

Nelsonville-York Elementary School Handbook

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Nelsonville-York Elementary School Goal:
To grow every student in our district
as much as possible.
2018-2019

Dear Parents and Students,

Our handbook is designed as an informative guide to Nelsonville-York Elementary for the 2018-2019 school year. Please keep it available for your future reference.

The information in the handbook explains policies, rules, and regulations of the school. Please take time to read the handbook and refer to it during the year. If you have questions, need clarification, or require additional information, please contact the elementary office. We are very proactive in planning and strive to provide a positive school experience for everyone in the NYES community.

The administration, teachers, and staff work together to ensure a successful year for the students and families of Nelsonville-York Elementary School. Through a strong partnership of staff, parents, community members and students, every child can have a wonderful year filled with exciting experiences and educational growth. We invite all students and family members to let us assist you in taking full advantage of all that NYES offers.

Best wishes for a happy and educationally rewarding 2018-2019!

Mrs. Steenrod
NYES Principal

NYES Vision Statement

Our vision is to provide a happy, caring, stimulating environment where children demonstrate honesty and integrity, recognize and achieve their fullest potential and become productive citizens in a community.

NYES School Pledge

I will be safe, respectful and responsible to show my Buckeye Pride!

Nelsonville-York City Schools

DISTRICT CALENDAR 2018 -2019

<i>DATE</i>	<i>Day of the Week</i>	<i>EVENT</i>
August 15	Wednesday	New Teacher's Orientation Day
August 16	Thursday	Teacher Orientation Day
August 17	Friday	Teacher In-service
August 20	Monday	First Day of Classes (All Students 1-12) (No Pre-School & Kindergarten)
September 3	Monday	Labor Day (No Classes)
October 17	Wednesday	End of 1 st Grading Period (43 days)
November 12	Monday	Veterans Day Celebrated – No Classes
November 20	Tuesday	Last Day of Classes before Thanksgiving Break
November 26	Monday	P-T Conference Compensatory Day (No Classes)
November 27	Tuesday	Classes Resume
December 21	Friday	End of 2 nd Grading Period (43 days)
December 21	Friday	Last Day of Classes before Winter Break
January 7	Monday	Classes Resume
January 7	Tuesday	2 nd Semester Begins
January 21	Monday	Dr. Martin Luther King Jr. Day (No Classes)
February 18	Monday	Presidents Day (No Classes)
March 14	Thursday	End of 3 rd . Grading Period (47days)
April 12	Friday	Last Day of Classes before Spring Break
April 22	Monday	P-T Conference Compensatory Day (No Classes)
April 23	Tuesday	Classes Resume
May 26	Sunday	Graduation Day – 7:00 p.m.
May 27	Monday	Memorial Day (No classes)
May 28	Tuesday	Students Last Day End of 4 th Grading Period(47 days)
May 29	Wednesday	Teachers Record Day

Missed contact hours over 74 will be made up at the end of the year.

Staff missed days after 5 will be made up at the end of the year.

School Hours

8:30 a.m.	Buses arrive. Students enter building 8:30-9:00 Free Breakfast is available for all students
9:00 a.m.	Students should be in classrooms by 9:00 a.m.
11:00 a.m. -1:20 p.m.	Lunch Periods for Pre-K through Grade 6
3:20 p.m.	School dismissal begins 3:15-Walkers dismiss 3:25-Bus students dismiss

Students arriving to school after 9:00 A.M. and signing out of school before 3:15 will be counted tardy. Excessive tardies will result in a mandatory administrative intervention meeting.

Time in the classroom is valuable in the education of children. Instruction or information is being taught from the time students enter the classroom until the end of each day. Completion of the instruction or review of lessons is often finished in the last minutes of class. Important reminders and review of homework assignments happen at the end of the day. If a child is habitually missing the end of class due to early sign-out (before 3:15), he or she will lose or slow down his or her educational progress in the class. The fifteen or twenty minutes lost due to repeated sign-outs at the end of each day add up to hours of lost instruction each year.

Repeatedly showing up late for school or signing out a student for early dismissal not only negatively impacts your child, but also disrupts your child's teacher and your child's whole class. Class work is interrupted to call a child in the classroom and to assist in gathering personal items and homework. The lesson being taught is interrupted for all students.

