

New London Elementary  
**STUDENT HANDBOOK**  
2022-2023

<p><b><u>Wildcat Pride Pledge:</u></b> I will Be Kind Today I will Be Safe Today I will Be Cooperative Today I will Be Respectful Today</p>	<p><b><u>Leader in Me Habits</u></b></p> <ol style="list-style-type: none"><li>1. <b>Be Proactive</b></li><li>2. <b>Begin with the End in Mind</b></li><li>3. <b>Put First Things First</b></li><li>4. <b>Think Win-Win</b></li><li>5. <b>Seek 1st to Understand, Then to be Understood</b></li><li>6. <b>Synergize</b></li><li>7. <b>Sharpen the Saw</b></li><li>8. <b>Find your Voice and Inspire Others to Find Theirs</b></li></ol>
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## New London Elementary Staff

### Preschool Teachers:

Ms. Lisa Hauke  
Mrs. Rochelle Jarvis

### Kindergarten Teachers:

Mrs. Christine Crawshaw  
Mrs. Sara Hicks  
Mr. Eric Mitchell

### First Grade Teachers:

Ms. Stephanie Parr  
Mrs. Angie Risner  
Mrs. Sarah Thomas

### Second Grade Teachers:

Ms. Judy Gahr  
Ms. Liz Ohm  
Ms. Samantha Wheeler

### Third Grade Teachers:

Ms. Ann Carpenter  
Ms. Deana Caudill  
Mr. Paul Dowdell

### Fourth Grade Teachers:

Mrs. Brittany Palomo  
Mrs. Deborah Rowland  
Mr. Brandon Risner

### Fifth Grade Teachers:

Mrs. Julie Brown  
Mrs. Shannon Logston  
Mrs. Allison Yetter

### Intervention Specialists:

Mrs. Carolyn Hamilton - PreK  
Mrs. Amy Heller - K-2  
Mrs. Alice Jarvi - 5th  
Miss Jasmine Kohne - 3rd  
Ms. Abigail Skolnik - Multi-Grade  
Mrs. Nicole Stevens - 4th

### Gifted and Talented:

### Elementary Specials

Mrs. Lisa Carbone- 5th Grade Band  
Mrs. Megan Dobias- Library/Makerspace  
Ms. Kori Falk- Art  
Mr. David Gentry- P.E.  
Ms. Kayleigh Zander- Music

### Title 1 Teachers

Mr. Randy Endsley  
Ms. Maryann Wilson

### Paraprofessionals:

Ms. Kelly Bracken  
Mrs. Laura Brady  
Mrs. Collette Kropka  
Mrs. Laura Landis  
Mrs. Susana Montgomery  
Mrs. Courtney Ringler  
Mrs. Rami Schaffer  
Mrs. Diana Schwinn  
Mrs. Sarah Smith  
Mrs. Gail Ux

### Elementary Literacy Coach:

Mrs. Patty Fuller

### District STEM/Science Coach:

Mrs. Terrie Chase

### School Nurse:

Mr. Derek Chaffins

### School Psychologist:

Mrs. Kelly Walter

### Speech and Language:

Mrs. Molly Small

### Guidance Counselor:

Mrs. Amy Wester

### Guidance Secretary/ Registrar

Mrs. Rhonda Killgrove

### District Social Worker

Mrs. Ashley Hudson and Ms. Jules Frazier

### Secretary:

Mrs. Stacey Gregory

### Director of Instruction and Innovation:

Mrs. Stephanie Glasure

### Director of Special Education Services:

Mrs. Kara Griswold

### Principal:

Mrs. Jennifer Yost

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### NEW LONDON LOCAL SCHOOLS

#### MISSION STATEMENT

*The mission of the New London Schools is to work with and unite community resources to provide continuously improving student programs so that all students can achieve success at their full learning potential.*

#### PURPOSE OF THE HANDBOOK

This handbook answers any questions regarding New London Elementary and its procedures and regulations. All school rules and procedures have been established to maintain a safe, orderly, and positive learning environment. It is the responsibility of each student and parent to carefully read this handbook and become familiar with its content. The policies and regulations outlined herein were approved and adopted by the New London Local School Board of Education and carry legal statute as determined by law.

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### **NON-DISCRIMINATION POLICY**

It is the policy of the New London Local School District that educational programs and activities are provided without regard to race, color, religion, national origin, sex, or disability.

### **FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION**

Federal law requires The New London Local School District to inform parents what type of "directory information" will be communicated about students during the school year. Information is NOT released to profit making organizations. The following is considered "directory information."

- Name
- Address
- Photographs of the student
- Participation in recognized activities and sports
- Date of graduation
- Honors and awards or any other information which would not generally be considered harmful or an invasion of privacy if discussed.

Parents of students and emancipated students have the right to refuse to permit the District to disclose the above "directory information." Such a refusal should be written and submitted to the building principal.

### **Section I** **ADMISSION / ATTENDANCE**

#### **ADMISSION REQUIREMENTS**

The parent/guardian of a student at the time of his/her initial entry to the New London Local School System shall present to the building principal or his/her designee the following documentation:

1. Proof of residency (current utility bill, rental agreement etc.)
2. Birth Certificate
3. Social Security Card (copy is fine)
4. Immunization Record
5. Proof of custody (if child does not reside with both natural parents)

#### **ATTENDANCE POLICY**

The Ohio Revised Code Section 33210.01 states that a person between the ages of 6 and 18 years of age is of "compulsory school age." Regular school attendance should be the goal of every student. In accordance with this goal, New London Elementary has adopted the following policy:

#### **Excused Absences / Legitimate Reason:**

- Note from doctor
- Funeral of family member or close friend
- Religious holiday
- Court appearance with proper documentation

#### **Once a New London School student has missed:**

- 15 consecutive hours or 21 hours in one school month or 35 hours in one school year without a LEGITIMATE EXCUSE, it is policy to notify his/her parent/guardian of these absences.
- 30 or more consecutive hours or 42 or more hours in one school month, or 72 or more hours in a school year without LEGITIMATE EXCUSE, they will be assigned to an absence intervention team, where an absence intervention plan will be created, and a complaint may be filed with the Huron County Prosecutor's Office.
- Students have 60 days to successfully implement their absence intervention plan. If they do not make progress on the plan, as determined by the Absence Intervention Team, the school must file, by law, a complaint in juvenile court on the 61st day after the implementation of the Absence Intervention Plan. At any time during this plan, if the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, or 72 or more hours in a school year a complaint will be filed in juvenile court.
- 21 hours during a single school month or 42 or more hours this school year WITH OR WITHOUT A LEGITIMATE EXCUSE, it is policy to notify his/her parent/guardian of these absences.
- 38 or more hours in one school month, or 65 or more hours in a school year WITH OR WITHOUT A LEGITIMATE EXCUSE, they will be assigned to an absence intervention team, where an absence intervention plan may be created.

