

Elementary Handbook

**National Trail Local Schools
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High School Extension – 1200
Middle School Extension – 1300
Elementary Extension -- 1400**

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This agenda belongs to:

<u>Name</u> _____	<u>Grade</u> _____
<u>Address</u> _____	<u>Teacher</u> _____
<u>City/Town</u> _____	<u>Zip Code</u> _____
	<u>Phone</u> _____

FIGHT SONG
***GIVE A CHEER FOR NATIONAL TRAIL
FOR THE SCHOOL WE LOVE THE BEST
WHETHER FOES BE FEW OR MANY
WE WILL PUT THEM TO THE TEST
WE WILL PRAISE THE SONS OF GLORY
AS THEY MARCH TO VICTORY
AND HAIL THE NAME OF BLAZERS
AS THEY LEAD TRIMPHANTLY! HEY!***

Elementary Calendar for 2016-2017 School Year

Monday, August 15, 2016	Open House 1-12 grades 6:00 to 7:00 PM
Wednesday, August 17, 2016	GRADES 1 TO 12 FIRST DAY CLASSES
Thursday, August 18, 2016	Open House - Kindergarten 6:00 to 7:00 PM
Friday, August 19, 2016	KINDERGARTEN FIRST DAY CLASSES
Monday, September 5, 2016	NO SCHOOL- Labor Day
Friday, September 15, 2016	First Quarter Interim Reports
Monday, September 19, 2016	NO SCHOOL- Teacher Development Day
Monday, October 10, 2016	NO SCHOOL – Staff In-Service
Friday, October 14, 2016	End of First Quarter
Tuesday, October 18, 2016 4:00 to 7:30	Parent/Teacher Conferences
Thursday, October 20, 2016 4:00 to 7:30	Parent/Teacher Conferences
Friday, November 18, 2016	Last day for Interim Reports
Monday-Friday, November 21-25, 2016	NO SCHOOL-Thanksgiving Break
Friday, December 20, 2016	Last day before Winter break –end of quarter
Wednesday, December 21 , 2016, through Monday, January 2, 2017	NO SCHOOL – Winter Break
Tuesday, January 3, 2017	Classes Resume
Monday, January 16, 2017	NO SCHOOL- Martin Luther King Day
Monday, January 30, 2017	NO SCHOOL- Teacher Development Day
Friday, February 3, 2017	Last day Interim Reports
Tuesday, February 14, 2017, 4:00-7:30 p.m.	Parent/Teacher Conferences
Thursday, February 16, 2017, 4:00-7:30 p.m.	Parent/Teacher Conferences
Friday, February 17, 2017	NO SCHOOL in lieu of Parent-Teacher Conferences
Monday, February 20, 2017	NO SCHOOL – President’s day
Monday, March 6, 2017	NO SCHOOL – Staff In-Service
Friday, March 10, 2017	End of third quarter
Monday, March 27, 2017 through Friday, March 31, 2017	NO SCHOOL – Spring Break
Friday, April 21, 2017	Fourth Quarter Interim Reports
Tuesday, May 23, 2017	LAST DAY FOR STUDENTS
Wednesday, May 24, 2017	Teacher Professional Development Day
Thursday, May 25 and Friday, May 26, 2017	Teacher professional Development Days

Make-Up Days (if necessary) Will Be:

Martin Luther King Jr. Day	January 16, 2017
President’s Day	February 20, 2017
Add on at end of year	

NATIONAL TRAIL ELEMENTARY PARENT/STUDENT HANDBOOK

MISSION STATEMENT

The mission of the National Trail Elementary is to invest in excellence by creating responsible citizens and providing quality educational opportunities to every student, with every lesson, every day.

WELCOME

On behalf of the faculty and staff of National Trail Schools, we welcome you to school for the 2013-2014 school year. As a student at National Trail Schools, you will face many challenges and numerous opportunities for personal growth, intellectual development, social interaction, and involvement in extracurricular activities. We encourage you to seize the opportunities offered here and to gain as much as possible from the school experience.

You are entering a school community filled with proud tradition and dedication to achieving only the best. As a student at National Trail Schools, you will represent yourself, your family, your school, and the community in everything that you do. Commit yourself to making the wisest choices and decisions, achieving academic success, and growing as contributing member of your community.

The student handbook is published so that all National Trail students and their parents may have a ready reference to information, which is necessary for understanding the daily operation of our school and for explanations of our school's policies and procedures. All parents and students should read this handbook and retain it for future reference.

We encourage parents and students to contact us concerning any questions about the contents of this handbook, the school's policies or the progress of any student. Our mission is to serve the students and community of National Trail to the best of our abilities. We look forward to an exciting and prosperous year!

NATIONAL TRAIL ATTENDANCE POLICY (times are specific to Grades K to 4)

Attendance is an important factor in school performance and success. It is in the best interest of each student to maintain regular school attendance. Ohio school law requires school attendance of every person between ages of 6 and 18 during each school day.