Signing a student out for an occasional doctor or dentist appointment is acceptable. Repeatedly signing out of school early for convenience is not acceptable and will harm the educational progress of your child and other children. Please work with teachers and staff to give your child and all our students every opportunity to have a successful and productive year.

Attendance

School begins at 9:00 a.m. Students should not arrive at school before 8:30 a.m. Doors open at 8:30 a.m. School supervision of students begin at 8:30 a.m. Students arriving between 9:00 a.m. and 10:00 a.m. will be counted **Tardy**. Four (4) tardy marks count as on (1) day absent. Students arriving after 10:00 a.m., or leaving school before 3:00 p.m. will be counted as **one half day absent**. Students who are signed out early-3:00-3:15, will be counted as **tardy**.

HB 410 requires Ohio school districts to update their policies to reflect hours instead of days. The following applies for all students:

1. Students will be labeled **habitual** if they **miss 30 hours of school, 42 hours in a month and / or 72 hours in a year. (30 hours-5 days; 42 hours-7 days; 72 hours-12 days)**
2. An administrative Hearing will be held with the attendance officer and/or principal. This hearing will be made through the county juvenile court in lieu of charges being filed.
 - a. An intervention attendance plan will be put in place to help improve attendance.
3. Students missing **90 hours/15 days** will be considered **chronic truant** and be summoned into county juvenile court.

After the first offense, unruly charges will be filed in court against the parent/guardian. Delinquent charges will be filed against the parent/guardian after the second offense or once the student has been labeled **chronic**. This label will follow the student throughout his/her academic years. Summer school may be required to make up hours for the student to be promoted to the next grade level.

Students who have been absent from school are to report to the office before school and present a written excuse from a parent or doctor. No written excuse or medical excuse will be accepted later than **TWO WEEKS** after the return to school. The only excused absences are medical, court or a death. Documentation must be presented. A medical appointment should be made so as not to miss an entire day, or possibly even a half-day of school.

Any Documentation that appears to be altered in any way will be investigated by the Attendance Officer. Students will have ADMINISTRATIVE HEARING with ATTENDANCE OFFICER if/when they reach 72 hours absent. Students/Parents will have charges filed in Court if/when they reach 90 hours absent from school.

For your child to learn what he needs to learn each year, he/she needs to be in school unless he/she is sick or there is an emergency. In the case of illness or emergency, please send in a note to school upon returning.

Any day your child will not be attending school, please call the Elementary Office that day, so we will know your child is safe with you. Please call 753-5145 as early as possible.

Visitors and Volunteers

Visitors and volunteers are welcome at Nelsonville-York Elementary School. However, NYES is serious about the safety of students and staff. To assure the safety of students and staff at NYES, all staff members will enforce the following practices:

1. Parents are advised of policies and procedures through the NYES Student Handbook. It is the hope of NYES that parents will work with the school to follow this guide and help in the effort to make NYES as safe as possible.
2. For security, **all** doors remain locked during the day. Please use the front entrance door to enter and exit the building during the school day. The front door area is equipped with a camera, speaker and remote lock. Please ring the buzzer and a staff member will remotely unlock the door to allow you access into the building.
3. All visitors and volunteers must sign in at the elementary office. During the signing in process, visitors and volunteers will be given a NYES school pass. Before leaving the school, the visitor or volunteer must sign out of the building and return the school pass.
4. NYES understands that parents would like to drop off their children to their classrooms, this will only be permitted during the first five weeks of the school year.
5. Names of all volunteers and chaperones must be submitted to the N-Y School Board for approval for each specific trip before volunteering or going on school trips.

Because all staff members wear a staff identification badge, only staff members are permitted to pass through the classrooms, halls or anywhere on school grounds without a pass from the elementary office.

****Teachers and staff are obligated to question or stop any non-staff person encountered in the school without a school pass. IF AN ENCOUNTER IS MADE WITH A PERSON WITHOUT A PASS, IT IS THE RESPONSIBILITY OF THE STAFF MEMBER TO ESCORT THAT PERSON TO THE OFFICE TO OBTAIN A PASS. Should a staff member question you regarding a pass, he or she is following our safety procedures.**

NO PERSON IS EXEMPT FROM THE OUTLINED SECURITY PROCEDURES!!

PLEASE WORK WITH NYES TO KEEP OUR CHILDREN SAFE!!

Discipline K – 6

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher will discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension, in school reassignment or expulsion may also result. Discipline is always administered in a reasonable manner.