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- Out-of-school suspension days may count towards the total number of days absent from school. In-school suspension days will not count as days absent from school.
- -Any student missing more than half of any class will be considered absent.
- **Unless a student obtains prior approval from the office, a student who comes to school after 9:24 AM or is sent home due to illness during the school day will not be eligible to take part in any type of after school activity.**

If parents wish to have their son or daughter leave the school grounds during school hours for such things as doctor appointments, a written request is to be submitted to the principal or his/her designee **prior to 7:45 AM on the day to be dismissed.**

#### **Notification of Absence**

- Parents are requested to notify the school before 8:30 AM on the day a student is absent from school. Please call 419-929-1586 to give the name of the student and the reason for the absence. Parents who have not contacted the school will be notified of the child's absence either by phone or mail.
- A note, (parent, doctor excuse, court ordered appearance, etc.) must also be sent upon the student's return to school.
- Out-of-State travel, not to exceed 5 days per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board or an extracurricular activity, defined as a pupil activity program operated by the district but not included in a graded course of study.
- At the superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone support post.

**Make-UP Work** Students shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for work made up pursuant to an excused absence.

*\*A student must be in attendance at school for 1/2 of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his or her designee may grant an exception to this limitation.*

#### **DAILY TIME SCHEDULE**

Students may enter the building beginning at 7:20 a.m. for breakfast. The class bell rings at 7:30 to allow students to enter the hallways for class. Classes begin promptly at 7:45 a.m. Students arriving after 7:45 a.m. must sign in at the office and receive a tardy slip. School dismisses at 2:40 p.m. Please read the dismissal procedures for drop off and pick up of students. Walkers/ pick ups and car riders are dismissed at the main elementary entrance.

#### **DISMISSAL**

Parents should communicate their child's dismissal plans through the PikMyKid App or through a written note. **Phone calls are discouraged.** A student may be released early from the office to a parent, legal guardian or a legal adult indicated on the student's emergency medical form or person delegated through the PikMyKid App before 1:00 p.m. Students leaving before 2:40 p.m. will be docked the appropriate amount of time on their attendance. ***From 1:30 p.m. to 2:40 p.m. no adjustments may be made to the dismissal schedule unless there is an emergency situation.***

#### **LEAVING SCHOOL**

Children are expected to remain at school throughout the day unless a note or telephone call is received by the school office. Any student needing to leave during the day must receive permission from the office and sign out. Parents arriving to pick up their child/children prior to dismissal are required to come to the office and sign their student(s) out.

#### **TARDINESS**

Promptness to class is very important. Students are to be in their seat ready to work when the tardy bell sounds at 7:45 A.M. If a child is tardy, he/she will be expected to bring a note from the parent/guardian to verify the excuse. Students will be given a **warning after two tardies, a detention after three, and a Friday school after six.** The student must **always** report to the office before going to class when late. **Failure to serve a Friday school or detention may result in out of school suspension for insubordination.**

#### **EMERGENCY SCHOOL CLOSINGS**

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If you work, or in case you are not home, your child MUST know an alternative place to go in case of an emergency school closing. All closings will be communicated via our ONE CALL phone system, school website, and Facebook/Twitter/Instagram. Emergency closings are also announced by local radio stations, local television stations, and on their internet websites.

## **Section II** **ACADEMICS**

### **HOMWORK**

Your child may have daily homework. There are several reasons for homework:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits and develop responsibility.
- To provide you an opportunity to see what your child is studying and see how well he/she is doing.

### **PROGRESS REPORTS and Report Cards**

Our Progress Book progress reporting system has been developed to communicate expectations and achievement to each student. Families can access academic progress via the internet using a login/password that will be provided at the beginning of the year. This allows students and families to be aware of the status of all graded assignments/tests as the quarter progresses.

The report cards and progress reports are issued quarterly. These reports indicate pupil progress based on grade level expectations. **Academic Alerts** will be issued midterm for all students who are earning a C- or below and report cards will be issued four (4) times a school year. Report cards will be issued after each 9 week increment. Communication regarding student progress should be returned with parent signatures within (7) school days to the student's homeroom teacher. Parent/teacher conferences are scheduled at the end of the first (1<sup>st</sup>) grading period and as needed throughout the school year.

## **Section III** **SCHOOL PROCEDURES AND STUDENT POLICIES**

### **ADDRESS / PHONE CHANGES**

Please notify the teacher and school office of any changes as soon as possible. You are also able to make changes to your families address and phone numbers via our online registration portal. This information must be updated as soon as possible when changes are made.

### **CAFETERIA**

Students can purchase a lunch from the cafeteria or bring a lunch from home in a bag or lunch box. Please have your child's name on the lunch bag or box. Chocolate or white milk is available for purchase. At the beginning of the year, a rotating lunch menu is published for your planning purposes. A parent or legal guardian can call the cafeteria to place restrictions on their student(s) lunch account.

All children eat their lunch in the cafeterium. Ample time is allowed for eating, please do not rush. For health and sanitary reasons, students are not permitted to share food/drink with other students. Cafeteria lines will move with order and efficiency if each student is polite in waiting his/her turn. Students are to be considerate of others and leave their table neat and clean. Students may not take food to the playground.