Rights

Students have a right to know how the school defines and handles excused absences, unexcused absences and tardiness
Students have a right to ask that a penalty for an unexcused absence be reviewed.
Students have a right to make up work they missed during an excused absence

Responsibilities

Students have a responsibility to attend all classes.
Students have a responsibility to be on time for school and all classes.
Students have a responsibility to ask their parents to notify the school when they are absent.
Students have a responsibility to ask teachers for and to complete make-up assignments.
Students have a responsibility to turn in assigned work while on field trips or activities.

ATTENDANCE DEFINITIONS

1. A **tardy** is charged to students when they come to school late up until 9:35.
2. A **one-half day** absence is charged when they arrive more than 85 minutes late or leave more than 45 minutes early.
3. A **whole day** absence is charged to students when they are not in attendance for at least 2 hours 40 minutes.

Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence from school. You can report your child's absence by calling the attendance secretary at 437-3333 and press 1 to record the information. Each absence will be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary stationed in the commons area. If a note has not been received within two days of returning from absence, the absence will stand as unexcused. If you must leave school during the day, you must be signed out in the office by a parent, guardian, or parentally authorized individual. All students are expected to make up class work missed during an absence. Students have one day to make up the work for each day absence. However, previously assigned work is due the day of return.

1. Illness – The principal or designee may require verification of the illness from a physician if deemed necessary.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments.
7. Vacation – A note must be sent to the building principal for approval at least one week prior to the vacation. The principal may excuse such an absence for a period not to exceed five school days.

Steps For Handling Excused Absences

1. When a student has had 5 days of excused absences during the course of the school year the school will make contact with the parents of the student by letter, phone or in person.
2. When a student has had 10 days of excused absences during the course of the school year the school will send a letter to the parents explaining the school's concern about the number of absences. Any additional absences by the student, must be accompanied by a note from the doctor treating the student to be considered excused. The principal will provide the following information to the attendance officer: attendance records and dated correspondence or other type of parental contact after 5 days and 10 days absence.
3. When a student has had 15 days of excused absence during the school year the principal will complete the attendance referral form and submit it with the appropriate attachments to the Preble County attendance officer.

If a student is absent due to illness and is seen by a doctor, the parent is encouraged to send a doctor's note with the child upon his return to school. This will ensure that the absence is not counted toward the ten-day limit.

Unexcused Absence

If absences are not excused as defined in the previous section, the absences are considered unexcused. Students who have an unexcused absence will receive a grade of zero for instructional activities for which a grade is given.

E-DAYS

An e-day is an electronic make up day as a means for making up calamity days once days 6, 7 and 8 have been cancelled due to inclement weather. Teachers will post lessons to their class Moodle page and students will complete those lessons. Consideration will be given for students who do NOT have internet access from home. A paper copy, or comparable assignment, will be given upon the date of return to school if requested. Students will have 14 calendar days from the date of return to submit e-day lessons. This assignment will be evaluated by your student's teacher.

Steps For Handling Unexcused Absences

1. When a student has his first unexcused absence the principal will contact the parents either by phone, letter or in person. It will state in the letter that any further unexcused absences will result in a legal notice being sent.
2. When a student has a second unexcused absence, the principal will forward the following information to the attendance officer:
 - Attendance record
 - Dated copy of the correspondences of parental contact
 - Biographical information found on the SISThe attendance officer will contact the parents, issue a legal notice and outline the procedures to occur if there are additional absences.
3. If a student has a third unexcused absence the principal will forward this information to the attendance officer. Upon receipt of this information the attendance officer will initiate court action against the student and the parents.

Tardy To School Or Class

If a student is not in his assigned room when school begins at 8:50, he is tardy to school. If a student is tardy to school, he must report to the office for a pass to class. Students may have two unexcused tardies to school before a detention is assigned. A student who is tardy to class will be assigned a detention. An ISD may be assigned if tardiness becomes excessive.

Elementary Student Dismissal

Early Dismissal -- Children Leaving School Before 3:30 pm

If a student is dismissed from school in any manner other than by school bus or the regular end of day procedure, he/she is to be dismissed only through the school office. Early Dismissal is permissible only for the reasons listed above for an excused absence. Parents are to come directly to the office upon arrival in the building. Students will then be called to the office for dismissal. A student will be dismissed only with proper permission from his parent or without prior permission from parent or guardian.

School Dismissal Times

3:30 pm – Car Riders Dismissed

3:35 pm – Bus Dismissal with Teacher Escort To Busses (student with bus passes have them out!)

Parent Pick-Up

Parents are asked to pick their child up on the West side of the building. There is a pull around provided. This allows for adult supervision of the pick up area. Only students being picked up at the end of the school day by a parent, guardian or other authorized individual will be dismissed at 3:30 pm to the West Drive. Students not picked up by 3:35 pm will be sent home on their assigned school bus.