It is the discretion of the Principal or the Assistant Principal to assign after school detentions, in school reassignments or suspensions at any step in the discipline process if the misbehavior is serious, injurious to others, or disrupts the educational process.

NYES Rules and Regulations

Violation of any of the following rules or regulations will result in some form of discipline including possible suspension

1. Follow the procedures of FIRE, TORNADO AND LOCKDOWN DRILLS. Follow all directions of the adult in charge.

2. Fighting or other physical aggression **will not** be tolerated. NYES has zero tolerance for “fist fights.”

3. Students will treat others in a safe manner.

Assault-A student shall not cause or threaten to cause physical injury to school personnel, other students or visitors.

4. Bullying will not be tolerated. **Bullying happens when a person is exposed repeatedly and over time to negative words and/or actions. Bullying:** an intentional written, verbal or physical act that a student has exhibited toward another person in a pattern. The behavior causes either mental or physical harm to another student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

5. Sexual harassment will not be tolerated.

Sexual harassment: inappropriate behavior that is sexual in nature.

6. **Abusive behavior:** Hitting, kicking, grabbing, or in any way violating the person or another person is not permitted.

7. Weapons or play weapons, drugs or drug related items, tobacco or tobacco-related items are prohibited

8. Students are expected to carry out rules and directions of adults in charge. All interactions with teachers should occur in a respectful manner.

9. Do not use or take the property of others without permission.

10. Cell phones are not to be used in school unless permitted by a classroom teacher. Cell phones should be kept in backpacks. If a cell phone is visible or if a student uses a cell phone without permission, it will be confiscated and held until a parent/guardian comes to school to get the phone.

11. Do not bring expensive toys or electronics to school. The school will not be

responsible for loss, damage, or theft.

12. Do not chew gum at school unless a teacher permits it under special circumstances.

13. Maintain dress Code.

Student Dress Code

NYES takes pride in the appearance of our students. The appropriateness of student dress reflects the quality of our school, conduct and school work. All students are expected to dress and groom themselves neatly. Any type of attire which attracts undue attention to the wearer, such as over size jeans and pocket chains and thus causes a disturbance in the school, or any items of clothing that promote the use of illegal substances are not acceptable. Skimpy tank tops (boys or girls) or tops with spaghetti straps, short or tight shirts, or shorts are not considered proper attire. The length of shorts should end below the finger tips when the student stands with arms hanging at his or her sides. If appropriate length is in question, the principal will make the final decision. Appropriate footwear must be worn at all times. **HATS MUST BE REMOVED UPON ENTERING THE BUILDING** (boys and girls).

For safety, flip flop shoes are not permitted on days the student is scheduled for physical education classes. "Wheelie" shoes are never permitted at school. If appropriateness of clothing is in question, the principal will make the final decision.

Playground

Students play outdoors on the playground every day, unless extreme weather conditions prevent it. Please make sure that clothing and shoes are safe and appropriate for play. Students should be dressed appropriately in fall, winter, and spring to enjoy outdoor recess. Please provide appropriate outdoor wear for your child, especially cold weather wear.

Playground Rules

1. When a whistle is blown, children should look immediately to the adult in charge.
2. Respond to and follow directions of the adults in charge of the playground.
3. Students must stay within sight of adults in charge of the playground.
4. Stay on playground area. There is no travel in and out of the building without permission from the supervising adult.
5. Rough play, pushing, shoving, or physical aggressions are not acceptable behaviors. Tackle football, “street ball,” and other contact sports are not allowed on the playground.
6. No standing on the swings or jumping off the swings.
7. Coats, hats, jackets, etc., should be kept with the student on the playground.
8. Playground equipment should be used safely and in the manner it is intended. No playground balls should be intentionally kicked toward the windows or onto the roof of the building. No swinging of jump ropes or horseplay using the ropes.
9. Fighting is strictly prohibited. Students fighting on the playground will be assigned a serious consequence, which may include a suspension from school.

Care of the Building

The building has been provided for your use and enjoyment. Let's take care of it! In case of damage, the person responsible will be required to pay for the damages.

Cafeteria Rules

1. Keep hands and feet to self while waiting in line and at the lunch table.
2. Practice acceptable table manners.
 - Use "indoor" voices when talking.
 - Pick up all tray or cold lunch items from table and floor area when finished.
 - Dump all contents of tray into trashcan, and place tray on dishwashing counter.
3. Follow directions of all school staff in charge of the cafeteria.