### **Free & Reduced Meals**

To apply for the Free/Reduced Meal Program, please completely fill out the Free/Reduced Meal Application that is sent home with your student at the beginning of the year. You will find the current income eligibility guidelines attached. The application is also posted on our school website for you to print, or you may contact the cafeteria or the office to have one sent to you.

### **Unpaid Meal Charges**

New London Schools have implemented a 3 charges limit for meals. If your child is paying full or reduced price and has reached 3 charges, then he/she will be given a sandwich and a milk for lunch in place of the meal until the balance is paid.

If you have a long term unpaid meal debt, the Cafeteria Supervisor will contact you to make payment arrangements for you to get your debt paid.

We encourage you to sign up for EZPay. Using this, you can make online payments and you can also view your student's balance and purchases. You may also make payments to your child's account by sending in a check or cash with his/her name written on it or by calling the office to place a credit card payment over the telephone.

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### **CHILD CUSTODY**

Unless we receive court documents that specify which parent is given legal custody, we cannot or will not deny access by either parent to their child.

### **COLLECTOR CARDS/COLLECTABLES**

Due to the increasing incidents of arguments, card/collectable monetary values, disputes over ownership and disruptions, collector cards/collectables are NOT to be brought to school. If cards are brought to school they will be taken away and returned to the parents or legal guardian. (Parents or legal guardians must come to the office to claim the cards at the end of the year).

### **CLOTHING/DRESS CRITERIA**

Appropriate attire is expected of all students in attendance at all school-related functions. The principal or designee will determine whether a student is inappropriately dressed. Parents may be contacted in the case students are inappropriately dressed. The elementary dress code is based on the following:

- Attitude and behavior
- Personal hygiene
- Modesty
- Health and safety factors
- Building maintenance

Appropriate clothing for elementary students varies according to age and activity. More specific guidelines will be expressed to student and/or parents if:

- Health or safety of a student is in danger
- Clothing distracts from learning
- Clothing could possibly be destructive to property.

Clothing that advocates the use of drugs, alcohol or tobacco, or suggests other inappropriate connotations, such as gang associations, is not permitted in school. Shorts and skirts worn to school must be an appropriate length as determined by the administration (mid-thigh or fingertip is a general standard).

### **ELECTRONIC EQUIPMENT**

Unauthorized use of any electronic device is prohibited and the item will be confiscated by staff members. Parents or legal guardians will be advised when they can pick up the item that has been confiscated. The school is not responsible for any lost, stolen, or damaged device. The use of electronic devices are at the discretion of staff.

### **EMERGENCY PROCEDURES**

**Fire Drill Procedures** - It is the responsibility of the teacher to be fully acquainted with which exits to use. Directions are posted in each room. Each fire drill is to be interpreted as "the real thing."

#### **Procedures:**

- Students are to be quiet as soon as the fire bell sounds.
- Students' conduct must be orderly.
- Students are to report to their designated area.
- Any student who needs assistance will be aided by others nearest him/her.
- Attendance will be taken.
- Students will re enter the building only when designated by the Superintendent, Principal, Fire Chief, or Police Officer.

**Tornado Drill Procedures** - It is the responsibility of the teacher to instruct students of the location they are to go to in case of a tornado. Directions are also posted in each room. Each tornado drill is to be interpreted as "the real thing."

#### **Procedures:**

- Students are to be quiet as soon as the tornado alarm sounds. It is imperative that all students are quiet during a drill in order to hear instructions that may be relayed to them.
- Students' conduct must be orderly.
- The first student to the door will proceed to the assigned area and assume the tornado drill position.
- Students must not be in direct line with any windows or doors.
- Students will be instructed when it is safe to return to class or exit the building.

### **FEES**

Parents who find it difficult to pay the scheduled fees are asked to contact the building principal for the purpose of working out a payment plan. New London Board of Education Policy requires that fees be paid. Parents or legal guardians of students who qualify for free lunch may also sign a waiver for school fees.

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### **LIBRARY**

Students will have access to the library's resources via their classroom teacher. Please see that your child returns all borrowed books promptly so that other students may check them out.

### **LOST AND FOUND**

Items found at school are brought to a collection point next to the office. We encourage you to have your child's name on lunch boxes, notebooks, jackets, etc. If items are lost at school, we encourage you to check in the hallway next to the office. There is a clothing rack and box for unclaimed items. These will be donated to the Salvation Army each quarter if they remain unclaimed.

### **PARTY INVITATIONS**

Students should not bring in party invitations to hand out unless they are either for the whole class, for all the girls in the class or all of the boys in the class.

### **PLAYGROUND RULES**

For students' safety, the following rules include, but are not limited to:

1. No throwing rocks, wood chips or snowballs.
2. SLIDE DOWN THE SLIDE "SEATED" - go down seated and do not walk up the slide.
3. SWINGING – Do not swing sideways, swing double, run through or in front of swings, climb the swing frames, or jump from swings.
4. CLIMBING BARS (monkey bars) - No standing on top.
5. NO TACKLE FOOTBALL or HARDBALL, also do not bring wooden bats to school.
6. DO NOT CLIMB THE FENCES - if your ball goes outside of the fence, you must GET PERMISSION from a staff member on duty to walk around and retrieve it.
7. Bullying at school is not permitted and will be taken seriously. Bullying includes verbal and physical intimidation.

\*Staff have the authority to maintain student safety at all times and may allow or not allow games based on the needs of the students.

### **INDOOR/OUTDOOR RECESS**

The weather and condition of the playground equipment determines whether recess is indoor or outdoor. For student safety outdoor recess is to take place within the fenced in area unless the principal permits otherwise for a special occasion. Recess will take place outside unless any of the following conditions exist:

- Playground equipment is wet or icy
- The weather outside is raining, snowing, or excessively windy
- Outdoor temperature with or without wind-chill is 20F or lower with teacher discretion.

Children may ***only*** be excused from participating from outdoor recess if the student has a doctor's excuse. In order to maintain student health and wellbeing it is imperative that students have proper clothing for the weather during outdoor recess.

