NASHPORT MISSION

The Nashport School Community is committed to developing students who have creative and capable minds, active bodies and positive attitudes, gaining confidence and courage for tomorrow’s world.

SCHOOL-WIDE RULES AND GUIDING PRINCIPLES

Nashport Elementary encourages all students to follow our “Guiding Principles”
The following rules will be enforced as part of our school-wide discipline plan:

1. Be Respectful
2. Be Responsible
3. Be Ready
4. Be Safe

DAILY SCHOOL SCHEDULE

9:00 a.m. Students are admitted to the building at this time

9:10 a.m. Morning Announcements
Students admitted to class after 9:15 a.m. are TARDY

9:15 a.m. School Day Begins

11:00-1:15 p.m. Lunch Periods

3:25 p.m. Parent Pick-up Students Dismissed (Bell #1)

3:27 p.m. Bus Dismissal Bottom Floor (Bell #2)
3:30 p.m. Bus Dismissal Top Floor (Bell #3)

Attendance Policy

Philosophy:
Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student’s total participation, which is reflected in the attendance procedures, which follow:

Rationale:
A. The laws in Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time). Rev. Code 3321.04
Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session, which shall, in no case, be less than thirty-two weeks, per school year. Such attendance must begin within the first week of the date at which the child begins to reside in the district or within one week after his withdrawal date from employment.

B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap benefits from the educational environment provided by the Tri-Valley Local Schools. Excessive absences and tardies cannot be accepted.

C. Excessive absence from school shall be a factor when assessing a student’s yearly performance for grading purposes.

Parent’s Role in Their Child’s Education

The attendance of all children of compulsory school age (6-18 years) is required every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely upon the parents. Failure of parents to require a child to attend school regularly may result in court action.

Within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, students will be given excused absences for:

A. personal illness;
B. illness in immediate family;
C. quarantine;
D. death of a relative;
E. observance of religious holiday;
F. Superintendent or principal’s discretion;
G. emergency at home.

In addition to these, Tri-Valley Schools will excuse student absence from school for:

A. approved field trips and school sponsored/related activities;
B. pre-approved planned absences (i.e. family trips, college visitations, doctor appointments, armed forces testing)

*However, once a student has missed 5 days in a semester, these reasons will be considered unexcused without a physicians’ note.

Absences from school for reasons other than those listed above will be considered unexcused. Students may not receive credit for make up work during an unexcused absence.
Absence Time Schedule

Students who arrive at the following times will receive:

**ELEMENTARY:**
- 10:46 A.M. to 2:00 P.M. — ½ Day Absence from School.
- 2:01 P.M. to 3:30 P.M. — Full Day Absence from School.

Absence
When a student is absent with parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and Tri-Valley Board of Education Policy, work missed during the absence may be made up within the specified time limit. Parents must submit a written statement regarding the absence or contact the school by phone. (I.E. personal illness or doctor or dental appointments.)

Unexcused Absence
When a student is absent and his/her excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the Tri-Valley Board of Education Policy, and the student fails to submit a written statement from his/her parents within 5 school days, work shall not be made up. Excessive unexcused absences from school in any grading period may result in a failing grade for that grading period.

Suspension Absences
Any student who has been suspended out of school will have the opportunity to make up any and all work that is missed during the student’s first suspension. Any student suspended out of school more than one time during the current school year will only have the opportunity to make-up major test or projects given/taken during the student’s suspension, but they will receive an “F” for work such as quizzes, homework, etc.

Truancy
Truancy is defined as the willful absence of a student from class or school without the prior knowledge of the school or parents/guardians. School time missed will be made up either through detention, suspension, Saturday school, or Diversion Weekend; however, class work missed during this period will not be graded for credit.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

Excessive Absence
When a student is continually absent with the parent’s knowledge and/or permission, the school may consider the parent’s excuses to be questionable or unacceptable. A doctor’s verification may be requested if the questionable absence is illness related.

In evaluating all absences, consideration will be given to the student’s absence because of serious illness, hospitalization, or being under a doctor’s care for extended periods of time.

General Absence Procedures
In every case of a foreseen absence, an attempt should be made to have the absence excused in advance.
Parents/guardians are to call Nashport Elementary (754-4050) between 8:00 and 10:30 a.m. to report student absences (Ohio Revised Code 3321.03 & 3321.09). Around 10:30 a.m. the attendance office will try to contact a parent or guardian at home or at work to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

On the first day of return, the student will bring a signed note from the parent to the office, indicating the reason for the absence or tardy.

The office will issue either an excused or unexcused absence to the student based on the reason for absence and whether the reason is allowable under the ORC. Should the student return without a signed note, and no telephone contact was made between the school and the parent, the student will be issued an unexcused absence, will be considered truant, and may be subject to disciplinary or juvenile court action.

**Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or be dismissed before the end of the school day.

As agent responsible for the education of the students of this district, the Board of Education shall require that the school be notified for approval in advance of such absences by request of the student’s parent or guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. medical or dental appointments which cannot be scheduled outside of school hours;
2. medical disability;
3. *emergency at home*;
4. funeral;
5. such good cause as may be acceptable to the building principal.