Bus Riders

Students riding their assigned bus home will be dismissed at 3:35 pm.

NATIONAL TRAIL LOCAL SCHOOLS CODE OF CONDUCT

Rights

Students have the right to be treated with respect.
Students have the right to a safe and orderly school.

Responsibilities

Students have the responsibility to treat others with respect.
Students have the responsibility to respect the rights of others.
Students have the responsibility to treat school property and the property of others with the respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

We at the National Trail Local Schools are committed to providing each child a quality educational opportunity. In order to successfully provide a positive learning atmosphere, student discipline must be established and maintained.

This Code of Conduct has been established to ensure that an environment conducive to learning can take place. These policies pertain to conduct on school grounds, which occur during, before, or after school hours. It shall also apply to any conduct occurring on buses, which are in route to or from school or to/from any other school sponsored event. The student must also comply with the code of conduct while off district school grounds at any school-sanctioned activities, functions or events (ex: away contests or school events).

Any misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee is a violation of the code of conduct.

We expect that all students be well behaved and represent National Trail Schools both on and off of campus. The following discipline code is in place to teach or train students to be accountable for their own conduct and to provide an appropriate learning atmosphere.

We have developed this code with the help of students, parents, teachers, administrators, and members of the Board of Education and law enforcement authorities. If you have questions about this code or the way it applies to any situation, please contact one of your child's teachers or the principal.

DISCIPLINARY ACTIONS

Violations of any one or more of the rules while a student is on school grounds, at school activities and events, or on school-provided transportation, may result in disciplinary action. Disciplinary actions are discretionary to the building administrators. Some of the disciplinary actions that may be used are:

Teacher-student conference	Counselor-student conference
Teacher-parent conference	Principal-student/parent conference
Referral to the office	Emergency removal from class or school
In-School Discipline	Suspension from school (up to 10 days)
Court Referral	Expulsion from school

Alternatives deemed appropriate to the situation

The following is a list of major areas that could result in disciplinary action. This list is to be used as a guideline only and is not exhaustive of all misbehavior that could be addressed by the administration.

School administration has full discretion as to the application of the code of conduct and may alter the consequences based on the circumstances and pursuant to their reasonable judgment.

Rule 1 - TRUANCY

Students shall comply with the compulsory school attendance laws. When a student is absent from school or any portion of the school day without a legal excuse or leaves without school authorization, it constitutes truancy. Procedures established in the attendance policy will be followed if violations of this rule occur.

Rule 2 - DISRUPTION OF SCHOOL OR BUS

A student shall not, by use of violence, force, coercion, threat, harassments, insubordination, or repeated acts of misbehavior cause a disruption, interference or obstruction of any curricular or co-curricular school activity. Examples may include: unusual or offensive attire, horseplay, talking in class, running in the building, throwing objects. No student shall refuse or disobey a bus driver's request or directions.

Rule 3 – VANDALISM/DAMAGE TO PROPERTY

A student shall not cause or attempt to cause willful damage or destruction to school property or private property. The destruction, defacing or damage of property will not be tolerated. This includes setting or attempting to set a fire. Examples of school property include: trees, landscaping, buildings, lockers, furniture, windows, walls and instructional materials. Examples of private property include clothing, motor vehicles, and student-owned school materials.

Rule 4 - FIGHTING, VIOLENCE, PHYSICAL ATTACK ON A STUDENT OR EMPLOYEE

A student shall not act or behave in a way that could threaten or cause physical injury to another student or school employee or visitor. Students are prohibited from pushing, fighting, hitting or any unauthorized touching.

Rule 5 - DANGEROUS WEAPONS AND INSTRUMENTS

Student may not possess, handle, conceals, transmits, transports or uses any item, weapon or instrument capable of harming another person on school property (includes but is not limited to: brass knuckles, knives, fireworks, smoke bombs, explosive devices, incendiary or poisonous product, or firearms). The penalty for such a violation at school is possible expulsion from school for one year. This prohibition includes any look-alike items, toy guns etc.

Rule 6 - DRUGS, ALCOHOLIC BEVERAGES, AND NARCOTICS

A student shall not possess, handle, transmit, conceal, or use drugs, alcoholic beverages, narcotics, or any other substance prescribed or non-prescribed that may cause physical, mental, or emotional change. Included in this prohibition is the use of any counterfeit or “look-alike” drug/controlled substance as defined by Section 2925.01 of the Ohio Revised Code. A student shall not possess drug paraphernalia.

Rule 7 - TOBACCO PRODUCTS

State laws in Ohio prohibit tobacco use by persons under the age of 18. Students in Ohio public schools are not permitted to smoke, use tobacco products or possess tobacco products during any school supervised activity. This rule includes all tobacco products including cigarettes, cigars, chewing tobacco, e cigarettes and smokeless tobacco. The possession of matches and lighters is also prohibited.