### **TELEPHONES**

Students should ask to use the telephone in the office, *and only in the case of emergency*. Permission must be granted by the classroom teacher or the office staff. Arrangements for after school activities should be made before coming to school. Parents are encouraged to call their child's teacher only during a recess or conference time. It is extremely important for us to have up to date telephone numbers online so that we can reach a parent in case of an emergency. If you do not have a telephone, please use a close friend, relative, or neighbor, with prior approval of that person.

### **TEXTBOOKS**

Textbooks issued to students are the property of the New London Board of Education. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use.

### **VALUABLES**

Students are urged to keep anything valuable at home. Students do not need to bring unnecessary valuable possessions to school. New London Schools are not responsible for lost, stolen, or damaged items. The elementary lockers do not have locks.

### **VISITORS**

Visitors must notify the school office and teacher prior to the visit. Since we do not want to disturb the students and teacher while the class is in session, most business can be taken care of in the office. Student's friends and relatives from another school may not visit classrooms during class hours. **All Visitors must sign in and receive a visitor's badge. Visitors will be escorted within the building by staff members.**

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**Section IV**  
**STUDENT HEALTH ISSUES**

**IMMUNIZATION RECORDS / MEDICATION**

At the beginning of each school year, or at a pupil's initial entry, a pupil has fourteen (14) days to present evidence that he/she is in compliance with the State School Immunization Law. If, after the end of the fourteen day grace period, the pupil has not submitted written evidence of compliance, the pupil will be excluded from school until evidence is submitted.

The current immunization requirements are as follows: K-5<sup>th</sup> Grade Students

- 5 doses required – (DtaP) Diphtheria, Tetanus, Pertussis vaccine
- 4 doses required - Polio vaccine
- 2 doses each – (MMR) Measles, Mumps, Rubella vaccine
- 2 doses required- Varicella vaccine (Chickenpox)
- 3 doses each - Hepatitis B vaccine

A pupil is in compliance if he/she meets one of the following four criteria:

1. The pupil submits written evidence that he/she meets or exceeds the minimum immunization requirements.
2. The pupil submits a written statement, signed by his/her physician, that immunization may be detrimental to the pupil's health.
3. The pupil submits a written statement signed by his/her parent/guardian that the parent/guardian objects to immunization for good cause, including religious convictions.
4. The pupil submits written evidence that he/she is "IN THE PROCESS" of completing the required immunizations. "In the process" means that the pupil is immunized against Measles, Mumps, and Rubella and has had at least one dose of DPT/TD vaccine, and one dose of Polio vaccine, and has not missed the required interval before the next immunization.

The Huron County Health Department, located at 180 Milan Avenue in Norwalk, holds immunization clinics. Parents or guardians can call the department at 419-668-1652 for information.

**ADMINISTRATION OF MEDICINE**

School personnel often are faced with the responsibility of dispensing prescription medication at school. It is recognized that students do on occasion have illnesses which, although they require medication for relief or cure, do not prevent their attending school. Where possible, medication either should be given by the parents or legal guardian or taken at home. However, when this is not possible and the student must take medication during school hours, the responsibility for dispensing the medication will be assumed by the school. Students who are ill should remain home when their presence is a danger to others.

MEDICATION (PRESCRIPTION AND NONPRESCRIPTION) WILL ONLY BE ADMINISTERED BY SCHOOL PERSONNEL AFTER THE PROPER REQUEST FORM HAS BEEN FILLED OUT BY THE PHYSICIAN AND PARENT/GUARDIAN. THIS FORM MAY BE OBTAINED IN THE SCHOOL OFFICE. THIS FORM COMPLIES WITH ORC 3313.713.

- A new request form must be submitted each year as necessary for changes in medication orders.
- Medication must be picked up prior to the last day of school. Any medication left in the office will be disposed of if it is not picked up. School personnel cannot be responsible for medication while school is not in session.
- School employees may not administer any nonprescription over-the-counter medication without the enclosed form filled out by parent and physician.
- K-5 students must not transport prescription or nonprescription medication on the bus. A parent must bring the completed form along with the medication to the office.
- Students are not allowed to carry medications with them in the classroom or in their book bags/coats. This includes but is not limited to pain relievers, cough drops, anti-itch creams, etc.

**HEAD LICE**

During the course of the school year, it is often necessary for a child/children to be screened for head lice. If head lice are detected during this screening process the child/children will be sent home. The condition should be treated at once. The students should be back in school after two days maximum. Students will be excluded from the school until satisfactory proof of treatment is demonstrated to the principal or his designee. The principal or his designee will readmit the student if the following criteria are met: The student has been treated with shampoo effective in killing lice and ALL NITS have been removed from the hair.

When lice are found:

1. The guardians of the affected students are contacted immediately and the child is removed from the educational environment.
2. Siblings of any affected students are also screened and removed if necessary.
3. In the Elementary, all students in the classrooms impacted are screened and any further contacts are made.
4. A letter is sent home at the earliest time possible informing parents that a case of lice has been found in the classroom.

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As stated above, students should be back in school *after two days*. Student absences will be excused for those two days only.

### **INSURANCE**

Supplemental insurance is available for purchase. This type of insurance is used in addition to insurance already purchased. If there is no family insurance, this type of insurance will cover injuries and accidents, but there are limitations as to the amount paid for each occurrence.

It is extremely important that parents or guardians read and understand the limitations which apply to this policy. It is possible that an injury and resulting medical work will cost much more than the policy will cover. Insurance booklets will be sent home with your child/children the first day of school. If you have any questions concerning insurance, please call the elementary office.

## **Section V TECHNOLOGY**

### **OUR NETWORK**

New London Schools are a part of NCC which serves as our A-site for educational and administrative computer purposes under laws and regulations of the State of Ohio. New London Elementary and New London High School are connected by a data communication line (T-1) into the A-site. NCC is funded through the Ohio Department of Education and individual school district contributions for services. Internet access is coordinated through a complex association of government agencies.

### **INTERNET ACCESS POLICY**

The Internet system of linked computerized databases and services offers the possibility of quick access to a wealth of local, national and international information which can be of tremendous benefit to the education of students enrolled in the New London Local Schools.

