each building's main entrance area, in which lockers or other school property used by students is located.

A search under this section may always occur where reasonable suspicion of a violation of a criminal statute or a school exists.

B. Person and Personal Property

School administrators are charged with the responsibility of safeguarding the safety and well being of the student in their care. In the discharge of that responsibility, a school administrator and another school official may search a person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to 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, the student's age, and the student's disciplinary history. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender designated by the school administrator.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal or his/her designee, who shall seek the freely offered consent of the student to the inspection. If the student refuses to voluntarily

consent to the search, the search will be conducted by the principal in presence of the student, his/her parent or a representative of the parent, and a staff member other than the principal, whenever possible. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search procedures may include all of those available including equipment or other procedures such as are routinely used by authorities in searches.

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

C. Weapons

School administrators recognize a growing threat to the health, safety, and welfare of the students due to the possession, use, distribution, and sale of weapons on school property.

In order to secure and maintain a safe school environment, it is the policy of the Board of Education to authorize administrative searches of students and students' personal property for the purpose of preventing students from bringing weapons into the schools. Such searches will be conducted by administration.

Searches will be conducted through the use of hand-held magnetometers or metal-sensitive scanning devices. A searcher will explain the scanning process to students who will be randomly selected for searching.

The student and all student property shall be scanned. The scan should be conducted without touching the student's body by a person of the student's gender. If the scanner is activated during the search of a student, the student shall be requested to place all packages, bags or other parcels on a table and to remove all metal objects from his or her pockets and the scan will be repeated. If the scanner is activated a second time, the student should be asked again to place all metal objects on a table. If the student complies, the scan will be repeated.

When a student's bag or parcel activates the scanning device, the student will be requested to open the container in question so that the person conducting the search can look for weapons.

If the scanner continues to be activated, or if the student fails to cooperate, the student will be escorted to a private area where a more thorough search will be conducted by a person of the student's gender and the parent/guardian and police will be called to assist in the search. Prior to the private search, the student must be asked for the third time to

remove any metal objects.

The pat-down search by the police will begin near the place where the device was activated. If an object is felt during the search, the student will be asked one last time to remove the object.

Once the object is removed which appears to be the one which activated the device, the search ceases. The search can only be continued if a subsequent scan activates the device. If a search conducted pursuant to this policy reveals that a student possesses a weapon, the student will be subject to discipline in accordance with other board policies.

At the conclusion of a weapons search of students under this policy, persons conducting these searches shall also conduct an appropriate weapons search of school grounds before leaving the search site.

Any weapon or other contraband discovered during searches of students or school grounds will be confiscated by an administrator.

If a student refuses to cooperate with the search, the student will be escorted to the Principal's office, where efforts will be made to contact the parent or guardian and/ or disciplinary action may be initiated along with police notification.

No weapons search of a student will be conducted on a non-random basis unless the searcher has reasonable grounds to suspect that the specific student possesses a weapon.

Cooperation with the Police and Human Services

The New Richmond Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and Human Services; keeping in mind the rights of students and parents. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of Ohio, and recognize the potential enrichment that law enforcement agencies and Human Services can make in the education program.

Interviews of students by law enforcement officers and Human Service employees, who show proper identification, will be permitted during the school day only when interviews during the non-school hours are not possible, impractical, or would unduly interfere with the agency. When appropriate, an effort should be made to notify the parent, guardian, or other adult person having care and custody of the student. In the event that an interview is conducted on the school premises, the principal or his/her representative must be present during the interview.

School employees must cooperate with law enforcement or Human Services employees. Custody and/or arrest may be affected by a police officer after he/she has shown proper identification and credentials. The principal shall inform the superintendent

of any such action.

The administration will set conditions as it deems advisable to govern attendance of pupils involved in court actions.

Student Grievance Procedure

A grievance is a means by which a person may seek redress to a situation, which has arisen from the lack of compliance with the application or the misapplication of written rules, laws, regulations or policies.

A grievance may be initiated by a student or his/her parents or guardian. If a person desires to initiate a grievance, the established grievance procedure must be followed. Failure to follow the procedure set forth below shall result in the loss of the use of the grievance procedure. During the summer months between academic years, the “school days” shall refer to days when the district administrative offices are open for business.

The following procedure is to be followed by a person filing a grievance. However, if the grievance alleges misconduct of a staff member, the student shall have the option of presenting the grievance directly to the principal at Level 2. If the person named in the grievance is the superintendent, the grievance may be advanced directly to Level 4.

