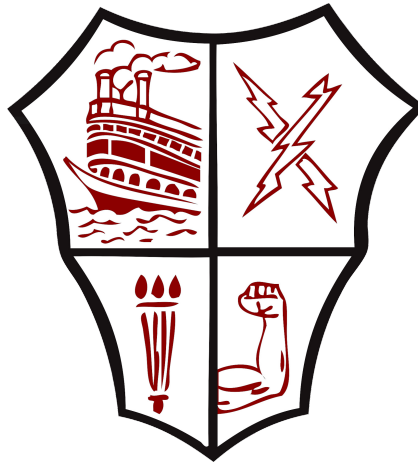


New Richmond Exempted Village Schools



2023-2024

Elementary School Parent/Student Handbook

Monroe Elementary

2117 Laurel-Lindale Rd.
New Richmond, OH 45157
Phone: (513) 553-3183
FAX: (513) 553-6033

Dr. Jamie Kunz, Principal
kunz_j@nrschools.org

Locust Corner Elementary

3431 Locust Corner Road
Cincinnati, OH 45245
Phone: (513) 752-1432
FAX: (513) 752-0611

Mr. Joseph Roach, Principal
roach_j@nrschools.org

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.

Be a Part of the New Richmond PRIDE!

Prepared	Be ready to learn
Respect	Be considerate of self, others, and community
Integrity	Be honest to self, others, and community
Respect	Be considerate of self, others, and community
Effort	Be your best self

Daily Time Schedule

Preschool Schedule

8:45AM-11:30AM Morning Class
12:45PM-3:30PM Afternoon Class

Grades K-5 Schedule

8:35AM Car Riders Enter Building / Breakfast Begins (Cafeteria)
8:45AM Buses Unload / Students Report to Class
8:55AM School Begins- Tardy Bell (All Students Must Be In Class)
Students arriving between 8:55AM-9:45AM or leaving between 2:36PM-3:15PM will be marked tardy. If a student arrives after 9:45AM or leaves before 2:35PM, they will be marked as absent ½ day.

3:20PM Car Riders Dismissed (Afternoon Announcements)
3:25PM Bus Riders Dismissed

One Hour Delay Schedule: School Begins at 9:55AM. Breakfast is available.

Two Hour Delay Schedule: School Begins at 10:55AM. Breakfast is not available.

Students are not permitted in the building until 8:35 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

Admission: Preschool & Kindergarten

1. A child is eligible for entrance into preschool if the child attains the age of three (3) on or before August 1st of the year in which the student applies for entrance. A child is eligible for entrance into kindergarten if the child attains the age of five (5) on or before August 1st of the year in which the child applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.
2. All preschool and kindergarten students must present an original Birth Certificate, Parent/Guardian Driver's License or State ID, Social Security Card, Immunization Records, and Proof of Residency (i.e. water or electric bill, copy of lease agreement, etc. with parent's name on document).
3. 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 Measles, Hepatitis B, 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.

Typically these immunizations come in 5 separate vaccines: DTaP, IPV, Hep B, MMR, and Varicella. Ohio has specific timelines for when these vaccines must be administered and how many of each vaccine must be received:

- At least 4 doses of DTaP, with the 4th dose occurring on or after the 4th birthday.
 - At least 3 doses of IPV, with the 3rd dose occurring on or after the 4th birthday
 - 3 doses of Hep B (there is a specific spacing to those, but no specific age requirements)
 - 2 doses of MMR (first dose on or after the first birthday)
 - 2 doses of Varicella (first dose on or after the first birthday)
4. 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.
5. 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.
 6. While the District operates an all-day kindergarten program, a parent may enroll their child for only the minimum number of hours required by State law without penalty, and the Board shall accommodate such students.

Admission: Grades 1-5

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, Parent/Guardian Driver's License or State ID, and Social Security Card when they enroll. They also must provide proof of having received or be in the process of receiving required immunizations. Students who have been evaluated for an educational disability and/or who are being served under an IEP or 504 Plan, must provide the school with all current paperwork upon enrollment. 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.

A child is eligible for entrance into first grade if they attain the age of six (6) on or before August 1st of the year in which the child applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria.

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.

Returning Students

Students who attended New Richmond Schools (not including those who attended

through Open Enrollment) during the previous school year in grades K-5, do not need to re-enroll. However, all demographic and contact information must be updated in PowerSchool (InfoSnap) before the first day of school. Parents or guardians will be emailed a SnapCode which will allow them to access their child's information. Student SnapCodes are also available by contacting the school office.