The Internet also affords possibilities for abuse and misuse, and may make inappropriate materials accessible to school-age children. Recognizing that the availability of Internet services to schools is a relatively new development, and that any Board of Education Policy on the Internet must be subject to ongoing review and revision, the Board of Education intends to establish initial Internet ground rules through this policy for the guidance of both staff and students.

### **INTERNET ACCESS GUIDELINES**

Unless the content indicates otherwise, the following guidelines on Internet access obtained through school resources are applicable to both students and staff of the New London Local School District:

1. Internet access is to be used for educational purposes, and not for entertainment or any commercial purpose. It is expressly prohibited to use Internet access to obtain or send material that is profane, obscene, indecent, sexually explicit or otherwise unsuitable in the judgment of professional educators for school age children. Also prohibited are transmitting offensive, harassing statements, developing and/or transmitting inappropriate graphics, transmitting sexual or ethnic slurs and/or jokes, soliciting other employees or users, or permitting unauthorized access.
2. The Superintendent or his/her designee may take steps to limit Internet access to materials deemed inappropriate for school age children.
3. Students are entitled to Internet access only upon authorization by a teacher and in connection with a class assignment.
4. Students cannot incur any Internet service charge without a teacher's consent, and teachers in turn must have an administrator's approval before teachers or students may incur any Internet charges.
5. Copying of materials from the Internet must be done in compliance with any applicable copyright laws.
6. Users of the Internet shall not knowingly do anything which damages the Internet or damages any school district hardware or software used for Internet access.
7. To the extent that the Internet service provided in the school district authorizes or permits two-way communications, such as E-mail, students and staff shall not: Post anonymous messages; give out student home addresses and telephone numbers; or receive any messages containing any profanity, abusive language or other content inappropriate for school-age children.
8. No staff members or students have an expectation of privacy in the use of Internet services.
9. To the extent practicable, teachers shall directly oversee student use of Internet access. Teachers and other staff, however, are not responsible for student abuse in Internet access unless they knew, or should have known under the circumstances, of the abuse.
10. The Superintendent will elect to require parents to execute consent forms as a condition for their children to have Internet access for the school year.
11. The Superintendent shall take such steps as are necessary to publicize this to students, parents and staff.

### **PENALTIES FOR VIOLATIONS**

Students or staff members who violate the guidelines contained in this policy are subject to disciplinary action which can include denial of the privilege of Internet access.

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**Section VI**  
**TRANSPORTATION**

**BICYCLES**

Bicycles at New London are to be parked in the bicycle rack. Students are responsible for securing and locking their bicycle. The school is not responsible for loss or damage to bicycles. All bicycles are to be walked on the sidewalk. Students are encouraged to practice bike safety at all times. This would include, but is not limited to, the proper usage of bike helmets.

**BUS TRANSPORTATION**

The State of Ohio mandates bussing of K-8 students who live beyond two miles from the assigned school of attendance. However, New London Schools have reduced the required mileage for K-6 students to one mile and also transports all 7-12 students who live beyond the two mile limit.

Bus students will exit the bus after arriving at school each morning and enter the building at the cafetorium. Conversely, bus students will not leave school grounds after school prior to boarding the bus for the evening routes. Parental permission, along with the consent of the principal, is required for any deviation from this practice. Parents may appeal a route involving their child/children by calling the transportation supervisor at the New London Board of Education Office.

Failure to observe the following code of conduct will result in temporary or permanent loss of the bussing privilege. Bus drivers may remove any student from the bus for a period of twenty-four (24) hours if, in the opinion of the driver, the student's behavior is distracting to the driver. Only verbal notice to the student is required. The Student Code of Conduct in effect while students are riding school owned vehicles, to and from school or while on school sponsored field trips. Violations of the Student Code of Conduct may result in suspension or expulsion from school as well as bus privileges.

**BUSING CHANGES**

In order to ensure student safety, families are encouraged to maintain the same routine for students riding the bus to and from school. **Absolutely no bus changes will be permitted after 1:30PM.** Changes will only be permitted before 1:30PM. Students will not be permitted to change busing without a signed note from a parent or guardian, a phone call from a parent or guardian or a request made through the PikMyKid App before 1:30PM. Do not leave voicemails for busing changes. If calling in a bus change parents and guardians need to speak to the building secretary.

**PICK UP/DROP-OFF PROCEDURE**

The elementary school uses a program called [PikMyKid](#) to help organize the school dismissal process and improve safety for students in K-5th grade. [PikMyKid](#) is a phone application **downloaded onto your smartphone (found in the app store)** and will allow you to notify the school of pick-up changes and authorize others to pick-up your child from school, alert you when your child has been picked up or sent home on the bus, as well as help organize the car line during pick-up.

The registration process is easy and we ask that each parent register with the phone application. Several resources are included below to help you understand how to use the application and assist you with this transition. We encourage you to take a look at the **Parent User document** for help. **Please make sure you register with your personal mobile phone number** our school has on file for you and that it is a current number or the app will not allow you to access your child's information for security reasons.

**If your child does not appear in your app's home page, or you have any questions,** contact [support@pikmykid.com](mailto:support@pikmykid.com) with your child's name, school, grade, and updated contact information for you. The [Elementary Dismissal Webpage](#) is available with more information and resources.

Your child will receive a personalized car tag for you to use during dismissal once your child's registration is complete. If you would like to request extra pickup tags, please contact the elementary office.



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**The entrance used by families is determined by your regular pickup status.**

**Carlina** = Parents utilize the cul-de-sac for pick up times.

**Walker**= Parents who want their child to walk home and parents who will walk up to the main doors and pick up their child. Please park in the parking area beyond the cul-de-sac.

**Bussers**= Ride bus home and will exit the HS entrance with their teacher.

**Institutions**= After school options for students who will not leave the building immediately after school via school transportation or a parent. (These may vary throughout the year).

\*Knowing your child's pick up number expedites the process if you do not intend to use the smart phone application or the announce feature on your smartphone while picking up your child.