Rule 8 - PROFANITY, OBSCENE, VULGAR AND OFFENSIVE LANGUAGE OR GESTURES

A student shall not use profanity, obscene, vulgar, or offensive language in written or verbal form or use obscene gestures. Included in this prohibition is the possession of pictures, publications, and other printed material.

Rule 9 - INSUBORDINATION

A student shall comply with the direction of teachers, substitute teachers, bus drivers, secretaries, aides, principals and other school personnel during any period of time when the student is under the authority of such school personnel.

Insubordination includes, but is not limited to, disrespectful behavior toward school personnel, interference with a teacher's ability to conduct class, failure to obey a reasonable request, failure to identify oneself to school personnel when requested, or abusive language or insults directed toward a member of the school staff.

Rule 10 - APPROPRIATE DRESS

A student shall dress for school as defined in the Student Dress Code.

Rule 11 - THEFT

A student shall not take or participate in an attempt to take, school property or another person's property while under the school's jurisdiction.

Rule 12 - EXTORTION

A student shall not attempt or use force, intimidation, or illegal power to obtain money, services or personal property from another.

Rule 13 - FORGERY, FRAUD, PLAGIARISM, AND CHEATING

Students shall not be involved in any form of forgery. Students are not permitted to falsify in writing the name of another person or times, dates, grades, addresses or other data on school forms or correspondence directed to the school or to the student's parent or guardian. Nor shall a student copy another student's work or any published works. This prohibition includes any information not properly cited which is taken from any computer or Internet site. Plagiarism and cheating will result in a failing grade on that assignment or test.

Rule 14 - TRESPASSING OR LOITERING

A student shall not trespass or loiter on school property at unauthorized times or in unauthorized locations. Students under suspension are not permitted to be on school property unless permitted by a school administrator.

Students are not permitted to stay after school without direct, school sponsored supervision.

Rule 15 - GAMBLING

A student shall not participate in games of chance or gambling. Any materials will be confiscated and returned to a parent at the end of the school year.

Rule 16 - DISRESPECT, INTIMIDATING, THREATENING, OR DISGRACEFUL ACTS (Including Sexual Harassment)

A student shall not use, direct, or display words, phrases, gestures or actions which are considered to be disrespectful, threatening, intimidating, degrading, harassing, slanderous, obscene, profane, or inappropriate (as determined by the school administration) towards any other person. A student shall also not act or threaten to act in a way that could cause another person to fear for their personal safety or the safety of their property or their reputation. Included in this prohibition is any form of electronic bullying that disrupts the school day (facebook, twitter, etc.).

Rule 17 - VIOLATIONS OF LAW

A student must comply with state and federal laws while at school. Alleged violations of law will be referred to law enforcement officials. School disciplinary actions, including ISD, suspension and or expulsion from school, may also be imposed.

Rule 18 - CUTTING CLASS

A student shall attend all scheduled classes or programs held during the school day. An unexcused absence from a class or program constitutes truancy.

Rule 19 - USE OF ELECTRONICS

Electronic Devices: A student will not be permitted to use personal electronic gadgets onto school property during the school day unless administrative permission is granted. Contents of electronic devices may be searched if there is reasonable suspicion that it may have been used in an activity prohibited by the National Trail Code of Conduct. Cameras and other recording devices are prohibited. Any image or text that represents nudity or sexual conduct appearing on a computer monitor, television screen or similar data storage device is a violation of school rules and will also be reported to local law enforcement authorities. Any electronic device that is confiscated must be picked up by the parents at the office.

Rule 20 - FALSE ALARMS

A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe. Threats of severe school violence can be included in this restriction. The school will refer these cases to law enforcement authorities. Students and/or their families may face criminal prosecution and be liable for up to a \$10,000.00 fine. Suspension or expulsion may be considered in such cases.

Rule 21 - PUBLIC DISPLAY OF AFFECTION

Students may not show public displays of affection on school grounds, on a school bus, while on a school field trip, or during an extracurricular event. Examples include: hugging, kissing, or any other inappropriate touching.

Rule 22 – TRANSPORTATION

Students are afforded transportation to and from school as set forth in the Ohio Code. Students who drive to school are not permitted to operate a vehicle in a reckless manner on school grounds. Speeding and/or peeling tires are not acceptable and will result in the required parking pass being suspended. Further disciplinary action could occur at the discretion of the administration. Also students are required to enter the building upon their arrival to school and are not permitted to sit in their vehicles in the parking lot upon arrival or after dismissal.

Rule 23 - **FAILURE TO ABIDE**

A student shall abide by other rules that may be established from time to time by the Board of Education, superintendent, principal, or teacher.

Rule 24 - **REPEATED VIOLATION OF SCHOOL RULES**

A student shall not repeatedly violate the Student Code of Conduct or other rules that are established for the efficient operation of the school. A student who repeatedly violates a combination of rules above may be subject to more severe consequences. Suspensions, court referrals, and expulsions will be considered for repeat offenders.