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, emotionally disturbed, intellectually 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, Delays, & Remote Learning

SchoolMessenger, our district's automated telephone calling system, as well as local radio and television stations will broadcast information pertaining to changes to school arrival and dismissal, including but not limited to, the closing of school, moves to remote learning, 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 WRRM FM 98.5 WLWT TV 5 WLW AM 700 WKRQ FM 102
WCPO TV 9 WCIN AM 1480 WUBE FM 105 WKRC TV 12 WSAI AM 1530
WWNK FM 94.1**

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

Fees

School Fees

Families are required to pay \$20 in school fees per student to help offset the cost of technology and instructional materials. These fees should be paid at the beginning of each school year. Families can apply for a fee waiver using the form on our district website. School fees can be paid in the school main office or using the district EZPay System on our district website. Fees that are unpaid will be accounted for in the student's ProgressBook account. **All fees are due by April 1st.**

Technology Fees

When school property, equipment, or supplies are damaged, lost, or taken by individuals, the student(s) will be required to pay a fee to reimburse the school for the expense of the item. Fees that are unpaid will be accounted for in the student's ProgressBook account. **All fees are due by April 1st.** Students who damage school Chromebooks, iPads, or Fire Tablets due to negligence or who lose a device, must pay a fee in accordance with the schedule below:

Chromebooks:

Lost/Stolen Chromebook (Device Only) - \$200.00

Screen Hinges Replacement due to Negligence/Vandalism - \$25.00

Screen Replacement due to negligence/vandalism - \$50.00

Keyboard/touchpad replacement due to negligence/vandalism - \$50.00

Lost/Stolen Charger - \$20

iPads:

Lost/Stolen iPad (Device Only) - \$290.00

Lost/Stolen Charger - \$20

Fire Tablets:

Lost/Stolen Fire Tablet (Device Only) - \$99.99

Lost/Stolen Power Cord - \$13.49

If further incidents of damage occur, your child's Chromebook will be collected and access to their online work will be your responsibility.

Fees can be paid online at www.nrschools.org. Click on "Pay Fees & Lunches". If you need to create an account, you will need your child's student identification number. Please call the school office to get that number. Fees can also be delivered/mailed to the school (checks can be made payable to NREVSD).

If families are unable to pay fees at the required times, they should contact the building principal to make other arrangements. Failure to pay fees does not absolve you from your responsibility to pay and the fee will be rolled forward each year.

Media Center

The fine for overdue books is \$0.05 per book per day. Lost books must be paid for at the price listed in Books in Print; however, the money (less the fine) will be returned if the book is found and returned. A fine based on the current cost of repair will be charged for a damaged book. Fees that are unpaid will be accounted for in the student's ProgressBook account. **All fees are due by April 1st.**

Student Attendance

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 a 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.
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
- Absences due to documented homelessness.

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 their 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.

Absence from School

Parents know their children better than anyone else. Please use your discretion when keeping students home from school when they are ill. As a general rule, students should be fever and vomit free without medication for 24 hours before returning to school when they are sick.

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 by our staff. If your child will be absent, please notify the school no later than 9:30 a.m. You will receive an automated call and/or text message if the school has not been notified by 9:30 a.m. Please respond to the school regarding the absence call. Please make arrangements through the office to pick up missed assignments.

Notification when Returning from an Absence

Students will 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)
- 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. **The principal reserves the right to deny vacation requests for students in the Excessive or Habitual Truant categories.** Any modification to this policy must be approved in advance by the building principal.

Attendance Policy

The administration and faculty of New Richmond Schools strongly emphasizes 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 the student's 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. The State of Ohio has established two classifications for student attendance:

Excessive Absent- Any student is considered to be Excessive Absent when he/she is excused or unexcused from school for 38 hours or more in 30 days or 65 hours or more in a school year.

Habitual Truant- Any student is considered to be a Habitual Truant when he/she is unexcused from school for 30 hours consecutively, 42 hours in 30 days, or 72 hours in a school year.

Marking Absences

Students are allowed 5 days of absences per semester that can be marked as Excused Absences (without providing a doctor's note). As long as the parent contacts the school by 9:30AM on the day of the absence, these days will be marked as Excused Absences. (If the parent has a doctor's note, that would extend these days however many days the doctor's note is good for.)