Meal Card

1. All students receive a meal card.
2. All students scan their card when they eat a school lunch or buy milk.
3. Students cannot identify if a lunch is paid, reduced or free. All cards are identical.
4. The meal card is a debit card. A student gives money to the teacher and the money is credited to that student's account. A balance of money may be maintained on the account for future use.
5. Anytime the child buys a meal or milk, the cost is deducted from the account.
6. If a student forgets lunch money, etc., he or she may charge a meal. Please limit the charged amount to \$10.00 or less.
7. If a student destroys a meal card, he or she will be charged a \$5.00 fee to replace it.
8. Anytime during the school year, a child owes \$50 or more, they will be served an alternative lunch until payments have been arranged or the account is paid in full.

Student Lunch Rates

Regular lunch=\$2.00 Reduced Lunch=\$.40 Milk: \$.50
Adults: Lunch \$3.25 Breakfast FREE

Student Breakfast

After reporting to the homeroom teacher, the student may go directly to the cafeteria. Breakfast is available from 8:30-9:00 a.m.

All students receive free breakfast!

Application for Free or Reduced Meals

Free lunch or reduced lunches are available to students of families who qualify. Applications and information on applications are confidential. Applications are available to all families at the beginning of the school year. Qualification guidelines are designed to include a wide range of family incomes.

The school appreciates completed forms since they positively impact our federal funding. If you do not receive a form in late summer, please take time to request, fill out and return the free/reduced lunch form.

Changes in Transportation of Students

Students who regularly ride the bus will be **REQUIRED** to ride his or her assigned bus each day unless the school has a written note from the parent or guardian requesting a change in transportation. In the interest of student safety, a student **WILL NOT** be permitted to change the usual method of transportation from school to home without proper **WRITTEN NOTIFICATION** from the parent or guardian. Please send **WRITTEN NOTIFICATION** to school if the child is to travel home differently than his or her regular way. Phone call requests will not be honored.

The written notification must include the date(s) of the transportation change, the name and address of the destination of the child. “Going to Grandma’s house” or “baby-sitter’s house” or “Going with cousin...” are not acceptable. Incomplete information does not allow a sound decision to be made as to the correct bus, bus stop, etc. for your child.

WRITTEN NOTIFICATION WITH COMPLETE INFORMATION IS REQUIRED FOR THE SAFE TRANSPORTATION OF YOUR CHILD. PLEASE INCLUDE YOUR CHILD’S NAME, THE DATE(S), NAME AND ADDRESS OF THE PLACE YOUR CHILD IS GOING AFTER SCHOOL.

Changes from Bus Rider to Walker/Pick-Up

If your **WRITTEN NOTIFICATION** indicates that your child will be changing transportation from bus to being picked up at school, your child will be picked up at the **Student Pick-Up Area**. The **Student Pick-Up Area** is located at the junior high flagpole. Pick-Up students will be dismissed with the walkers and escorted to the **STUDENT PICK-UP AREA** by a supervising teacher. Once the **WRITTEN NOTIFICATION** has been sent to school, there is no need to come to the elementary office to sign out the child. Please arrange to have your child picked up in the **STUDENT PICK-UP AREA** between 3:15-3:20.

Parking

If you are parking your car so you may enter the building, please park in the N-Y Elementary School Parking lot or in the lot closest to 12th Street.

Never cross in-between or behind a parked bus. You are not visible or safe behind or between buses.

Working together, we can keep all our students safe.

Transportation of Students

Your bus driver is an important person in your school life. Do what he or she says.

Your life may depend on it!

If the driver turns on the inside lights, it is a signal for students to become quiet so the driver may communicate with the students.

A bus driver has the same authority for student control as a teacher. A courteous and cooperative student manner may help prevent an accident and ensure the student's privilege to ride the school bus. **Ohio School Law, Revised Code Section 3327.01** allows schools to deny transportation to those students who do not obey the rules.

***** The same rules and regulations that apply while at school will be enforced on the buses.

***** The following information should be noted for safe travel of all students on the bus: Possession or use of tobacco, alcohol, drugs, dangerous objects, using profane language, horseplay, harassment, throwing objects, fighting, and vandalism are prohibited on the bus. Large items such as helium-filled balloons, which block the view of the driver are also prohibited. Trading cards (not permitted at school at all) are prohibited from being on the buses and will be confiscated. Action figures and other toys must be safely stored and not out on the bus. Action figures and other toys will be confiscated if they are visible on the buses.