SEVERE CLAUSE

School administrators have full authority to depart from this Code of Conduct in a reasonably prudent manner and may impose more severe or less severe sanctions than suggested above.

NATIONAL TRAIL IN SCHOOL DISCIPLINE (ISD) POLICY

Philosophy Statement

Students may be recommended for an assigned in-school discipline (ISD) at the discretion of the administration. It is generally intended as a form of discipline more restrictive than detention but less restrictive than an out of school suspension, but may be applied as deemed appropriate or necessary by the building administrator.

In-School Discipline Rules

1. ISD starts at 8:50 a.m. with the student being seated in the assigned seat with proper materials (books, paper, pencil, pen, etc.).
2. Any student who has more than two (2) occurrences of ISD during the quarter may be suspended from school. (Each occurrence may be from one to three days.)
3. The student will be escorted to and from the following:
 - a. Designated restrooms (2x per day)
 - b. Lunch (lunch will be picked up five [5] minutes before lunch)
4. The student will use ISD time to keep up with class and homework assignments. Sleeping, resting, or laying your head down is **not permitted**. Failure to comply is insubordination and out of school suspension will result. (Length of suspension will follow school guidelines.)
5. The office is responsible for getting the class and homework assignments from the teachers. The office will send ISD assignment sheets to the teachers prior to the first assigned in-school discipline day.
6. The student may not take magazines, newspapers or novels (novels that are a class assignment are acceptable) to the in-school discipline room.
7. Students may be required to take tests on the first day back to class while serving in the in-school discipline room, if coordinated with the teacher in charge.
8. If the student is suspended out of school, as a result of failing to follow ISD guidelines, the student is not permitted to receive credit for any class work, homework, or tests missed during the discipline period.
9. If a student misses an assigned ISD due to absence, it will be made up on the next day.

EMERGENCY REMOVAL

The Ohio General Assembly provided that the notice and hearing requirements can be temporarily waived in an emergency when the student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process."

1. Any building administrator may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his/her supervision
3. When a student is removed under an "emergency removal", an informal hearing, following the procedures for suspension, must be held within seventy-two (72) hours after the initial removal occurs.
 - a. Written notice of the hearing must be given to the pupil.
 - b. The hearing must be held in accordance with the suspension or expulsion procedures depending on the probable action to be taken.
 - c. The person who ordered, caused, or requested the hearing must be present at the hearing.

SUSPENSION AND EXPULSION

According to provisions of the law, school administrators may suspend, and superintendents may expel a student from school for serious misconduct, which affects the welfare of the school or for flagrant violation of school rules or repeated offenses of misconduct.

Suspensions may be for ten (10) days or less. The administrator may also recommend expulsion (for a period of time exceeding ten (10) days) to the superintendent at the time a student is suspended. Major offenses, which may be reasons for suspensions or expulsions, are listed in the Student Code of Conduct.

1. Students must be informed in writing of:
 - a. Intention to suspend
 - b. Specific charges against her/him
2. The student must have the opportunity for an informal hearing:
 - a. Student is afforded an opportunity to provide her/his version of the incident,
 - b. Must be permitted to review the allegations,
 - c. Student is allowed to challenge the reasons for the intended suspension.
3. The parent/guardian, the superintendent and the treasurer of the Board of Education shall be notified in writing within twenty-four (24) hours of the suspension (ORC 3313.66) of the specific charges of the suspension.
4. Parent/guardian must be notified in writing of his/her right to appeal to the Board of Education or its designee, and the right to request that the hearing be in executive session.
5. Parent/guardian must be notified of the student's leaving school if the suspension starts before the end of the school day.

APPEAL OF DECISION TO SUSPEND AND/OR EXPEL

If a student does not agree with the Principal's decision to suspend, the student and/or the student's parents may appeal the decision to the Superintendent. If a student and/or the student's parents do not agree with a Superintendent's decision to expel, the student and/or the student's parents may appeal the decision to the Board of Education.

NATIONAL TRAIL LOCAL SCHOOLS
STUDENT DRESS CODE
Revised, May 20, 2002

PROPER DRESS AND APPEARANCE

Rights

Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety and do not distract or offend others.

Responsibilities

Students have a responsibility to dress neatly, appropriately and be clean and well groomed

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management and control of the learning atmosphere for the student body. All students are expected to dress in a manner that will not bring undue attention to himself or herself.

School dress standards will be in effect for all school days and school related activities unless prior approval is granted. Any clothing or dress style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted.