No student in grades K through 12 but under the age of eighteen (18) shall be permitted to leave the school before the close of the school day without prior approval.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student’s custodian.

If one parent has been awarded custody of the student, the parent in custody as defined in statute (R.C. 3313.67.2) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability, which may be incapacitating may be released from school without a person to accompany him/her.

*R.C. 3313.20.5, 3313.64*
Tardiness:
Any student who arrives at school after the 9:15 A.M. bell will be considered TARDY to school until 10:45 A.M. at which time they will become absent from school. (See Absence Time Schedule for half day absence time.)
ALL TARDIES will be considered unexcused, with the exception of those student’s that have a Doctor’s medical excuse.

Each student will be allowed to be tardy three times per semester without penalty.

Any student who fails to make-up the required time will be subject to a progression through the districts discipline policy.

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<tr>
<th>1st Offense</th>
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<tr>
<td>2nd Offense</td>
<td>Verbal Warning</td>
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<tr>
<td>3rd Offense</td>
<td>Written Warning</td>
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<td>4-5 Offense</td>
<td>1 Hour Detention</td>
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<td>6-7 Offense</td>
<td>1 Hour Detention(K-6)/ 2 Hour Detention(7-12)</td>
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<td>8+ Offense</td>
<td>Saturday School</td>
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Early Dismissal
Written notes from parents must be brought to the office prior to the beginning of school on the day of the early dismissal. When the student leaves a parent/guardian must sign the student out in the office and also sign the student in when he/she returns.

Pre-Planned Absences
Any time a student knows that he/she will be missing school for at least 1/2 day or more he/she should bring a signed note from a parent explaining the reason for the anticipated absence to turn into the office.

Reasons for pre-planned absences include:

1. Family trip (days absent may count in 15 day total as stated in the attendance policy)
2. Medical appointment

Students are responsible to make up work missed during the planned absence.

Illness While in School
Students who become ill at school should report to the office for assistance. Students are not to leave school at any time during the school day without a parent/guardian signing the student out through the office.

Make Up Work
If an absence is excused the student is allowed to complete and receive credit for work or assignments missed during the absence. Generally a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the student’s responsibility to find out what schoolwork was missed and to make the necessary arrangements to complete it with each individual teacher.
**Suspension Absences**
Out of school: A student who has been suspended from school will have the opportunity to make up any major test or project, but will receive an “F” for work such as quizzes, homework, etc.

In school: A student who has received in school suspension/detention will be allowed to take tests, quizzes, and do classwork in the in school suspension/detention room.

**Guidelines to Improving Attendance**
A. When a pattern of absenteeism develops and accumulates up to ten (10) days, a letter will be sent to the parents followed by a conference with parents at their request. If the absenteeism is not corrected, the child’s name will be turned in to the Muskingum County Attendance Officer.

B. **Students who are absent in excess of fifteen (15) days for the year will be subject to administrative action.** Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

The penalty for excessive absences (more than fifteen (15) days a year) could result in the following:

1. conference with administrators
2. referral to Juvenile Court program including Diversion Weekend.
3. loss of academic credit for the year (the student may repeat the year)
4. referral to Saturday School.
5. referral to After-school Make-up time.

C. **Whenever any student under the age of eighteen (18) has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester,** the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District’s intent to notify the Judge of the Juvenile Court of the student’s excessive truancy.

It should be stressed that when a child is not attending school, there is a reason and every effort will be made to discover this reason and deal with it in a positive and constructive manner; however, in cases where a child’s attendance does not improve, the attendance officer will file a formal complaint with the court system.

**Improving Your Child’s Attendance**
**Personal Illness:** If a student is ill, the school desires for the child to remain at home for his/her own good as well as for the welfare of the entire school population; however, please make sure your child is ill and not just “not feeling well” before permitting him/her to stay home.

**Medical and Dental Appointments:** Such appointments are for the purpose of maintaining good health and will be considered necessary; however, the school should be informed of such an appointment at the session of the school immediately preceding the anticipated absence. Parents
should attempt whenever possible to schedule these appointments on Saturday or before/after school hours.

**Vacations:** Vacations and extended trips are valuable educational experiences; however, absence for vacations and trips is discouraged during the school year. When trips are unavoidable, parents should contact the school to make arrangements before the absence.

R.C. 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.38
A.C. 3301-35-03(G), 3301-51-13

**Absences for Religious Instruction**
The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student’s parent, the Board will allow exceptions to the student’s continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. For attendance purposes, the student shall be considered to be in attendance at school during such religious instruction.

A student must be properly registered and a copy of such registration must be filed with the principal.