Level 1: The person initiating the grievance must meet informally with the person who initiated the action upon which the grievance is based. The meeting must take place within 3 school days after the action was taken. The person shall review his/her action shall inform the grievant as to his/her decision, within 3 school days. If the grievant is not satisfied with the decision, he/she may carry the grievance to Level 2. If the person named in the grievance is the principal, the grievance may be advanced directly to Level 3.

Level 2: A written grievance must be sent to the principal within 3 school days after the decision was rendered at level 1. A formal meeting shall be held within 5 school days of the receipt of the grievance. Those present at the meeting shall include the grievant and the person named in the grievance. Both parties have the right to have a person of their choosing present at the meeting. The principal shall hear and consider any presentation or argument(s) offered by the grievant and the person named in the grievance. The principal, within 3 school days following the meeting, shall issue a written decision on the grievance. The decision shall include reasons or supporting criteria upon which the decision is based. A copy of the decision shall be given to all parties to the grievance. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 3.

Level 3: Within 3 school days after the decision in Level 2, the grievant must present his/her grievance in writing to the superintendent. A hearing shall be scheduled within 10 school days. Those present at the hearing shall include the grievant

and the person named in the grievance. Each party has the right to have a person of his/her choosing present at the hearing. The superintendent shall hear the argument of both parties. Witnesses may be called to testify on behalf of either party. The superintendent shall issue his/her decision in writing within 5 school days following conclusion of hearing. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 4.

Level 4: Within 3 school days after the decision is rendered at Level 3, the grievant must present his/her grievance in writing to the office of the superintendent for a review by the Board of Education of the decision rendered at Level 3. The board shall issue its decision within 30 calendar days after the grievance is received. The board, at its discretion may hold a hearing or may rely on the records and previous findings in reaching its decision.

General Information

Personal Property

Personal property such as cameras, electronic games, radios, or large amounts of money should not be brought to school. All personal property should be labeled.

Pagers, Cell Phones and Laser Pointers

Pagers and laser pointers are not permitted in school. If a student is found to have one of these items, it may be confiscated. Personal cell phones are not necessary as staff will assist students with issues requiring calls home. However, if parents need to equip students with cell phones for after school communications, cell phones must remain turned off and packed away in school bags or in the student's locker/cubby area during the school day.

Parent Organizations

The PTO is an active organization contributing to the overall welfare of our schools. We encourage parents to participate in this organization.

Solicitation of Students

Under no circumstances should children solicit for money until a project has been approved by the administration of the school.

Telephone

The school phone is a business phone and is to be used for that purpose. No student will be allowed to use the phone unless given permission by office personnel. A student cannot be called out of class to talk on the phone, except in case of an emergency.

Visitors

The New Richmond Elementary Schools are happy to have parents and other interested citizens visit our schools at any time. For the safety and welfare of the children, visitors are required to report to the principal's office so that he/she will be aware of their presence in the building. All visitors must wear an identification badge while on school premises.

**New Richmond Exempted Village Schools
Elementary Student Handbook
Parent and Student Acknowledgement of Contents**

The New Richmond Exempted Village Schools Elementary Student Handbook contains important information about policies and procedures that students and parents must understand. Expectations and possible consequences of not adhering to these policies and procedures are clearly stated so that the mission of our school district, “*providing a comprehensive educational experience in a safe and nurturing environment, preparing students for the highest levels of personal achievement and graduating students able to demonstrate confidence, leadership, and responsibility*”, may be actualized for our students.

The Student Handbook may be accessed via the district website at www.nrschools.org by clicking on any of the elementary schools’ websites. Families will also receive a copy of the student handbook.

This is to verify that I have read and understand the information stated in the Student Handbook. Parent and student signatures do not indicate agreement with every statement but do demonstrate awareness of school policies and procedures. A signature also indicates that a parent has reviewed the information in the handbook with their child and that the student understands the contents as well, despite agreeing or disagreeing with all information.

Students in grades two through six are expected to sign that they understand the contents. Parents of students in grades K-1 are signing that they have explained the policies and procedures to their children.

*****Please return this form to school within three days of receiving it.*****

Student First and Last Name (please print) _____

Grade _____ Homeroom Teacher Name _____ Date _____

Parent’s First and Last Name (please print) _____

Parent’s Signature _____

Student’s Signature (grades 2-6 required)

If parents or students have any questions regarding the Student Handbook policies and procedures, they are encouraged to contact the student's teacher or the school office for clarification. Thank you for your support & cooperation.