Students who disobey or refuse to comply with directions will be referred to the assistant principal. Discipline may range from a verbal reprimand to removal from the bus, depending on the misbehavior. The principal or assistant principal have the authority to remove a student from the bus if a student is a danger to himself or others.

The result of a student destroying a bus seat includes a consequence determined by the principal and replacement of the seat, at current cost, to be paid by the parent or guardian.

Bus rules are displayed on each bus. The rules are designed to ensure the safety of all students on the bus. **Follow the rules.**

Questions concerning bus transportation should be referred to the Transportation Supervisor, 753-2106

Student Conduct on School Buses

Although Nelsonville-York City School District furnishes transportation in accordance with the state law, it does not relieve parents of students from the responsibility of supervision until the child boards the bus in the morning and after the child gets off the bus in the afternoon. **A child's time at the bus stop is the responsibility of the parents.**

Once a child boards the bus, and only then, does he become the responsibility of the school district. School district responsibility for the child will end when the child gets off the bus at the bus stop at the end of the school day.

Students on the bus are under the authority of and directly responsible to the bus driver. Disorderly conduct or refusal to submit to the authority of the bus driver will be sufficient reason for refusing transportation service to any student.

Bus Discipline Rules

1. Students take a seat immediately upon entering the bus.
2. Students shall obey the instructions and requests of the bus driver.
3. Students remain in their seats until time to leave the bus.
4. Students shall conduct themselves in an orderly manner while on the bus.
5. Students shall not be loud or use improper language.
6. Windows may be adjusted only with permission of the driver. Hands, arms, objects must remain inside the bus—no waving or throwing objects out of the bus.
7. No littering or throwing objects on the bus.
8. No eating or drinking on the bus.
9. If a student damages a seat on the bus, restitution of seat will be charged to parent.
10. Possession of tobacco, alcohol, or drugs is prohibited.
11. Transporting live animals or glass items on the bus is prohibited.
12. Large objects, such as helium balloons, are prohibited on the bus.
13. Action figures and other toys should not be out/in sight on the bus.
14. Trading cards are not permitted on the buses or at the school.
15. The bus shall come to a complete stop before students stand to get off the bus.

Custodial/Non-Custodial Parents

The custodial parent needs to send an updated copy every year of court certification concerning child custody. Legal custody, restraining orders, pertinent visitation arrangements, and who may have access to your child during the school day for visits, lunches, etc., should be on record in the child's file. NYES makes every effort to follow legal guidelines for a child, but the school can only be aware of and act upon the information that the **custodial parent** provides to the school.

A **non-custodial parent** needing information about his or her child regarding grades, conferences, academic progress, discipline, etc. must send the school a request and a self-addressed, stamped envelope to obtain requested information.

Changes of Address or Phone

To keep current records and to reach a parent in times of need, the school must be immediately notified of address or phone number changes. It is especially important that a parent's work phone and emergency phone numbers be kept up-to-date and current. **Notification of these numbers should be in writing.**

Early Dismissals

If it becomes necessary to dismiss school early for any reason, emergency information needs to be on file at school to make sure that your child is transported to the destination the parent designates on early dismissal days.

IN THE EVENT OF AN EMERGENCY EARLY DISMISSAL, THE SCHOOL WILL NOT BE CALLING PARENTS, SO PARENTS WILL NEED TO FILL OUT THE EMERGENCY EARLY DISMISSAL FORMS THAT ARE SENT HOME ON THE FIRST DAY. PARENTS WILL NEED TO INDICATE IF THEIR CHILD WILL GO HOME THEIR NORMAL WAY OR TO A DIFFERENT PLACE. IF IT IS A DIFFERENT PLACE, THE NAME OF THE SUPERVISING ADULT, THE ADDRESS AND PHONE NUMBER WILL NEED TO BE PROVIDED.

Grade Cards

Grade cards will be distributed approximately one day after the end of each nine week grading period. Grade cards are considered the official transcript of each class. Questions or errors should be immediately discussed with the teacher.

Interim Progress Reports

Halfway through each grading period, an interim report is sent home with each student. The interim report will be in the form of a computer printout and include all core subjects except for a Conduct grade. The Conduct grade will only be reported on a Grade Card.