The principal shall arrange the time for release for religious instruction or education. She/he will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on district premises. No staff member shall encourage or discourage participation in any religious instructional program. (Attorney General’s Opinion 88-001)

**BIRTHDAY CELEBRATIONS**
Birthdays are very special events for our children. If a parent wishes to celebrate a student’s birthday by bringing treats to classmates, please contact your child’s teacher in advance. We ask that birthday invitations only be distributed at school if ALL students in the classroom are invited. Please do not send invitations to school otherwise.

**CAFETERIA**
A nutritional and balanced breakfast and lunch are prepared and served at Nashport School each day. Parents can access daily lunch selections through the T.E.C. line (754-4050).

All students are required to eat in the cafeteria during their assigned lunch periods. Free and/or reduced lunches are available to children who qualify with state and federal regulations. All students are issued an application for free and/or reduced lunches during the opening weeks of school. School lunch/breakfast prices are subject to change. Current prices will be announced at the beginning of each school year. For your convenience, lunch money can be sent to school in weekly, monthly or even yearly
amounts and applied to your child’s account. When one (1) day or less is left on the account, the child will receive a stamp on their hand to alert the parent. **Please remember to send money with your child that next school day.**

**CHARGES- SCHOOL LUNCH**

Lunch “charges” are not encouraged. District and building policy will allow a student to “charge” their lunch. The child will normally have the opportunity to call a parent to see if the lunch money can be brought to school that morning. If it cannot, the student will receive a hot lunch. Charge information will be sent home and the parent will be asked to send the money to school the next day. **Please send CASH for all charges. CHARGE MONEY CANNOT BE TAKEN OUT OF CHECKS.**

**CARE OF SCHOOL PROPERTY**

Classroom furniture, materials, and textbooks are expensive and your child will be instructed in the proper care and use of school equipment. The Tri-Valley Board of Education provides textbooks for each student, and the student is responsible for the care while they are in his/her possession.

Students are expected to take care of all school property and there is to be no willful destruction of property, however minor, such as writing in books or on tables or walls. Students will be held responsible for any damage to school property.

Any item owned by the school district, such as books, materials, and equipment that is borrowed by a student, must be returned to the school. Students are responsible and **will be expected to pay a fine or fee for anything lost or damaged beyond normal wear.**

**CHILD CUSTODY**

Parents have an obligation to inform the school any time the custody of a child changes. A copy of court order pertaining to a child’s custody is required. If appropriate, parents should review the custody situation with the child’s teacher at the beginning of each school year. A record shall be kept indicating the legal custodian of each student. Such custodian is responsible for informing the office of any change in the student’s situation.

If one parent has been awarded custody of the student, the parent in custody (R.C. 3313.64) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

**DRESS CODE (all Tri-Valley Elementary Schools)**

A student has the responsibility to regulate his/her appearance so as to avoid the disruption of the educational process and the subsequent deprivation of others of their right to an education and an effectively operating educational system. The Tri-Valley Dress Code is designed to ensure the health, welfare, and safety of the members of the student body and to enhance a positive image of our students and the school. Any form of dress or grooming, which attracts undue attention or violates the previous statement, is obviously unacceptable. Clothing and appearance should be decent, discreet, modest, and worn as intended by design.
Students whose style or dress or inattention to hygiene is deemed inappropriate for school will be sent home to change clothes or will be sent to the office to await an arrival of appropriate clothing from a parent/guardian. Absence from class due to this action will be regarded as unexcused. Repeated violations of the dress code will be handled in compliance with Board Policy pertaining to student discipline and could, therefore, result in suspension.

Considering both the above and the fact that clothing and style of dress are personal in nature, many times a situation results in a “judgment call” by school administration which shall remain the final arbiter.

The following types of clothing are specifically prohibited:

1. Hats, ball caps, bandanas and any other type of head covering are not to be worn or carried in the school building. The only exceptions are pre-announced “hat days” used to raise money for different school organizations.
2. Sunglasses are not to be worn in the school building.
3. Clothing including pins and jewelry, which advertises or promotes the use of tobacco, alcohol, and/or drug related substances.
4. Any type of emblem, symbol, tattoo, or article of clothing, which portrays or connotes membership in a gang or depicts gang “colors.”
5. Clothing which contains language or pictures which are sexual or suggestive in nature or which contain language that is offensive or, in the view of the staff is inappropriate.
6. Examples of unacceptable depictions on shirts, or other items at school are as follows: Weapons, Skulls, Snakes, Skeletons, Gang Symbols, Bondage, Violence, Death, Cult/Satanic Symbols or Activities, Obscenities (including but not limited to references to lewd and sexually suggestive, vile, indecent, inappropriate gestures and actions or public nudity which include but are not limited to Big Johnson, Hooters, Co-Ed Naked, and Marilyn Manson articles of clothing).
7. Symbols of violence, death, and cult/satanic activities which intimidate or offend other students or staff, and the drawing of these symbols on backpacks, notebooks, and assignments are prohibited.
8. No tank tops, ½ shirts, bare midriff shirts, see-through clothing, halter-tops, mesh shirts, torn, cut, and/or frayed clothing. Also, no skin tight spandex clothing worn as an outer garment, black sole shoes or street shoes on the gym floor, dog chain collars or chains are to be worn. Exceptions to the rule include small necklaces around the neck and small bracelets around the wrist and ankle.
9. Clothing, jewelry, and hair must be worn in such a manner as not to be distracting, disruptive, offensive or a safety hazard.
10. Appropriate undergarments must be worn.
11. All pants and shorts must be worn at waist level at all times- oversized, baggy clothing or excessively long shirts are not permitted.
12. Outdoor coats and jackets are not to be worn in the building during school hours. Students are encouraged to keep a sweater or sweatshirt, etc. in their locker.
13. Shorts defined as cut-offs, spandex, gym or jogging shorts, boxer shorts, and other tight fitting shorts may be worn as undergarments only. Skirts and shorts are acceptable when the waistband is worn in the proper position and the
hemline does not exceed three (3) inches above the top of the kneecap.