After the 5th Excused/Unexcused Absence, a doctor's note must be provided. Even if the parent calls the student in sick, the absence is still Unexcused unless there is a doctor's note.

Vacation Days & Approved Covid/Quarantine Absences do not factor into the 5-day count.

At the beginning of the third quarter (January), this 5-day policy resets and students get a new set of 5 days with no doctor's note.

The ONLY way to be considered as Covid/Quarantine Absent is to have written documentation (positive covid test, quarantine letter from ODH, etc.).

Tardiness

A student who arrives after 8:55 a.m. is marked tardy. The child is to go immediately to the office so that their 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 - 3:15 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.

Working Wednesdays

~~To provide the opportunity for professional development meetings and necessary staff training, Wednesdays will be designated as a "Working Wednesday" for all staff members. This will require a ONE HOUR DELAY for our students. Alternate schedules and information will be provided by the building principal.~~

Notification to Parent/Guardian Concerning Truancy

When a student enters the category of Excessive Absent or Habitually Truant, the school will notify the child's parent or guardian of the child's absences and attendance category change, in writing, within seven (7) school days.

The school district is required by law to report the individual student absence information to the Ohio Department of Education. When a student enters the Habitually Absent category, 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.

Cell Phones

Cell phones that are brought to school by students must be turned off while in the school building. They are not allowed to be carried on their person and must be kept in

their bookbag at all times until they leave the school grounds. The school is not responsible for damaged, lost, or stolen cell phones.

Smart Watches

Smartwatches can often cause the same types of disruptive issues as a cell phone. This is particularly the case when the watch has cell phone capabilities. If the school principal or the child's teacher find that a student's smartwatch is disrupting the learning environment, the student may be required to keep their smartwatch in their bookbag (turned off) until they leave school grounds. Students are not permitted to make phone calls (whether it be on their cell phone or on their smartwatch) during the school day without having prior permission from a school staff member.

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 and approved by the transportation department. 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.

School Bus Conduct

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 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 PRIDE Expectations.

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

- 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
- 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
- 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
- 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 P.R.I.D.E.

First offense: driver gives a verbal warning to student

Second offense: driver makes a parent contact by letter, email, phone

Third offense: driver makes a phone call to parent, preferential seating assigned

Fourth offense: driver makes referral to principal, detention/think sheet assigned

Fifth offense: 1 day bus suspension, principal contacts parent

Sixth offense: 3 day bus suspension, principal contacts parent

Seventh offense: 5 day bus suspension, principal contacts parent

Eighth offense: extended bus privilege removal, superintendent contacts parent

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

Student 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. Labeling student's hats, gloves, boots, etc. are also helpful.

Emergency Medical Forms

At the beginning of each school year, parents or guardians must complete all district forms through the InfoSnap website, including 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."
7. Nonprescription medication (i.e. 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 school will excuse one day absent for head lice, any absence beyond that day will be counted as unexcused. 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 policy.

Student Progress Reporting

Basic methods for reporting the progress of students are as follows:

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.

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.

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.

Homework

The NREVSD Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. Homework refers to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The

Superintendent shall develop rules for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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:

- Reading Level
- Emotional and Social Development
- Mental Ability
- Home Conditions
- Age
- Level of Academic Achievement
- Physical Maturity
- Mastery of Ohio Academic Content Standards
- Attendance

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 Discipline: 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 their rights, and they must accept the consequences of their actions and recognize the boundaries of their 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:

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

- 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.
- The **right to due process** of law with respect to suspension and expulsion.
- The **right to free inquiry and expressions**; responsibility to observe reasonable rules regarding these rights.
- 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.

Student Discipline

When students display poor decision-making, school staff will document instances of poor behavior in the district's online documentation program. Behavior reports will be reviewed by the principal (or designee) and a copy of the report and consequences will be emailed to the student's parent or guardian. Disciplinary consequences will be

progressive in nature. Administration may consider, but are not limited to, the following actions:

- Conference with Student
- Conference with Parent
- Removal of Privilege
- Lunch/Recess Detention
- Wednesday School (Extended Detention) 3:30-5:00pm
- Emergency Removal from School
- In School Suspension
- Out of School Suspension
- Recommendation for Expulsion

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 the case of student suspension or expulsion, the specific due process procedures set by the board's policy will be followed. Contact the school district's 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 at 553-2616.