**\*\*The principal or his/her designee reserves the right to amend this procedure at any time to ensure the safety of all students.**

## Section VII

### STUDENT DISCIPLINE AND REGULATIONS

#### SCOPE OF THE RULES

It is the desire of the New London staff and administration that discipline should be a tool for building positive character in our students. Our goal is for students to be self- disciplined individuals who function successfully in society.

The development of this self- discipline is a shared responsibility of parents and school personnel. A cooperative working relationship with positive communication must be established between school personnel and parents to develop an attitude of mutual respect. This team effort will help each student grow academically, emotionally, physically and morally. Students need to learn what is considered to be good behavior through positive teacher reinforcement and influence.

Teachers should communicate to the students proper student conduct in the classroom and other school settings in a firm, but positive way. School staff should be consistent and fair in their expectations of the students. The school administration needs to be supportive of the staff, yet fair with the student in handling discipline problems. It is very important that disciplinary action is appropriate and consistent in dealing with all violations.

#### STAFF PROTECTION

The Board recognizes its responsibilities to provide reasonable support and assistance to staff in their efforts to create a positive learning climate, as well as maintaining control and discipline in the classroom, on school property, and at school functions. All employees shall have an expectation that the Student Code of Conduct as detailed in Board Policy and Student Handbook(s) shall be uniformly implemented and enforced within a given school building throughout the school district.

**• Disciplinary action including suspension, expulsion, removal, and permanent exclusion, may be taken for student misconduct that includes any actions directed at a school official or employee or the property of such official or employee regardless of where misconduct occurs. (It is also recommended that the official or employee file criminal charges.)**

#### STUDENT CODE OF CONDUCT

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy. **It should also be noted that the principal or his/her designee has the right to modify the disciplinary action a student receives.** Administrators and school staff will establish building regulations and discipline procedures for Level 1 behaviors; post such regulations and make written copies of such regulations available to parents and students. Disciplinary action other than out-of-school suspension and expulsion which can be used to correct Level 1 behavior are listed under "Examples of Disciplinary Options" section 1. The fourth level 1 and beyond offense will automatically place a student 2G Insubordination.

This is a list of possible actions that may be used at any time.

#### **LEVEL 1: BEHAVIOR**

Conduct which impedes orderly operations of classroom or school

<b>BEHAVIOR</b>	<b>DEFINITIONS</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>1A</b> Disrespectful language	Inappropriate comments, name calling	Apology (written/verbal) Time-out	Apology (written/verbal) Loss of privilege (Recess)	Lunch/Recess in ALC Behavior Contract

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<b>1B</b> Physical Contact	Slapping, pushing, horseplay, poking/pinching not causing harm to another student but inappropriate for school.	Apology (written/verbal) Time-out	Apology (written/verbal) Loss of privilege (Recess)	Lunch and Recess Behavior Contract
<b>1C</b> Unacceptable Behavior	Conduct and/or behavior which is disruptive to the orderly educational process of the school may include, but is not limited to, talking out, food (including candy & gum) or drink in the halls/class, littering, throwing objects, horseplay, excessive talking, unacceptable hall, cafeteria, classroom, bus behavior. <b>Any combination of the above behavior or throwing food in the cafeteria will automatically move students to the 2<sup>nd</sup> offense.</b>	Apology, Restitution(if needed), Seat change, Lunch/Recess in ALC	After School Detention Thursday School	ALC (1-3 days)
<b>1E</b> Dress Code	See handbook section on dress code	Change of clothes	Unexcused absence from class : ALC until clothes are changed	Unexcused absence from class ALC
<b>1F</b> Failure to Serve Detention	Failure to serve an assigned detention	Detention is doubled	Thursday School	Failure to attend Thursday School will result in 1 day out of school suspension.
<b>1G</b> Dishonesty/ Cheating/ Forgery	Lying, giving false information, copying or giving another's work	Loss of credit, Working Detention	Loss of credit Working detention,	Loss of credit, working detention, loss of privilege
<b>1H</b> Theft	Taking someone's property (Low monetary value)	Apology (written/verbal) Timeout Restitution	Apology (written/verbal) Loss of privilege Time-out Restitution	Detention Lunch/Recess in ALC Behavior Contract Restitution
<b>1I</b> Property Misuse	Misuse of school property or that of another person- more severe actions may result in greater penalties	Apology, Restitution, Correct issue, Loss of privilege	Apology, School Service Work, Lunch/Recess in ALC	School Service Work, Thursday School

## LEVEL 2 : BEHAVIOR

### ILLEGAL AND/OR SERIOUS MISCONDUCT – NOT LIFE OR HEALTH THREATENING

A student charged with behavior which is classified herein as Level 2 shall be subject to the disciplinary actions listed below which are recommended for each offense. This means that lesser penalties may be assigned depending upon the facts and circumstances, but normally no greater penalty than that listed shall be applied. However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient, or if the student's past record is such that a more severe penalty is needed, a more severe penalty may be assigned. Once a student has committed a Level 2 offense the next Level 2 infraction will be deemed a second offense in any Level 2 category.

BEHAVIOR	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>2A</b> Abusive Language	Obscene/Inappropriate Language- Written, verbal, gestures, signs, or slurs; threats	Apology, Detention, Thursday School, Guidance Referral	ALC (1-3 days) Guidance Referral	ALC (3-5 days) Out of School Suspension(1-3 days)
<b>2B</b> Harassment/Threats	Purposeful embarrassment of another person Verbal or non-verbal threat	Apology Thursday School ALC (1-3 days) Guidance Referral	Apology ALC (3-5 days) OSS (1-3 days) Guidance referral	Out of School Suspension