(Composer will be permitted to wear their uniforms when necessary.)

14. No visible body piercing or other objects placed through the pierce, other than ears with earrings, shall be permitted on Tri-Valley students.

15. No visible offensive tattoos are permitted.

16. Tastefully designed wind suits will be allowed.

17. Any clothing, jewelry or other materials perceived as being gang related including book bags, notebooks or colors will not be permitted.

18. Chains such as wallet type are not permitted. No heavy chains are to be worn or concealed.

19. Wrist bands that have pointed or sharp objects protruding from them are not permitted.

20. Styles that create or may create a classroom disturbance are not permitted; e.g. painting the face or coloring the hair an unnatural color.

21. Articles of clothing which cause excessive wear or damage to school property is not permitted.

22. All footwear and sandals must have back straps for safety reasons. No “thongs” are allowed.

If the teacher feels the student is not meeting the standards of the dress code, or causes a disruption in class, the student shall be referred to the office by written documentation from the teacher in order to maintain the fairness and consistency of the guidelines.

ALL QUESTIONABLE CASES- THE BUILDING ADMINISTRATOR SHALL MAKE THE FINAL DECISION!

In accordance with the previous standards, administrators and teachers have the right to issue warnings and to refuse to admit to school or class those students who violate the dress code.

For those students who will not accept the responsibility of living up to the code’s minimum standards, the appropriate discipline control program shall be followed.

Nothing in this guideline shall be interpreted to limit the responsibility of teachers to enforce guidelines concerning the control of hair or clothing in the interest of safety or full participation in any specific teaching situation.

EMERGENCY CARE

It is important that the school be informed of how parents may be reached in case of an emergency. Please be sure there is an emergency care card for your child on file in the office. Inform the office of any changes in phone numbers or in the names of the people you wish the school to call in case of emergency.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Students may not participate in field trips without parental consent and a current emergency medical form on file. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.
FIRE AND DISASTER DRILLS
Fire, disaster, and intruder drills are conducted in accordance with state regulations. Procedures for these drills are posted in each classroom. Drills are conducted to acquaint children with the sound of the alarm and to develop the habit of following directions during an emergency. Teachers will also provide specific instruction on the appropriate procedures to follow in situations where students must be secured in the building rather than evacuated.

HEAD LICE (Pediculosis Capitis)
A student found to be infested with lice or nits will be sent home. Appropriate measures will then be necessary to completely eliminate them. Parents will be provided with educational material and instruction regarding head lice, the exclusion policy and procedures for treatment and return to school. These policies are for the protection of all members of the school community and are endorsed by the County Health Department.

Return to School
A student may return to school as soon as the hair is found to be “nit free.” Documentation of this assurance is necessary before a student may return to class. Parents are asked to bring their children to be checked prior to the start of the school day. Children are not permitted to ride the bus or be dropped off without being found free of lice and nits with a parent present.

HOMEWORK
Assignments to be performed by the student outside the school or independently while in attendance at school are considered important extensions of the instructional program. Homework is assigned to students on a regular basis to develop responsibility, provide practice and remediation in the mastery of skills, and reinforce the learning experience of school. Parent cooperation and assistance are vital in helping students to successfully meet homework expectations. Homework time recommendations are 10 MINUTES PER GRADE LEVEL. If your child is having difficulties completing their homework in this amount of time, please contact the teacher so supportive arrangements can be established.

Rationale of Homework:
1) To assist the students in becoming more self-reliant
2) To assist students in learning to work independently
3) To improve and reinforce skills that have been taught
4) To complete unfinished class assignments
5) To expand reading for pleasure
6) To help parents understand what students are learning
7) IMMUNIZATIONS
All students are required to be immunized against polio, diphtheria, mumps, rubella, pertussis and tetanus, in accordance with state statutes, unless specifically for medical or other reasons. A student who has not received the proper immunizations may be admitted to school provided the necessary immunizations are being received in the fastest time possible, consistent with sound medical practice and an approved immunization schedule.
INTERIM REPORTS
Interim reports will be issued midway through each grading period. They are informal evaluations of your child’s progress to that point in the term. Please feel free to make comments on the report, and if your child’s teacher requests, sign and return to school.