TITLE IX - NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

What is Title IX?

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. - From the preamble to Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX.

The regulations implementing Title IX are enforced by the U.S. Department of Education Office for Civil Rights and prohibit discrimination, exclusion, denial, limitation, or separation based on gender. The intention of Title IX is to end sex discrimination in all areas of education.

Board Policy 2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The District's complete Title IX Sexual Harassment Grievance Process is found in Board Policy 2266 as a part of the Board policies located at www.nrschools.org.

Reports and Complaints of Harassing Conduct

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. Members of the School District community, (students and Board employees, as well as, Board members, agents, volunteers, contractors, and all other third parties) are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct promptly. Any administrator, supervisor, or other District official who receives such a complaint shall promptly notify a District Title IX Coordinator. Complaints can be received in person, by mail, by telephone or by electronic mail.

Investigation and Complaint Procedure

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

For a full description of the New Richmond Schools policy relating to sexual harassment, including both formal and informal complaint procedures, please visit www.nrschools.org.

New Richmond Schools Title IX Coordinator

The following individual is designated to serve as the District's Title IX Coordinator. Such Coordinators are authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Mr. John Frye
Special Education/Pupil Services Director
1135 Bethel-New Richmond Road
New Richmond, Ohio 45157
(513) 553-2616
frye_j@nrschools.org

Dr. Jill Hollandsworth
Director of Curriculum & Technology
1135 Bethel-New Richmond Road
New Richmond, Ohio 45157
(513) 553-2616
hollandsworth_j@nrschools.org

The Title IX Coordinator is also the Compliance Officer or Civil Rights Coordinator for any applicable board policies related to nondiscrimination and anti-harassment, including Section 504/ADA.

NREVSD STUDENT CODE OF CONDUCT

This Code of Conduct is adopted by the Board of Education of the New Richmond Exempted Village School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Definition of Terms for Tier I Offenses

In most instances, Tier I offenses will be corrected by the teacher or supervising adult in the setting where the misbehavior occurred.

1. Contributing to Another's Misconduct: Contributing to another student'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.

2. Display of Affection: Students shall not at any time under school jurisdiction engage in any sexual act, 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.

3. 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, harassment, 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.

4. 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.

5. 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. Possible exception: Raffles, contests, etc. that are approved by the Principal that are charitable in nature.

6. 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.

7. Technology: 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.

* Students are prohibited from using wireless communication devices (WCD) to capture, record, or transmit the words and/or images of any students, staff member, or other person in the school or while attending a school-related activity, without expressed prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without their consent is considered an invasion of privacy and is not permitted.

* The use of WCD that contain built-in cameras (devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms,

classrooms, and restrooms.

* Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated (Bullying and other Forms of Aggressive Behavior).

* Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

* Violations of these guidelines may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (i.e., child pornography). Discipline will be imposed on an escalation scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of the circumstances surrounding the violation.

* If a WCD is confiscated, it will be returned/released to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

* Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices.

8. Cell Phone/Electronic Device Policy: Cell phones or iPods are not permitted during the school day. Upon arrival to school, students are required to turn off phones and iPods and store them in their locker. Students may use their phone in the building after 3:25pm. Violation of this policy will result in the item being confiscated and kept in the office until a parent is able to pick up the confiscated item.

- Parents will be notified when cell phones are confiscated.

- 1st Offense = Warning given to student and given back to the student at the end of the day.

- 2nd Offense = ISI and parent must pick up cell phone/electronic device. 3rd Offense = 3 day out-of-school suspension

- 4th Offense = 5 day out-of-school suspension

9. School Bus/Vehicle Transportation: All students shall abide by the rules of conduct established by the BOE in regards to student conduct. These rules shall be equally applicable whether the bus/vehicle issued for field trips, as transportation to and from school, or for any extra-curricular activity. In addition, any rules set forth by the State of Ohio regarding conduct on school transportation, shall apply.

10. Student Disease and Cleanliness: A student shall not attend school if suffering from a contagious infectious disease, or if physically unclean to the point of being offensive to other students and/or school personnel.

11. 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.

12. 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 their designee, and one of the staff members. Students are not permitted to change lockers without the permission of a building administrator. A Master List shall be kept showing to whom each locker has been assigned.

13. Playground: Students shall not use inappropriate language, excludes others, and damage or misuse playground equipment. Students shall not interfere with others personal space.