At any point, if a student is having difficulty or is not working up to standard, a teacher may send a progress report. An unsatisfactory progress report is a warning that a student may earn a failing grade on the next grade card unless the quality of work is improved.

Merit Roll

All academic grades either S+ or A

Honor Roll

All academic grades A/B or S/S+

NYES Grading Scale

90-100—A range

80-89----B range

70-79----C range

60-69----D range

0-59-----F range

S+ (Satisfactory Plus)

S (Satisfactory)

S- (Satisfactory Minus)

N (Needs Improvement)

U (Unsatisfactory)

If a teacher chooses to include a plus or minus with the letter grade to give an indication of how high or low the letter grade is within the range, the letter grade determines the Honor roll and Merit Roll. The Honor and Merit Rolls are not impacted by a plus or minus.

Conferences

Conferences are scheduled twice per year for parents and teachers to speak directly about the progress of the student. Conferences are either on a sign-in basis or by appointment. Homeroom teachers will notify parents in advance of the conference dates.

Parents and teachers may schedule school conferences on an as-needed basis. If a parent wishes to have a conference, he or she should:

1. Call the Elementary Office and request that the teacher return the call in order to set a conference time.
2. Send a note to school requesting a conference with the teacher.

Infinite Campus

Nelsonville-York School District uses Infinite Campus to track student attendance, grades, and assignments. Every parent/student should have access to the Campus Portal that allows parents/students to view assignments, attendance, grades, schedules, teacher comments and upcoming events. **Custodial parents** must fill out paperwork to obtain a username and password to track their child's progress.

Health Services

No student shall be enrolled in school without an original birth certificate, verification of immunizations as required by Ohio Revised Code and Ohio Law, Social Security number and verification of custody/guardianship. All forms need to be completed by parent/guardian at the time of enrollment.

Emergency Medical Authorization

Ohio Law requires Emergency Medical Authorization Forms from each student. This enables parents to authorize emergency treatment for a student while under school authority. The Emergency Medical Authorization form also alerts school personnel to medical problems that may require special treatment.

This form also allows a parent to designate who is authorized to pick up from school or transport a child for the parent. **Anyone** who the parent wishes to authorize to be responsible for their child in an emergency or other unusual circumstances should be listed on the emergency medical. Unless listed on the form, an adult cannot transport or pick up a child from school without EXPRESS WRITTEN PERMISSION OF THE CUSTODIAL PARENT. A phone call **will not** authorize a person to pick up or transport a child unless that adult is listed on the child's emergency medical form.

Immunization Law

Enrolled students who do not have evidence of proper immunizations will be excluded from school after 14 days.

Medication Policy

If a student must have daily medication, it is recommended that medications be administered at home, if possible. Any student who is required by a physician's order to take medication during the regular school day must comply with the following policy.

1. Prescription drugs to be taken at school must be accompanied by a doctor's order; labeled with all necessary information including the student's name, the date, the name of the drug and time intervals medicine is to be taken.
2. Medication must be brought to school by the parent or guardian in a container appropriately labeled by the pharmacy or physician.
3. A release form and written permission from the parent/guardian of the student requesting that medication to be given during school hours must be completed. These forms are available through the school nurse.
4. New request forms must be submitted each year and as necessary for changes in a medication order.
5. At the end of a school term the parent/guardian will have five (5) days to pick up remaining medicine. After five days, the school will dispose of the medications.

Procedure for Withdraw/Transfer

1. Authorization for withdrawal or transfer must be secured by a parent or guardian.
2. Parent or guardian should obtain appropriate forms from the child's new school.
3. School books and property should be returned.
4. All fees should be paid.

Books

Textbooks and library books are loaned to student free of charge. However, students are responsible for lost or damaged books and are expected to pay to replace the damaged or lost books. The amount of the book(s) will be determined by the original value and the age of the book. The following schedule will be used as a guideline for most books.

1. Undue wear of book	\$2.00
2. Damage or loss:	
new book	100% of purchase price
one-year-old	80% of purchase price
two years old	75% of purchase price
three years old	50% of purchase price
four years old	\$4.00
five years old	\$2.00

All book obligations must be met before a grade card will be given to the student.

Lost and Found

NYES recommends that each child's property be labeled with the child's name whenever possible. Lunch boxes, articles of clothing, book bags, backpacks and any personal supplies should have the student's full name written on them whenever possible. Students have many, many items in common and many, many children have items that are alike. Confusion and loss of property may be prevented through putting the child's name on the outside, and inside if possible, of any personal property belonging to that student.