LIBRARY
All students are provided regular opportunities to utilize the library facilities and resources. Books may be signed out of the library for a time period of one (1) week. Books and magazines not returned will cost the face value of the book. Books returned in damaged or marked condition will require partial payments. Failure to pay library obligations or failure to return library materials may result in temporary or permanent loss of library privileges. Students who have overdue books will not be allowed to check out additional materials until the materials are returned or obligations paid. Progress Reports will be held and Field Day privileges denied at the end of the year if replacement charges have not been paid or lost books returned.

LOCKERS
Lockers are school property and subject to inspection at the discretion of the school administration. No locks are needed for any locker.

LOST AND FOUND
Items found in and about school will be kept in “Lost and Found.” Please remember to check occasionally if your son/daughter has lost an item. All items unclaimed at Fall parent-teacher conferences, Christmas break, spring break and the end of the school year will be donated to a charitable organization.

LUNCH VISITORS
We are always happy to welcome family to our school to enjoy time and a lunch with your child. We ask that guests eat at the last two tables with your child and that no food is shared with any other student. These guidelines are necessary due to food allergy and safety precautions. Visitors are NOT permitted to go to recess with the children.

MEDICATIONS (PRESCRIBED)
Students who must take prescribed medications during the school day, must comply with the following guidelines:

A. Parents should determine with the counsel of their child’s prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the school office/principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms are found at the Tri-Valley District website under “Forms” or from the building secretary.

C. All medications must be registered with the Principal’s Office and must be delivered to school in the original containers in which they were dispensed.
by the prescribing physician or licensed pharmacist, labeled with the date, the student’s name and the exact dosage to be administered.

D. **NO MEDICATIONS CAN BE SENT WITH STUDENTS.**

**NONPRESCRIBED (Over the Counter) MEDICATIONS**
No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the school office. Physician authorization is not required in such cases.

**NON-DISCRIMINATION**
Tri-Valley Schools are committed to non-discrimination in all policies and actions governing student behavior as well as in other aspects of the educational program and extracurricular activities. Therefore, all students shall receive equal treatment, service and opportunities, regardless of race, color, creed, national origin or sex.

**NOTES FOR SCHOOL**
It is critical for parents to remember to ALWAYS put the first and last name of your child-name of teacher-and grade on ANY NOTES sent from home to school. This applies particularly to BUS NOTES-LUNCH MONEY ENVELOPES/BAGS etc. The better labeling on correspondence, the more likely that mistakes will not be made through the school office. We appreciate your help with this *important matter.*

Please remember to send notes for the following:
- Absence/Tardy
- Riding a Different Bus, Parent Pick Up, Different Bus Stop
- Leaving Early
- Medication (Must be signed by parent and physician)
- Staying Indoors for Recess
- Excused for Physical Education
- Meetings/Activities After School

**PARENT DROP OFF AND PICK UP**
Parents dropping off or picking up children before or after school should use the assigned “Parent Pick Up/Drop Off” procedures. Numbers involved with this routine are dangerously high so following the guidelines below are extremely important for the safety of your child. We ask for your complete cooperation to keep all children safe and school starting on time.

1. **ALL** students being transported by a parent must use the Parent Drop Off/Pick Up area which is the entrance closest to Rt. 60 during the AM. **NO CARS ARE PERMITTED TO DROP STUDENTS OFF IN THE DRIVE AT THE FRONT OF THE BUILDING FOR BUS SAFETY REASONS IN THE AM!**
2. Morning gates will be open at 8:45a.m. to allow for the large numbers of children to be admitted.
3. Morning gates will **CLOSE** at 9:10 a.m. Parents/students arriving after this time must pull to the front of the building and accompany their child.
to the office for sign-in. **Students are TARDY if not in their classroom by 9:15a.m.**

4. **Afternoon Parent Pick Up** includes Park and Pick Up as well as a Drive and Pick Up. **Park and Pick Up Procedures:** Students in grades K-2 will be dismissed to the school cafeteria at 3:25 p.m. Parents of children in these grades are to enter the new west parking lot, park their vehicles and enter the school through the rear cafeteria doors to sign their children out. Guidelines will be sent home with all children at the beginning of each school year. Student ID cards are mandatory for all students to be dismissed or school records must be checked.

5. **Drive and Pick Up Procedures:** Students in grades 3rd-6th will be dismissed through Drive and Pick Up procedures. Students are dismissed at 3:25 and will report to the art room entrance of the building. From there they will be called as their vehicle approaches and will load from the first cone back. Afternoon gates will be open as soon as Phys Ed classes have ended with students being released from school at **3:25p.m.**

6. Parents are asked to pull to the farthest cone at the sidewalk in order to load more vehicles.

7. Students are dismissed as parent/guardian cars are identified and are to enter the car **ONLY FROM THE SIDEWALK for their safety!**

8. **Afternoon gates will CLOSE at 3:40p.m.** Parents arriving after this time will need to pick up children at the office using the front entrance to the building. **Please be prompt** in picking up your child by **3:45 p.m. at the latest.** Parents who repeatedly arrive late in the afternoons will be asked to make other pick up arrangements.