Specific provisions are as follows:

1. Hair must be clean, neat, and well groomed so as not to create a health or safety hazard. All students should observe good health and grooming habits.
2. Clothing must be clean, well fitting and in good taste. Clothing must be free of holes with certain exceptions due to normal wear or accidental damage.
3. Dresses, skirts and shorts shall be mid-thigh or longer.
4. A shirt or blouse covering the shoulders, armpits, and midriff is required. No midriff tops, short tops, tube tops, sleeveless t-shirts, or halter-tops are permitted.
5. Clothing or personal possessions containing messages that are obscene, sexually suggestive or make reference to violence, illegal drugs, alcohol or tobacco products are not permitted.
6. Students will be asked to remove any body piercing, which creates any physical safety concerns. Chains or studded bracelets or necklaces are prohibited. Wallet chains are not permitted.
7. Students are not to wear pajamas, hats, bandanas, overcoats, jackets or other outerwear in the building unless permission has been granted.
8. Shoes shall be worn for health and safety reasons. House slippers are not considered shoes, and are not permitted unless permission has been granted for a special event. (Ex: pep week, storybook character day)

The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but ultimately belongs to the principal. In questionable situations, the administration will have the right to decide what is acceptable and unacceptable dress or appearance.

The code is subject to immediate review and change at any time by the National Trail Local Board of Education.

GENERAL SCHOOLS RULES AND PROCEDURES

Building Hours

Elementary students are permitted in the building from 8:40 to 3:35. Exceptions are for special activities, tutoring, teacher conferences or special business. Students are not permitted to leave the commons area until buses unload.

Planners

This planner is provided for your use. It contains information pertinent to the daily operations of the school. You should familiarize yourself with the information contained in this planner, as you are required to comply with the district's policies. Losing, defacing, or tearing out pages, covering pages or destroying your planner, will result in you being required to purchase a new planner.

Textbooks

Textbooks are supplied by the Board of Education and are loaned to students for their use. The student is responsible for the books and should see that they are not damaged or lost. In case of damage beyond normal wear or lost books, the student will be charged replacement costs.

Guidance Services

Guidance services are available for every National Trail student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel should be discussed with the counselor.

Fees

Student fees are collected to help pay for workbooks and other consumable supplies purchased by the school. Fees are required to be paid at the beginning of the school year. If student fees present an undue hardship, arrangements should be made with the principal or her/his designee at the beginning of the school year. Records of unpaid fees are kept from year to year in the student's permanent record. All fees must be paid before a student may receive a diploma and graduate from high school in the National Trail Local School District.

Search Of Students And Student's Possessions

When a school administrator has a reasonable suspicion to believe that a student is in possession of, or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, contraband or items which could cause a disturbance or which may endanger the safety of the student or any other person, a search of the student, her/his locker, desk, gym bag, backpack, etc. may be conducted.

A student shall not refuse a search or impede a search of her/his person, including without limitation, his or her backpack, purse, billfold, locker, gym bag, or desk. Refusal to be searched or impeding a search will result in the behavior being classified as insubordination. Local law enforcement authorities may be called upon to assist in a search. Upon completion of any search, parents will be notified of the search and the results thereof.

Medication And Illness At School

Students who become ill during the school day should report to the clinic with a clinic pass. When the clinic is closed, the student should report to the office. The nurse, if deemed necessary, will contact the parent. A parent/guardian, or parentally approved designee must sign out each ill student in the office. Students are given as many days as they are absent to make up any missed class or homework.

If a student must take any over-the-counter medicine or prescription medication during the school day, the parent/guardian must arrange for the school nurse or office to hold and dispense the medication. A medication authorization form must be completed before any medication can be administered to a student by the school staff or other school personnel designated to perform this task. Students are not permitted to hold or self-administer any type of medication during the school day. Students are permitted to carry prescribed inhalers, if they have a current medical authorization form on file in the clinic.

Selling At School

Students are not to sell or trade any items of any kind nor ask for donations for any non-school sponsored organization.

Bus Regulations

The purpose of a school transportation system is to deliver students to and from school and to curricular and extra-curricular events approved by the district; therefore, the same conduct expected in the school will be enforced on the bus.

Riding the bus is a privilege, which can be suspended for students who cannot abide by the rules and regulations prescribed by the Ohio Code and the National Trail Local School Board of Education. Students are not permitted to switch bus stops. The Transportation Director determines assigned "bus stops," and any infractions may cause the denial of a student to ride the bus.

Students will:

1. Arrive at the scheduled bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Wait in the assigned, designated spot clear of traffic and away from the bus stop.
3. Not engage in any activity at school bus stops that threaten life, limb, or property of any individual.
4. Go directly to their assigned seats and should keep their hands to themselves.
5. Remain seated while the bus is moving, keeping objects, knees and feet out of the aisles and the exits clear at all times.
6. Obey the driver and may not use profane, inappropriate or derogatory language or gestures towards the driver or others.
7. Not scream, push or fight on the bus.
8. Not eat or drink on the bus except as required for medical reasons.
9. Not use or possess tobacco products.
10. Not to throw objects on, from, or into the bus.
11. Embark or disembark only at their designated bus stop.
12. Not put arms, hands or any other body parts out of the windows.
13. Keep the bus clean, safe, sanitary at all times (no chewing gum, glass containers, live animals, large objects etc.).
14. Not damage the seats or any part of the bus.