If something is lost, the student may check in the "Lost and Found" area that is near the cafeteria. Parents are welcome to come to school to reclaim lost items.

Philosophy

The philosophy of the **Nelsonville-York School District** is based on the principle of respect for the worth and dignity of every human being. This principle implies the obligation to encourage mutual understanding and respect among various vocational, economic, religious, and ethnic groups. It also recognizes that opportunity for self- realization must be extended to ability, race, customs, language, creed, sex, or economic condition.

The school strives to provide a program that will enable students to prepare themselves for the world in which they live—a program developing the intelligence and capabilities of everyone.

Goals

- *To motivate students to develop a desire for the learning processes and to foster a positive attitude toward living and learning.
- *To awaken within the student an awareness of pride in high standards of achievement toward which he can direct his maximum effort.
- *To develop the skills, understandings, and attitudes needed to relate well with others.
- *To develop creative self-expression and special talents through art and music.
- *To develop skills to promote worthwhile use of leisure time.
- *To help the child discipline himself in work, play and study.
- *To develop within the student an awareness of the moral and spiritual principles which should govern his daily life.
- *To develop in the student an awareness of economic opportunities available in a variety of professions and enable the student to achieve success economically as a responsible, participating, and contributing citizen of the future.
- *To communicate to the student a high value and respect for human life and to instill pride of country, self and democracy.

All educational programs and activities of Nelsonville-York are available without regard to race, color, national origin, sex or handicaps. The district has adopted Title IX and section 504 Grievance Procedures to resolve complaints by students and staff of alleged discrimination.

Director of Special Programs is the Title IV Coordinator. The Special Programs office phone number is 753-1674. The Special Programs Office is in the junior high school.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Nelsonville-York City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for Nelsonville-York City School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access.

Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy for Nelsonville-York City School District and the Data Acquisition Site (SEOVEC) that provides Internet access to the school district. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy.

Nelsonville-York City School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under the age of 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Coordinator. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person (Building Principal and/or Technology Dept.) designated by Nelsonville-York City School District. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. EDUCATIONAL PURPOSE

1. Nelsonville-York City School District's internet access program has been established for educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) (Building Principal/Teacher) designated by the School to help you decide if a use is appropriate.

2. Nelsonville-York City School District's internet access has not been established as a public access service or a public forum. The Nelsonville-York City School District has the right to place reasonable restrictions on the material you access or post through the system.

You are also expected to follow the rules set forth in the Nelsonville-York City School District disciplinary code.

3. You may not use the Nelsonville-York City School District's internet access program for commercial purposes. This means you may not offer, provide, or purchase products or services through the Nelsonville-York City School District's internet access.

4. You may not use the Nelsonville-York City School District's internet access program for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

III. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

IV. UNACCEPTABLE USE

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

- 1.** Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by Nelsonville-York City School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential information, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- 2.** Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to Nelsonville-York City School District's internet access program or other computers, networks, or information systems through Nelsonville-York City School District's internet access program or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing". You will immediately notify a Teacher/Principal/Technology Department if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- 3.** Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or Acceptable Use and Internet Safety Policy others, including credit card numbers and social security numbers.

V. PLAGIARISM AND COPYRIGHT INFRINGEMENT You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

VI. NETIQUETTE

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

VII. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a

person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene Acceptable Use and Internet Safety Policy or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site(SEOVEC) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.

IX. PRIVACY

Network and Internet access is provided as a tool for your education. The Nelsonville-York City School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Nelsonville-York City School District and no user shall have any expectation of privacy regarding such materials. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.

Routine maintenance and monitoring of Nelsonville-York City School District's internet access program may lead to discovery that the you have violated this Policy, the Nelsonville-York City School District's disciplinary code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Nelsonville-York City School District's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

Your parents have the right at any time to request to see the contents of all your files.

X. DUE PROCESS

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Nelsonville-York City School District's internet access program. If the violation also involves a violation of other provisions of the Nelsonville-York City School District's disciplinary code, it will be handled in a manner described in the Nelsonville-York City School District's disciplinary code. Additional restrictions may be placed on your use of your Internet account.

XI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

XII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its

computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a

School computer or on another computer outside the School District's network.

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.

XIV. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.