**PROGRESS REPORTS/REPORT CARDS**

Progress Reports are issued every nine weeks. Grading keys are found on each child’s individual report. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

**PROMOTION AND RETENTION**

Students must satisfy certain academic requirements in order to be promoted to the next grade. Progress reports (grade cards) are issued four times a year. In addition, interim reports are provided midway through each of the nine week grading periods. Parents are encouraged to confer with their child’s teacher at both times.

Retention will be considered on an individual basis involving the classroom teacher, principal, and parents.

**PARENT/TEACHER ORGANIZATION (PTO)**

All parents are encouraged to join our parent-teacher organization and become involved in the school. This organization provides service to the school as well as financial support for special school needs. The Nashport PTO provides support in areas such as school assemblies, field trips, student functions, school agendas, student yearly publications and teacher recognition events. We hope you will join our team. Please
call the school office for a current list of 2017-2018 officers and committee members or check our Nashport webpage for more information.

**RECESS**
When weather permits, all students are expected to go out to the playground with their class. Recess will be held outdoors when there is not substantial precipitation or accumulation of ice or snow on the playground, and when the temperature in not excessively cold. When the wind chill factor or the temperature falls **below 20 degrees F**, the students will remain inside. Therefore, it is important that children are properly dressed for the weather. In cases where parents feel it is absolutely necessary that the child does not go outside for a day or so, a note requesting this must be sent. Requests to stay in for more than two days **must be sent from the child’s doctor**. During recess play periods, school personnel will supervise students.

**SAFETY AND SECURITY**

- **All visitors must report to the office** when they arrive at school.
- **All visitors are given and required to wear a building pass while they are in the building.**
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” in the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many needed outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.

**SCHOOL CLOSINGS**
School closings are announced on WHIZ as well as on the Tri-Valley Schools web site @ tvschools.org. Families may also call TEC 754-4050 and/or submit texting information for automatic updates on line through the Tri-Valley website for closing information. In the event of a school closing, all Nashport extra-curricular activities are cancelled.

**STUDENT DISCIPLINE**
The Tri-Valley Local School District Discipline Code is distributed to all students on the first day of school. All parents and students are urged to carefully read the code to become familiar with its provisions. Further or specific questions regarding Nashport school discipline may be directed to your child’s teacher or principal.

**SCHOOL PSYCHOLOGIST**
A school psychologist is available to work with individual children and groups of children to help with academic or social concerns or to help prevent future problems. If you feel this professional might be of assistance to your child, please contact the principal.
THE EDUCATION CONNECTION (TEC)
The Education Connection (TEC) is a complete communication system that parents can call 24 hours a day to listen to school information including daily lunch menus, school delays or cancellations or to leave messages regarding attendance. Automated phone calls are also sent to families regarding building or classroom events. The TEC automated number for Nashport Elementary and all Tri-Valley buildings is 740-754-4050. Information pamphlets are available in the school office.

TRANSPORTATION
Bus transportation is provided for all students in the district. Students are required to adhere to all rules and regulations established by the Tri-Valley Board of Education. These rules and regulations are described in the district publication- Tri-Valley Local Schools Student Conduct Code of Transportation.

Parents who choose to transport their child to the school are asked to PLEASE follow the Parent Drop Off and Pick Up guidelines listed earlier in this handbook.

USE OF SCHOOL FACILITIES FOR EXTRA-CURRICULAR EVENTS
Student groups such as Boy Scouts, Girl Scouts and other school affiliated groups may be given permission to use school facilities through the building principal or secretaries. Requests should be submitted through telephone, email or personal contact. Groups are accepted on a first come basis and are expected to uphold the care and respect of the building or rights will be terminated.

VISITORS
Visitors, particularly parents, are welcome and encouraged to visit our school at any time. With safety as a priority, all visitors must report to the school office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Any visitor found in the building without signing in or a pass shall be reported.

VOLUNTEERS
We encourage parents and grandparents to volunteer at Nashport School. These people provide services to our students through more individualized assistance and enriching experiences. There are both daytime and evening opportunities. Please contact our Volunteer Coordinators, Mrs. Leas, or Mrs. Smith if you have extra time to help. Training and support will be provided at the beginning of each school year. Thank you for giving the precious gift of TIME to those who need your help!
DISTRICT POLICIES

ANTI-HARASSMENT AND NONDISCRIMINATION

Introduction

The Tri-Valley Local School District is committed to having a school environment free from all discrimination, including harassment, on the basis of race, color, or national origin. The District prohibits such harassment in the school environment, including all academic, extracurricular and school-sponsored activities. Students are encouraged to immediately report incidents of harassment. Staff members must promptly report to the staff member designated to respond to such complaints, all incidents of such harassment of which they become aware, by whatever means they become aware. The District will investigate formal and informal complaints of harassment. The District will distribute this statement in languages other than English as necessary.