While on the bus, students are under the authority of the bus driver and any violation of these policies will result in disciplinary action as determined by the driver and/or a building administrator.

Misbehavior On Bus

The penalty for misbehavior on the bus, at discretion of the building administrator, depending on circumstances, may include removal from bus privileges for one (1) to ten (10) days. Serious misbehavior on the bus may also be cause for additional disciplinary action. If a student does not agree with the administrator's decision to suspend the student from the bus, the student and/or parents may appeal the decision to the Superintendent.

School Bus Passes

All buses will run on a time schedule and each student shall ride the bus to which he or she is assigned. Permission to ride another bus must be obtained from the building office. The student must provide the office with a signed note from their parent stating the reason for the request. If we do not receive a note from home, the student will not be permitted to ride another bus home and will return from school by regular means of transportation. The building administrator or designee shall approve all such requests in advance. Middle School students are not permitted to ride the elementary school bus.

Withdraw and Transfer Procedure

A student who is withdrawing from school must report to the appropriate building administrator or office on or before the morning of her/his last day of attendance. A withdrawal form must be filled out and signed by a parent/guardian. All bills, fines and school fees must be paid in full prior to withdrawal.

Parents are not permitted to hand carry a student's records to another school. The parent must sign the Transfer Form at the school to which the child is being transferred, that school will request and we will transfer the child's school records by mail or fax.

Students under the age of 18 who withdraw must be re-enrolled in another school within two weeks time (pursuant to O.R.C. 3321.13 (B) (1)). Failure to do so results in the superintendent notifying the Judge of the Juvenile Court and the Bureau of Motor Vehicles.

Records

A. Access To Student Records - Parents

1. Parents requesting access to their child's records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child's records. There is a copy charge of 10 cents per page.
3. Parents have the right to a response from school officials to reasonable request for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

B. Access to Student Records – Non-custodial Parents

1. A divorce or change in custody does not change the rights of a natural parent to their child's records.
2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Step-parents have no rights to records, reports or conferences unless these rights are conferred on them by the custodial parent.

C. Change of address or Phone

Any time a student moves or has a change of address or phone number, he or she is to inform the school secretary immediately so that school records can reflect the change.

D. Child Custody

1. Parents have an obligation to inform the school anytime the custody of a child changes.
2. It is the responsibility of the parents to insure that the school officials receive a copy of the court orders pertaining to a child's custody.
3. The school shall not accept out-of-state court orders for a parent to leave with a child. Only in-state court orders, which are current, shall be honored.
- 4.

E. Confidentiality

1. Student records are confidential and are protected by the "privacy act". Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "privacy act". Directory information includes pupil's name, address, phone number, date of birth, place of birth, major field of study, dates of attendance, date of graduation, sports activities participated in, and in case of athletic team members, the height and weight of the pupil. Parents may request in writing that the school not release this information.

F. Unpaid Fines or Bills

Grade cards may be withheld if there are any fines or unpaid bills at the end of the grading period, semester, or year. After graduation and until paid any unpaid bills or fines will be indicated on the student's cumulative records.

Visitors To School

All visitors to the school must check-in at the office. Visitors must sign in and out on a record sheet for this purpose and wear a visitor's identification tag while on the school premises. Students are not permitted to have guests attend class or visit in the lunchroom during the school day. Parents must attain advance permission from classroom teacher(s) and the principal, before a lunchroom or classroom visit will be allowed. Failure to secure this authorization may result in charges of trespassing. **All pets must be approved by elementary principal before entering school property.**

Field Trip Policy

On any field trip scheduled on behalf of the school, students are required to comply with the code of conduct away from the building in the same manner as if they were in the building. Students are required to obtain any missed assignments **in advance** from their teachers and should have that work completed as arranged with their teacher or/by the next scheduled meeting for that class.

Student Journalism

All official student publications (newspapers, yearbook, etc.) are a part of the school curriculum. Editorial control remains with school authorities.

Telephone

Office telephones are business phones and may be used by students only with the permission of office personnel for emergencies.

Hazing Policy

Hazing is defined as doing any act or coercing another, including the victim, to do any act of intimidation unto any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member or other employee of the District shall encourage, permit, or tolerate any hazing activities. No student may plan, encourage or engage in any hazing.

Administrators, faculty members, and all other District employees are particularly alert to possible conditions, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering school employee of the probation contained in this policy and are required to end all hazing activities immediately. All hazing incidents are reported immediately to the superintendent.