Definition of Terms for Tier II Offenses

1. 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 whenever located.

2. Disrespect/Insubordination: A student shall not be disrespectful toward or 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.

3. Forgery/Cheating: 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.

4. Hazing: Ohio law specifically forbids hazing and states this is not to take place in any manner in Ohio Schools. Likewise to persecute, harass or humiliate another student and/or employee is unacceptable behavior in the New Richmond School District.

Any student or student(s) parent/guardian who believes they have 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.

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.

Please refer to BOE policy 5516 for additional information.

R.C. 2307.44, 2903.31, 3313.661

5. Harassment: Ohio law specifically forbids harassment and states this is not to take place in any manner in Ohio Schools. Likewise to persecute, harass or humiliate another student and/or employee is unacceptable behavior in the New Richmond School District.

The NREVSD Board of Education will vigorously enforce its prohibition against discriminator harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry or genetic information (collectively, "Protected Classes) that are protected by Federal civil rights laws, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Please refer to BOE policy 5517 for additional information.

R.C. 2307.44, 2903.31, 3313.661

6. Bullying: 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, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Bullying means:

- a. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- b. violence within a dating relationship.

Please refer to BOE policy 5517.01 for additional information

7. 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.

8. Possession, Smoking or Use of Tobacco: The possession or use of tobacco in any form is prohibited on school property or during school-sponsored activities on or off school property. No student shall possess or use lighters, matches or other incendiary devices while under the supervision of school personnel. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, alternative nicotine delivery device/vape Juul, etc, or using tobacco in any other form is prohibited. Progressive disciplinary action will be taken as follows:

1st Offense : The student must complete a school sponsored Tobacco/Vaping Education Program. A minimum of 4 hours required or they will be suspended from school for 3 days.

2nd Offense : The student must complete a school sponsored Tobacco/Vaping Education Program. 8 hour required prevention program or they will be suspended for 5 days.

9. Repeated Violations/Chronic Misbehavior: Any series of behavioral violations that create a pattern of misconduct or recurring inappropriate behavior which disrupts or interferes with any school activity is unacceptable and serves as a disruption of the school environment punishable by suspension/expulsion from school.

10. 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.

11. Trespassing: No student shall trespass on any unauthorized area of school property or premises.

12. Truancy: No student shall be truant, absent from school, leave school without permission once arriving on the school grounds or transportation on any day or portion thereof, without school authorization. Tardiness and skipping school detention will not be tolerated and subject to the consequences defined in this policy.

Definition of Terms for Tier III Offenses

1. Alcohol and Drugs: No student shall possess, transmit, conceal, use, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, prescribed 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. No student shall possess lighters, matches or other incendiary devices while under the supervision of school personnel.

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. Further, no student shall participate in a physical altercation with another at any time under the jurisdiction of the School Code of Conduct.

4. 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.)

5. 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.)

6. Theft: A student shall not steal or attempt to steal or be in the possession of stolen property or property other than theirs on 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.

7. 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 exists 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.~~ There will be zero tolerance for gang activity.

8. 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.

Emergency Removal, Suspension and Expulsion

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, said student may be removed from curricular or extracurricular activities or from the premises or classroom by a building administrator. This is referred to as Emergency Removal and will be followed with appropriate communication in accordance with policy and Ohio Revised Code.

The building administrator 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.* 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. Expulsion may result in the loss of credit for courses being taken at school, at the Grant Vocational School, or at any college or university, whether under the Secondary Post Enrollment option or at the students' own expense.

A district or school is **required** (rather than permitted as under former law) to allow a student to complete classroom assignments for credit missed during suspensions.

A student or his parents may appeal any decision of the New Richmond Exempted Village School District administration to suspend a student from school to the superintendent/designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County

Court of Common Pleas.

It is the policy of the New Richmond Exempted Village School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of absence.

*(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.)

Searches of Students and Student Property

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 educational program.

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school Administration to try to protect each student under its control. 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 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 a district representative must be present during the interview.

A local law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the local law enforcement agency has reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

1. The questioning of students by law enforcement agencies is limited to situations where parental notification has been attempted or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, local law enforcement agencies should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school Principal must be notified before a student may be questioned in school or

taken from a classroom.

4. The Administration shall attempt to notify the parent(s) of the student to be interviewed by the local law enforcement agency, if unable to notify parent(s), the investigation shall proceed.

5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.