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<b>2C</b> Inappropriate Display of Affection	Kissing, holding hands, inappropriate touching	Guidance Referral Parent conference	Thursday School Guidance Referral	ALC (1-3 days)
<b>2D</b> Theft	Taking someone's property (high monetary value)	Thursday School to ALC (1-3 days)	ALC (1-5 days)	OSS (1-3 days)
<b>2E</b> Peer Conflict/ Physical Aggression	Unauthorized touching, biting, pinching, hitting another; threats or challenges between students.	Thursday School to ALC (1-3 days)	ALC (1-5 days)	OSS (1-5 days)
<b>2F</b> Insubordination/ Willful Disobedience/ Disrespect	Refusing to comply with reasonable school instructions of any staff and invited guests. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience.	ALC (1-3 days)	ALC (3-5 days)	OSS (3-5 days)
<b>2G</b> School/Class Disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity.	Detention, Thursday School, or ALC (1-3 days)	ALC (1-3 days) up to or OSS (3-5 days)	OSS (3-10 days)
<b>2H</b> Trespassing/ Truancy/ Unauthorized Area	Being in a school building in unauthorized areas or on school grounds without permission/or failure to sign in; refusing to comply with a request to leave; in the building after school hours without staff supervision. Leaving school grounds without proper authorization.	Detention, Thursday School, or ALC (1-3 days)	ALC (1-5 days)	OSS (1-3 days)

**LEVEL 3: BEHAVIOR**

A student charged with behavior which is classified as Level 3 shall be subject to removal from the school immediately, and repeat offenses will be subject to a recommendation for expulsion from the New London Local School District.

BEHAVIOR	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>3A</b> Extortion/Coercion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat).	ALC (1-3 days)	OSS (1-3 days)	OSS (3-10 days); court referral
<b>3B</b> Fighting	Physical conflict between students, words/actions that provoke a fight or attempt to fight.	ALC (1-5 days) up to OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days) and recommendation for expulsion, court referral
<b>3C</b> Hazing/ Menacing/Threatening safety of self and/or others	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing (initiations, having another take part in an embarrassing or harmful situation).	Thursday school, ALC (1-3 days), Hazing/Harassment Counseling (School Counselor)	ALC (3-5 days) Hazing/Harassment Counseling (School Counselor)	OSS (1-3 days); court referral.
<b>3D</b> Bullying	Repeated violations in verbal abuse, peer conflict, or physical aggression with the same individual that is documented with a teacher counselor and/or administrator.	Occured in <b>2A, 2B, 2E, 3C</b> : automatically moved to second offense.	ALC (3-5 days), OSS (1-3 days), counseling mediation	OSS (2-10 days) with ongoing counseling, possible recommendation for expulsion
<b>3E</b> Cyber bullying	Unauthorized student social media posts involving students/staff	Remove post;	Remove post; ALC (1-3 days) up to OSS (1-3 days),	Remove post; OSS (3-10 days), continued counseling, possible

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	portrayed in a negative manner	Thursday School up to ALC (1-3 days), counseling mediation	continued counseling	recommendation for expulsion
<b>3F</b> Tobacco Products	Using or possessing any tobacco product, lighter, matches, or other related materials.	OSS (1-3 days)	OSS (3-5 days)	OSS (3-10 days) and possible recommendation for expulsion
<b>3G</b> Vandalism	Destruction or defacing of public or private property of the school, its staff or other students property or equipment.	Detention up to OSS (1-5 days), restitution	ALC (1-5 days) up to OSS (1-10 days), restitution	OSS (3-10 days) and possible recommendation for expulsion, restitution, court referral
<b>3H</b> Multiple Suspensions/ Repeated violations of the Student Code of Conduct	Repeated failure to follow classroom and/or Student Code of Conduct regulations		At the time of the 2nd suspension, there will be notification of the next suspendable offense will be accompanied by a recommendation for expulsion.	At the time of the 3rd suspension, regardless of the cause(s) of the suspension, a recommendation for expulsion will be made.

#### **LEVEL 4: BEHAVIOR**

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately, and repeat offenses will be subject to a recommendation for expulsion from the New London Local School District.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>CONSEQUENCE</b>
<b>4A</b> Illegal Activities	Arson, Bomb Threats, False Alarms, Drugs, Sexual Harassment, Possession of Weapons, Threatening Life of Another, Volatile Acts, Incendiary devices, Other illegal, criminal, or inappropriate acts	Out of School Suspension, Emergency Removal, Police Contact, Guidance Referral, Recommendation for Expulsion

#### **DUE PROCESS RIGHTS**

- Students are notified by the administrator/designee of the Notice of Intended Suspension.
- An informal hearing is conducted with the student, giving him/her the opportunity to explain his/her side.
- **The administrator in charge will make a decision as to whether to suspend after informal hearing.**
- If a student is suspended, the district will assume that the student has delivered a copy of the Notice of Intended Suspension to the parent(s) within one day of the action.
- Parents will be notified by regular U.S. mail of the suspension.
- The suspension may be appealed to the Superintendent or his/her designee within ten days of the receipt of the suspension notice. **The request must be in writing.**
- Notification of the date, time, and place of hearing (including a list of all persons who will be in attendance) will be given to all persons involved in the hearing.
- The appeal hearing shall be conducted in a private meeting and the student may be represented.
- Sworn, recorded testimony shall be given.
- If the appeal decision is to uphold the suspension, the next step in the appeal process is the Court of Common Pleas.

#### **NON-INSTRUCTIONAL AREAS OF MISCONDUCT**

Running, boisterous horseplay, and extreme loudness are not acceptable; loitering in restrooms is prohibited. Students acting as an accessory to a rule violation will receive that same misconduct penalty; for example, a student acting as a look-out for tobacco use, a drug sale or a theft will receive the same penalty as the other people involved.

**Students are expected to comply with reasonable requests made by staff in all non-instructional areas as willingly and as quickly as they are expected to do in the classroom.**

Students should understand that the authority of the teacher does not end at the classroom door, but extends to every inch of the building and grounds including those areas used for athletic events at the park.