Administrators, faculty members, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

SAFETY PROCEDURES

Fire Drills

Fire drills are required by law and are an important safety precaution. A fire evacuation plan is posted in each room. Students should study the Fire Drill plan in each room where he or she attends class and become familiar with it. When the fire alarm sounds, students should exit the building quietly, quickly, and orderly, as previously instructed by their teacher, and should report to the designated meeting point, away from the building. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students should refrain from talking while exiting the building and until attendance and instruction are given and are to remain at least fifty feet away from the building until the signal is given to reenter. No one is to return to the building until permission is given by the principal/designee.

Tornado Drills

Tornado drills are required by law and are an important safety precaution. A tornado drill procedure is posted in each room. Students are to go to the designated area quickly but do not run. Students are to stay quiet at all times and listen for directions.

Safe School Drills

Safe School drills have been established by the administration of National Trail Schools to train students to respond in emergency situations. Safe School drills are required to be held at least once a year and as deemed necessary by the administration.

District Internet Regulations (Acceptable Use Policy)

The acceptable use policy will serve as a contract between the National Trail Schools and the students or any other persons for the purpose of network and Internet access, and computer use. This electronic network includes access to inter-connected computer systems in the district and inter-connected computer systems on a worldwide basis, with availability of services such as e-mail and web sites. The intent of the contract is to insure that the user will comply with the rules and regulations relating to the use of the district network (SWOCA) and the Internet.

Parents, students, and staff should be aware that materials available through the Internet are constantly changing. The Internet reflects the values of a global society, and may provide access to sites, which would be considered inappropriate in a school library or classroom setting. The National Trail Schools firmly believe that the educational benefits available to members of our school district offset the possibility that a user may procure materials, which would not be consistent with the educational goals of the district. It is the responsibility of each user to control her/his use of the system to avoid access to or use of inappropriate material. Students should be aware of district procedures dealing with unsuitable material.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the signed handbook forms and/or user agreements.

Network administrators may review user files and communications to maintain system integrity and user responsibility. Users should not expect that files stored on district servers would be private.

DISTRICT INTERNET REGULATIONS – STUDENT’S RIGHTS AND RESPONSIBILITIES

The use of the district network resources is a privilege, not a right, and may be revoked by the district or school administration at any time. This privilege is given to students who agree to act in a considerate and responsible manner. Students who are specifically authorized to use the District’s computers or on-line services shall comply with the following guidelines and procedures:

1. **ACCEPTABLE USE:** access to the electronic network is made available for the purpose of supporting educational research, education and collaboration in and among educational institutions in the United States and elsewhere. All network usage must be consistent with these purposes and the terms of the Acceptable Use Policy.
2. **USES NOT ACCEPTABLE:** unacceptable use is defined by, but is not limited to, the following:
 - a. Using the computer and/or network for financial gain: commercial, political, and/or inappropriate personal use that interferes with the responsibilities of the assigned positions; or illegal activity.
 - b. Using the system to encourage the use of drugs, alcohol or tobacco; promoting unethical practices; or any activity prohibited by law or Board policy.
 - c. Downloading, or transmitting material that is threatening, obscene, disruptive or sexually explicitly 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.
 - d. Violating copyright laws.
 - e. Installing, copying, removing, or modifying any software on the system without permission; installing software not owned by or licensed to the district.
 - f. Using profanity, obscenity, or other language, which may be offensive to other users.
3. **VANDALISM:** Vandalism includes, but is not limited to:
 - a. Intentionally and without authorization, entering into restricted networks.
 - b. Reading other users’ mail or files, interfering with other users’ ability to send or receive electronic mail or attempting to read, delete, copy, modify, or forge other users’ mail or files.
 - c. Causing physical damage to any component of the district network.
4. **SECURITY/PERSONAL SAFETY:**
 - a. The user is ultimately responsible for all activity on her/his account; therefore the User agrees not to disclose her/his password to any person and to use only the password provided in accessing the system.
 - b. Do not arrange a face-to-face meeting with an unknown computer user.
 - c. Students are not permitted to subscribe to list serves or visit chat rooms of any kind.
 - d. Anything on the school computers is the property of National Trail Schools and can be searched and read at any time.
5. **WARRANTIES:**
 - a. The user shall have no expectation of privacy regarding usage of the district network and Internet. The district reserves the right to review and remove user files.
 - b. The user is responsible for any and all costs that may be associated with recovery from damages caused intentionally by the user.
 - c. The district does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The district shall not be liable for any damages sustained or incurred in connection with the use, operation, or inability to use the system.
6. **SANCTIONS:** Any user becoming aware of the access to inappropriate material shall immediately exit from the site and report that access to a teacher, the principal, or an immediate supervisor. Because users are ultimately responsible for their accounts, breeches in security should be reported immediately.
 - a. Violations of this authorized use policy may result in a loss of access.
 - b. Vandalism will result in the cancellation of privileges.
 - c. Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language, behavior and/or any violation of the building code of conduct.
 - d. The user will be responsible for restitution due to actions resulting in damage to any part of the network.

