

LIONS ONLINE HANDBOOK

For all intents and purposes, students who are members of the LIONS ONLINE program do so voluntarily and as a result of their parent/guardian request. LIONS ONLINE is available exclusively as an alternative to face-to-face education due to the COVID-19 pandemic. As a result, LIONS ONLINE students fall under the rules, regulations, guidance and procedures articulated in the New Richmond Exempted Village Schools Policies, Procedures and student handbooks which can be found at www.nrschools.org

ATTENDANCE

The administration and faculty of the New Richmond Schools LIONS ONLINE 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.

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.

Legitimate Reasons for Absence 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, a student participating in LIONS ONLINE isn't reporting to school. As a result, it is hoped that the student will be able to participate to the extent possible when at home.

- Personal illness of the student
- Illness in the immediate family
- Quarantine of the home
- Work at home due to the absence of parents/guardians (Students must receive prior approval from the school to receive an excused absence for this reason.)

There are cases where participation may not be possible:

- 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.

LIONS ONLINE students are expected to be online within 15 minutes of the start of the school day (8:00 AM for grades 6-12 and 9:00 AM for grades K-5). If the LIONS ONLINE student isn't logged within 15 minutes, they will be marked tardy. If the student isn't logged in within the first hour, they will be marked absent.

Notifying the School of Absence

Parents are required to communicate with the school when their child is unable to participate in LIONS ONLINE due to illness. LIONS ONLINE is required to follow the same attendance procedures for daily reporting as our traditional schools.

On the day of the absence, parents may call the LIONS ONLINE ATTENDANCE LINES or send an email to your LIONS ONLINE teacher. This communication is to be made prior to 9:00 AM for grades 6-12 and prior to 10:00 AM for grades K-5. Parent/Guardian will give his/her name and the first and last name of his/her child. (In many cases, the child's last name is different from the parent/custodial parent/guardian.)

If you elect to call the LIONS ONLINE ATTENDANCE LINES, use the extensions listed below:

K-5 513-553-2616 Ext. 11029 for elementary grades Kindergarten through 5
6-12 513-553-2616 Ext. 11034 for middle and high school grades 6-12

Extended Periods of Absence/Family Vacations If a student is going to be absent from school for an extended period of time, the parents/guardians must notify the school office at least 5 days prior to the absence unless an emergency situation exists. Requests for family vacations must be submitted and approved by administration at least 5 days before the vacation. A maximum of 5 days per school year will be excused for family vacation.

All work assigned by his/her teachers is to be completed in the LIONS ONLINE program. ALL MISSED WORK MUST BE COMPLETED BY THE END OF EACH GRADING PERIOD. No "Incompletes" will be assigned.

EXCESSIVE TARDY, ABSENCES AND TRUANCY

Notification to Parent/Guardian concerning truancy. Parents shall be notified when a student misses

- 25 consecutive hours of school,
- 38 hours' absence in a month,
- 65 hours in a year.

The accumulation of hours of absence includes tardy or late arrival and early departures from school. Students are expected to be active and engaged in activities during the LIONS ONLINE experience. It is expected that a minimum level of online participation is as follows:

- K-2, 180 minutes
- 3-5, 210 minutes
- 6-8, 240 minutes (minimum of 6 successful quizzes each day)
- 9-12, 270 minutes (minimum of 6 successful quizzes each day)

The programs document when a student logs in, how long a student is online and the work completed during that period of time. Students who log in, but do nothing will be counted absent. The school will document and communicate with parents the shortcomings. These days will be marked as unexcused days for failing to complete the expected work.

TRUANCY INTERVENTIONS

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,

The school shall assign the student to an Absence Intervention Team (AIT). The AIT will proceed with the development of the Truancy Intervention Plan. The AIT shall include ALL of the following:

- Provide 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,
- For those students with temporary driving permits or driving licenses, the Superintendent shall inform the Bureau of Motor Vehicles of the notice to suspend driving privileges in accordance with ORC 3321.13.
- Attendance that does not improve after mediation will be referred to the Juvenile Court system.

FOR EXTRACURRICULAR PARTICIPATION, a student is considered TARDY to school if he/she logs in after 8:15 a.m. Logging in after 9:00 AM or leaving prior to 12:00 PM. constitutes a HALF-DAY absence. The principal must approve any exception.

NOTE: Students involved in extracurricular activities (athletic contests and practices, drama practices, clubs, etc.) may not participate in that day's activities unless the tardy is for a doctor's appointment. The student needs to bring written verification from the doctor's office to be excused. The principal must approve any exception.

LIONS ONLINE ACCEPTABLE USE AND PARTICIPATION

Staff, students, or community members who are specifically authorized to use the District's computers or on-line services shall comply with the following guidelines and procedures.

- Use appropriate language.
- Do not use profanity, obscenity or other language, which may be offensive to other users.
- Illegal activities are strictly forbidden.
- Do not reveal your personal home address or phone number or those of other students or colleagues.

Note that electronic mail (email) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.

- Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- The network should not be used in such a way that it disrupts the use of the network by others.
- All communications and information accessible via the network should be assumed to be property of the District. Rules and regulations of on-line etiquette are subject to change by the administration.
- The user in whose name an on-line service account is issued is responsible for its proper use at all times.
- Users shall keep personal passwords, home addresses and telephone numbers private.
- They shall use this system only under their own account information issued by the District.
- The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited.
- The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted material may not be placed on the system without the author's permission.
- Vandalism results in the cancellation of user privileges. Vandalism includes
 - uploading/downloading any inappropriate material,
 - creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Users are expected to keep messages brief and use appropriate language. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

STUDENT RESPONSIBILITY

To gain access to the Internet, all students must obtain the permission of a parent or guardian. The student and parent or guardian AGREE TO THE CONDITIONS OF THE ACCEPTABLE USE POLICY BY ELECTING TO PARTICIPATE IN LIONS ONLINE.

- Students will never give out personal or family information such as phone numbers, credit card numbers, or home addresses via the Internet.
- Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.
- MINIMUM CONSEQUENCES OF UNACCEPTABLE USE Violation of this policy will result in all rights being suspended and students will lose rights to participate in the LIONS ONLINE program.

New Richmond Exempted Village School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of the information obtained via the district's network/Internet is at the user's own risk. The New Richmond Exempted Village School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet connection.