Prohibited Conduct

Conduct constituting harassment on the basis of race, color, or national origin may take different forms, and may involve verbal, non-verbal or physical contact. Examples of harassment include:

Conduct constituting harassment on the basis of race, color, or national origin may take different forms, including, but not limited to, the following:

A. **Verbal** - the making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, or national origin. This may include communications via telephone or cellular phones, texting or the internet.

B. **Nonverbal** - placing offensive objects, pictures, or commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, or national origin.

C. **Physical** - any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, or other person associated with the District, or third parties, based upon the person's race, color, or national origin.

Harassment may occur in various activities and sites, which may include but are not limited to the following:

A. Classrooms;
B. Hallways, locker rooms and other places within school buildings;
C. Transportation;
D. Assemblies and extra-curricular or athletic events, on-or off-campus;
E. Electronically, such as via e-mail, text messaging or social networking websites, when such harassment occurs on-campus or off-campus with a nexus to other harassment occurring on-campus;
F. Other locations.

The District employee responsible for receiving and/or investigating reports of harassment on the basis of race, color or national origin, including the investigatory report, who is referred to in this policy as the Anti-Harassment Complaint Coordinator (“Complaint Coordinator”) is: Mark Neal, Superintendent. 740-754-1442. mneal@tvschools.org

Reporting and Complaint Filing Procedures

Any student or student's parent or legal custodian who believes that the student has been subjected to harassment on the basis of race, color or national origin may seek resolution of his/her complaint through either the informal or formal procedures as described below. Staff members making complaints shall use the formal procedures. While there are no time limits for initiating a complaint of harassment, individuals should make every effort to file a complaint as soon as possible after the harassing conduct occurs. The
investigation procedures are established to provide a prompt and equitable process for resolving complaints of such harassment.

School personnel should report incidents of alleged student-on-student and staff-to-student harassment that they witness or of which they have received reports or information, whether such incidents are verbal or physical or amount to harassment in other forms.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student or student's parent or legal custodian who believes the student has been harassed on the basis of race, color or national origin. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process. However, all complaints of harassment involving a District employee will be formally investigated, as will complaints against another adult where a student is involved.

As an initial course of action, if a student or student's parent or legal custodian feels that the student is being harassed on the basis of race, color or national origin, and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Complaint Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint.

A student or student's parent or legal custodian who believes the student has been harassed on the basis of race, color or national origin may make an informal complaint, either orally or in writing, to the following designated staff member:

A. a building administrator in the building where the student attends;
B. the Superintendent if the individual is not attending a specific school building; and/or
C. the Complaint Coordinator.

The building administrator/Superintendent will report the informal complaint to the Complaint Coordinator who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The District's informal complaint procedure is designed to provide a student or student's parent or legal custodian who believes the student is being harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student, parent, or custodian claiming such harassment, informal resolution may involve, but not be limited to, one or more of the following:

A. advising the student or the student's parent or legal custodian about how to communicate the unwelcome nature of the behavior to the alleged harasser
B. distributing a copy of the Anti-Harassment Policy, this Policy, or other appropriate materials as a reminder to the individuals in the school building or office where the individual whose behavior is being questions works or attends
C. if both parties agree, the Complaint Coordinator may arrange and facilitate a meeting between the students, parent or custodian claiming harassment and the individual accused of harassment to work out a mutual resolution

While there are no set time limits within which an informal complaint must be resolved, the Complaint Coordinator will exercise his/her authority to attempt to resolve all informal complaints within two (2) weeks of receiving the informal complaint. A student or student's parent or legal custodian who is dissatisfied with the informal complaint process may terminate it at any time and file a formal complaint.
All materials generated, as part of the informal complaint process will be retained by the Complaint Coordinator in accordance with the Board's records retention policy.

**Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, or if the student or student's parent or legal custodian elects to file a formal complaint initially, the formal complaint process shall be implemented.

A staff member, student or student's parent or legal custodian who believes the student has been subjected to offensive conduct/harassment, hereinafter referred to as the "Complainant," should file a formal complaint, either orally or in writing with the Complaint Coordinator. If a Complainant informs any other employee of the District, either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the Complaint Coordinator. Thereafter the Complaint Coordinator must contact the Complainant to determine whether the Complainant wishes to make a formal or an informal complaint.

Throughout the course of the process, the Complaint Coordinator should keep the Complainant informed of the status of the investigation and the decision making process.