6. When the local law enforcement agency removes a child from school, the Administration will make an attempt to notify the parent(s).

7. The local law enforcement agency should always be notified by the school Principal whenever a student is involved in any type of criminal activity. When the Principal learns of this involvement, he/she should notify an officer of the local law enforcement agency. The school should not attempt to handle matters which are properly in the realm of the local law enforcement agency.

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. **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 may be a zero and an office referral. Possible consequences include in-school suspension, out-of-school suspension or expulsion.
- Students who violate the Academic Integrity Policy may disqualify (or expel)

themselves from:

- ❖ National Honor Society
- ❖ Academic Letters
- ❖ Exam Exemptions
- ❖ Attending School Functions
- ❖ Having Computer Privileges
- ❖ Having Parking Privileges

Dress Code

Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting. These regulations will assist parents, students, faculty, and Administrators in determining appropriate student standards for dress while at school or school-sponsored activities. Clothing and grooming may be more strictly regulated when students are working with machinery, working in a laboratory, preparing food in class, working in the cafeteria, or participating in sports or physical education classes.

1. Parents and students maintain responsibility for their dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The Principal, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the Principal is final.
5. General Guidelines:
 - a. Leotards, tights, leggings, or the like are not to be worn alone as a substitute for jeans, slacks, or yoga pants.
 - b. Clothing with insignias, slogans, logos or pictures which are in poor taste, suggestive, obscene, profane or vulgar cannot be worn in school.
 - c. Buttons, patches or signs worn cannot be in poor taste, suggestive, obscene, profane, or vulgar.
 - d. Drug, alcohol or tobacco-related logos, insignias, slogans, or pictures on clothing, buttons, patches, or signs are not permitted.
 - e. Torn or tattered pants or pants with holes cannot be worn unless accompanied by leggings or tights worn underneath or they must be patched.
 - f. Hats, caps, hoods, headbands, or sunglasses may not be worn in the building during school hours.
 - g. Shorts are permitted to be worn during the school day and for P.E. Shorts must be mid-thigh length.
 - h. Shirts without sleeves cannot be worn.
 - ~~i. Visible body piercings are permitted and will be strictly regulated by the administration.~~
 - i. Any type of gang – related apparel will not be permitted.
 - j. Shoes should not cause a potential tripping/safety issue for the student. Flip-flops and Crocs can pose a safety issue (especially on the playground equipment). The best option is to always wear gym shoes.

6. Specific Guidelines: MALE

- a. Shirts are to be buttoned properly. Muscle shirts, see-through shirts, or shirts normally worn as undergarments are not to be worn as outer garments.
- b. Appropriate shoes must be worn. Shoes with any type of cleat are not permitted in the building.
- c. Jeans or pants must fit properly around the waist. Any jeans or pants that cannot stay up without a belt or suspenders are prohibited.
- d. No undergarments can be showing at the waist.

7. Specific Guidelines: FEMALE

- a. Dresses, skirts, slacks, jeans, shorts, Capri pants or pant suits may be worn and may not be shorter than mid-thigh length even with leggings or tights worn underneath.
- b. All tops, blouses, or shirts must completely cover the torso. Halter tops, tube tops, midriff blouses, or any top not fitting this description is prohibited.
- c. Tops or dresses with spaghetti straps must have a shirt or blouse beneath. Sheer or see-through fabrics are not permitted.
- d. Appropriate undergarments must be worn.
- e. Appropriate shoes must be worn. Shoes with any type of cleat are not permitted in the building.
- f. Yoga pants may be worn, but may not contain holes or see through/ sheer sections.

Computer Network Usage

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 School District Computer Network and Internet Acceptable Use Policy and Agreement. Both the parent/guardian and the student must read, understand, 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.

General Computer Network Usage Rules:

- Do not share passwords or attempt to discover other student 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.

(Students shall not access the network system for any reason at any time)

- Material/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 the agreement, shall at a minimum, have their 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

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. The primary function of our educational program is to allow each student to fulfill their potential. Each student can only achieve their 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.

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.

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 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 beverages, or psychoactive mind-altering substances 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 agrees to a specific evaluation and willingly participates in a counseling program as prescribed by the district Coordinator of Safe and Drug Free Schools. The suspension will not be for less than five (5) days.
 - 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 Administration 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 high school career)

- ten (10) school days 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 substances 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 days 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.)

**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 five 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 2-5 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.