The **school cafeteria** is a place where students must be particularly concerned with the rights of others and be sensitive to the image and reputation of their school. Specific guidelines for proper behavior in the cafeteria include:

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- Refrain from cutting lunch lines
- Dispose of refuse from lunch in the provided waste cans
- Refrain from throwing food

## **HARASSMENT, INTIMIDATION, AND BULLYING**

### **Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

### **Definition of Harassment, Intimidation, or Bullying**

In accordance with this policy, "harassment, intimidation, or bullying" means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - a. Causes mental or physical harm to the other student; and
  - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cell phone, computer, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

### **Conduct Constituting Harassment, Intimidation, or Bullying**

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  1. Posting slurs on Websites where students congregate on Web logs (personal online journals or diaries);
  2. Sending abusive or threatening instant messages;
  3. Using camera phones to take embarrassing photographs of students and posting them online;
  4. Using websites to circulate gossip and rumors to other students;

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5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and

G. Violence within a dating relationship.

### **Complaint Process**

#### **A. Formal Complaints**

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

#### **B. Informal Complaints**

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such a written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

### **Deliberately Making False Reports**

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

### **Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

### **Investigation**

- A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

### **Post-Investigation Procedures**

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

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- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

### **Retaliation is Prohibited**

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

### **Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

### **Non-Disciplinary Interventions**

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

### **Disciplinary Interventions**

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

### **Strategies for Protecting Victims or Other Persons From New or Additional Acts**

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed;
- E. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;

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- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

### **CONCLUSION OF REGULATIONS**

Since it is impossible to list everything that may occur during the course of a school year, the Board of Education has invested certain powers and privileges to its administration and staff. Therefore, any policy, regulation, rule, privilege, condition, etc., not covered in the handbook or board policies will be handled as individual cases by the teachers, principal, superintendent, and/or Board of Education.

In all cases, these people will try to be as fair as possible in their judgment and decisions when deciding what is best for the student or students involved or what is best for the student body. These judgments and decisions will hold unless overridden by those higher in the "chain-of-command."

### **DEFINITION OF TERMS**

**Alternative Learning Center** - ALC is the holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. A learning center placement may be from one to 10 days. Credit will be given for work completed. Assignment to ALC is not necessarily due to disciplinary action.

**Detentions** - Teachers and administrative personnel have the right to issue detentions for violations of classroom rules or the New London High School Student Conduct Code. The length of detentions will be at the discretion of the person issuing the detention. Students will be given a minimum of a 24 hour notice prior to the assigned detention. It is the responsibility of the student to arrange transportation to or from the assigned detention. Lack of transportation will not be accepted as an excuse for not serving detention(s) as assigned. Serving detentions is not optional. Failure to serve a detention as assigned will result in the detention being doubled, along with a notice of consequences for failure to serve assigned detentions to the parent or guardian. **A second failure to serve the same detention(s) as described above constitutes repeated violations of the student Code of Conduct and will result in a [Thursday School](#).**

**Emergency Removal** – A student may be removed from a class or from school property for up to 24 hours if the student's continued presence poses a risk to the safety or security of others or their property, or disruption of the educational process.

- The superintendent, principal, assistant principal, teacher, advisor, or sponsor may remove a student from the premises, either during curricular or extracurricular activities.
- Emergency removal is the immediate removal of a child and may involve law enforcement personnel because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

### **Suspension**

- A Principal may suspend a student up to but not to exceed ten (10) school days.
- Out-of-school suspension means that the student is out of school and off school premises during the day, evening, and weekends and is not permitted to participate in all school events until the suspension is completed. Out-of-school suspension(s) shall be served on consecutive school days.

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- Days such as snow days to not count in a student's suspension

**Expulsion** - Expulsion is the removal of a student from school and all school activities. **School work may not be made up for credit during the time a student is expelled from school.**

- The superintendent or his/her designee is authorized to expel for periods up to 80 days and that if fewer than 80 days remain in the school year in which the incident took place, any remaining part or all of the expulsion may be applied the following school year.
- As part of the Federal Goals 2000 legislation, the superintendent or his/her designee may expel a pupil, not to exceed one year, who brings a weapon (firearm) to school or a school activity whether or not it is located on property that is owned or controlled by the district. The superintendent or his/her designee may also expel a pupil not to exceed one year for bringing a knife into or onto school property operated, owned, or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school district or in which the school district is a participant.
- The superintendent or his/her designee is authorized to expel, up to one year, any student who makes a bomb threat to a school building or toward other premises at which a school activity is occurring and for any act committed while at school, on school property, or at a school event.
- The superintendent or his/her designee shall be permitted to modify these expulsion requirements on a case-by-case basis provided the following criteria are met:
  - A review of any legal proceedings and action that were taken as a result of the misconduct.
  - A meeting with instructional personnel, building administrators and/or parents or guardians is held to discuss the misconduct.
  - The student has completed all academic and community service requirements as assigned by the school and/or courts.

**Thursday School** - Students assigned a Thursday School must serve from 2:50 PM to 3:50 PM or 4:50 PM on date assigned. Failure to serve a Thursday School will result in a one (1) day out-of-school suspension. Transportation from school is to be provided by parent or student.

**Multiple Detentions/Violations of school policy** - Multiple, or repeated detentions and or violations of school policy indicate a repeated failure to follow classroom and/or Student Conduct Code regulations and a repeated disruption of the educational climate necessary for learning to take place. Multiple, or repeated detentions/violations of school policy will be considered "**willful disobedience**".

**Multiple Suspensions** - Multiple, or repeated suspensions indicate a repeated failure to follow classroom and/or Student Conduct Code regulations and a repeated disruption of the educational climate.

**Out-of-School-Suspension (OSS)** – Out-of-school suspension is the removal of a student from school and all school activity privileges for a period up to 10 days. **Students are afforded the opportunity to make up work from their suspension but it is their responsibility to approach their teacher(s).**

**Over the Counter Drugs (OTC)** – Any drug or ointment not prescribed by a physician.

**Sexual Harassment** – Sexual harassment can take the form of verbal abuse, such as insults, suggestive comments or demands; and subtle forms of pressure for sexual activity. Any form of sexual harassment is prohibited in school, on school property, or at school-sponsored events.

**School Property** - All items owned or in the possession or control of the school. This includes students' lockers. School lockers are the property of the New London Local School Board of Education and are used by students.

**School administrators have the authority to search any locker that they deem necessary.**

**Conclusion:** It is the responsibility of the students and parents to read and understand the handbook. By agreeing to the handbook electronically during yearly registration, parents and guardians acknowledge they have read and understand the contents of the New London Elementary Handbook.

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