**Content of Formal Complaints**

When a formal complaint is filed, the Complaint Coordinator will investigate the complaint and prepare an investigation report that contains the detailed information set forth below. To facilitate this investigation, formal complaints should, when possible, include this same information to the extent it is available to the complaining party:

A. the name, race and/or national origin of the alleged victim and, if different, the name, race and/or national origin of the Complainant;

B. the nature of the allegation, a description of the incident, and the date and time (if known) of the alleged incident;

C. the name(s), race and/or national origin of all persons alleged to have committed the alleged harassment, if known;

D. the name(s), race and/or national origin of all known witnesses to the alleged incident;

E. the Complaint Coordinator will collect any written statements of the Complainant, the victim (if different from the Complainant), the accused student(s), and any known witnesses;

F. identification of the resolution which the Complainant seeks;

G. the Complaint Coordinator will specify the outcome of the investigation; and

H. the Complaint Coordinator will collect the response of school personnel and, if applicable, District-level officials, including the date any incident was reported to the police.

If the Complainant is unable or unwilling to provide a written statement including the information set forth above, the Complaint Coordinator shall ask for such details in an oral interview. Thereafter the Complaint Coordinator will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature.

**Investigation/Other Procedures**

Upon receiving a formal complaint, the Complaint Coordinator will conduct a prompt, thorough and impartial investigation.

The Complaint Coordinator will consider whether any action should be taken in the investigatory phase to stop the harassment, remedy the harassment that has occurred, and protect the Complainant from the recurrence of further harassment or retaliation including but not limited to, a change of job assignment, disciplinary action or a change of class schedule for the individual alleged to have engaged in the harassment, hereinafter referred to as the "Respondent." In making such a determination, the Complaint Coordinator should consult the Complainant to assess his/her agreement to any action deemed appropriate.
If the Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator, the Complaint Coordinator may still take whatever actions s/he deem appropriate in consultation with the Superintendent. The District’s response will not penalize the Complainant.

Within two (2) business days of receiving a formal complaint, the Complaint Coordinator will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of this Policy and the Board Anti-Harassment Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within two (2) business days of receiving the complaint, the Complaint Coordinator or a designee will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the Complaint Coordinator or a designee will attempt to complete an investigation into the allegations of harassment within fourteen (14) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant,
B. interviews with the Respondent,
C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, and
D. consideration of any documentation or other information, which is reasonably believed to be relevant to the allegations.

In determining whether the alleged conduct constitutes a violation of this Policy, the District will consider:

A. the nature of the behavior;
B. how often the conduct occurred;
C. whether there were past incidents or past continuing patterns of behavior;
D. the relationship between the parties involved;
E. the race, color and/or national origin of the Complainant;
F. the identity of the Respondent, including whether the Respondent was in a position of power over the Complainant;
G. the number of alleged harasser(s);
H. the age of the alleged harasser(s);
I. where the harassment occurred;
J. whether there have been other incidents in the school involving the same or other individuals;
K. whether the conduct adversely affected the Complainant’s education performance or environment;
L. the context in which the alleged incidents occurred;
M. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution; and
N. whether a particular action or incident constitutes a violation of Policy 1010 or this Policy requires a determination based on all the facts and surrounding circumstances.

The Complaint Coordinator or designee will, in the manner required by this Policy, document all reports of incidents of harassment. At the conclusion of the investigation, the Complaint Coordinator or designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment on the basis of race, color or national origin as provided in this Policy as to whether the
Complainant has been subject to such harassment. The Complaint Coordinator's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Complaint Coordinator the designee, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

Confidentiality

The District will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's obligations under State and Federal law. Confidentiality cannot be guaranteed however. All Complainants proceeding through the formal investigation process should be advised that their identified may be disclosed to the Respondent.

During the course of a formal investigation, the Complaint Coordinator or designee will instruct all individuals who are interviewed about the importance of maintaining confidentiality. An individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Complaint Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and/or Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Other anti-Harassment Procedures

A. District staff members who observe acts of harassment based on race, color or national origin should take reasonable steps to intervene to stop the harassment, unless circumstances would make such an intervention dangerous.

B. The District will offer counseling services to any person found to have been subjected to harassment on the basis of race, color, or national origin and, where appropriate, to the person(s) who committed the harassment.

C. The District prohibits any retaliation against persons who report alleged harassment or participate in related proceedings.

D. In support of this Policy, the District promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent or designee will develop a training program for District officials and administrators responsible for implementing and enforcing federal anti-discrimination and anti-harassment laws on the basis of race, color or national origin and related policies and procedures, and all appropriate school-level and security personnel.

Revised 4/3/14
CONFIDENTIALITY
(A) No person shall release, or permit access to, the directory information concerning any students attending a public school to any person or group for use in a profit-making plan or activity. Notwithstanding division (B)(4) of section 149.43 of the Revised Code, a person may require disclosure of the requestor's identity or the intended use of the directory information concerning any students attending a public school to ascertain whether the directory information is for use in a profit-making plan or activity.
(B) No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending a public school, for purposes other than those identified in division (C), (E), (G), or (H) of this section, without the written consent of the parent, guardian, or custodian of each such student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.
(1) For purposes of this section, "directory information" includes a student's name, address, telephone listing.

DIRECTORY INFORMATION
Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within seven (7) days after receipt of the Superintendent's annual public notice. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).