

**Fairfield
Local Schools**

- Grades K-12 -

Student/Parent Handbook

2023-2024 School Year



Adopted by Board of Education: May 15, 2023

Fairfield Local School District

11611 State Route 771

Leesburg, OH 45135

Website: www.fairfieldlocal.org

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Mrs. Tiffany Fleming, Student Services Secretary
Mr. Jimmy Barnett, Athletic Director
Mr. John Wisecup, Custodial Director
Mr. Wyatt Sowders, Maintenance Director
Mrs. Mary Beth Craycraft, Food Service Director
Mr. Clint Shoemaker, Transportation Director
Mrs. Natalie Willey, EMIS Coordinator
Mrs. Megan Abbott, Nurse

WELCOME!

The faculty and staff at Fairfield Local Schools believe that every student is a unique and special individual who can learn. We believe that it is our responsibility to serve as facilitators for the nurturing and development of every student's maximum potential: academically, physically, socially, and emotionally. We are committed to providing opportunities which will assist the students in making self-directed, realistic, and responsible decisions when solving problems that may confront them in our multicultural, ever-changing world.

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We want the best for each child, but we are not enough! You, the parents/guardians, must play a key role in the education of your child(ren). Your words of encouragement, a hug when the day has been rough, your interest in your child's work, and your presence at school are vital!

Parents count! Come to school, meet us, talk with us, join with us and volunteer your time and energy. Your involvement will show your children that you value their education. Let's work together!

The teachers, administrators and support staff believe that the most effective way to promote appropriate student behavior is through the implementation of school-wide behavior expectations for students. This is done through the use of the Positive Behavior Interventions & Support (PBIS) and PAX programs. Students will be taught how to be respectful, responsible, and kind at Fairfield Local Schools. Students will be held to high expectations and be held accountable for their actions and choices. Students will be recognized for meeting behavior and academic expectations through a variety of school-wide programs.

Be Kind
Be Respectful
Be Responsible

Fairfield Local
Parent/Guardian and Visitor Code of Conduct
Board Approved 7/17/2023

Purpose and Scope

The purpose of the Parent/Guardian and Visitor Code of Conduct is to provide a mutual understanding between all parents/guardians, visitors and our district about conduct expectations while on school property, at school district events and when interacting with school employees and/or students.

General Expectations

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following:

- All school employees and parents/guardians want all children to learn in a safe environment
- All school employees and parents/guardians must work together for the benefit of all students
- All school employees, parent/guardians and visitors deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism

Prohibited Behaviors

In order to provide a peaceful and safe school environment, the District prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by email, by text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with District operations, including the effective operation of a classroom, an employee's office, a campus lobby or school grounds
- Threatening to do bodily harm to a District employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of a District employee, visitor, fellow parent/guardian or student
- Damaging or destruction of school property
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be removed from campus and participation in school-sponsored events. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to removal from campus and participation in school-sponsored events. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the District to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

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DAILY PROCEDURES

Elementary

Office Hours: 8am to 4:30pm
School Day: 8:25am to 3:25pm
937-780-2988

Middle School

Office Hours: 7am to 3:30pm
School Day: 7:25am to 2:20pm
937-780-2977

High School

Office Hours: 7am to 3:30pm
School Day: 7:25am to 2:25pm
937-780-2966

ANNOUNCEMENTS

Announcements will be made at the beginning of the day and at the end of the day as needed. Announcements will only be made for school associated activities, athletics, and clubs.

ARRIVAL AND DISMISSAL

Early Arrival

Students are not permitted to be in classrooms or hallways unsupervised until their designated times.

Dismissal

Students are not permitted to remain in the building after school hours unless approved by the building principal or accompanied by an adult, athletic coach, or staff member.

Leaving School Grounds

No student may leave the school building without permission from the building principal or designee, and then only in the case of an emergency or illness. The student must be signed out in the main office before leaving the building. A written excuse or phone call from the student's parents or guardian must be presented to the principal in order that he/she may be excused for part of the day. If these procedures are not followed, then the student will be considered absent.

Elementary

Students are not to be in the building before 8:15. Breakfast eaters may go to the cafeteria to get breakfast immediately upon entering the building. Breakfast is to be eaten in the auditoria.

Transportation changes must be made through the school office with a 24 hour notice including parent pick-up unless it is an emergency. All children will be dismissed at the end of the day outside to the appropriate mode of transportation. Students who are being picked up by a parent/guardian will be dismissed from their classroom to the designated indoor waiting area. Parents/guardians should park in the back parking lot, form an orderly line outside on the sidewalk, have their form of I.D. readily available and the assigned teacher will work through the line to dismiss students. Parents coming to the office will also need to have photo identification. No child will be allowed to enter the parking area unattended. Students being picked up early for afternoon appointments must be signed out in the elementary office. Students being picked up prior to 3:15 will be counted as a leave early. Please send a note with your student with the time you will be picking them up for the appointment.

Middle/High School

Students are permitted to enter the school at 7:15. Breakfast is available in the cafeteria and may be eaten in the auditoria or classrooms. At 7:25, the tardy bell rings and students must be in the classroom at 7:30 ready for class to begin.

The dismissal bell rings at 2:20 for Middle School and 2:25pm for High School. The buses leave the circle at 2:30. Students are not permitted to remain in the building after school hours unless

accompanied by an adult, athletic coach, or staff member.

BUS PICK-UP AND DROP-OFF

The school day begins when a student is in the proximity of the bus stop. Students are expected to exhibit appropriate behavior on the bus including during field trips and extracurricular activities. Consequences may be issued or bus privileges may be lost if behavior issues arise.

Elementary ONLY - Bus Drop-Off

Someone must be visibly present in order for the bus driver to release your child from the bus, unless permission is given by the parent.

BUS TRANSPORTATION GUIDELINES

Each child who is transported to/from school using school transportation is required to fill out the transportation form with the school that designates 2 pickup/drop locations. *Parents are required to notify the school if there will be a short-term/emergency change in regularly scheduled bus transportation.* A student without a note will be sent home on his/her regular bus.

Parent requests for students to ride home on another bus (with another student) must be made at least 24 hours in advance and may be limited due to bus capacity limits.

Bus Rider Expectations

School bus transportation is viewed as an extension of the school day program. Pupils are expected to behave in a manner that does not interfere with the driver's ability to operate the bus in the safest way. The principal maintains authority for the transportation of their students from pick-up to unloading. The safety of all children is our primary concern and school personnel work diligently to ensure their safety. Similarly, parents and children must also take an active role in school bus safety.

In addition to the code of conduct, students must follow these additional rules when using district owned transportation:

1. Students should be at their bus stop five (5) minutes ahead of scheduled pick up. The bus horn is used for extreme emergency circumstances. It is not to be used to notify parents that the bus has arrived.
2. Students must wait in a safe location clear of traffic and away from the bus stops.(designated by the driver)
3. Behavior at the bus stop must not threaten life, limb or property of an individual.
4. Students must go directly to the assigned seat so the bus may safely resume motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully. (Excessive noise-loud talking or laughter is prohibited)
7. Students must not use profane language or obscene gestures.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons and stated per doctor's note. (This includes chewing gum.)
9. Students are not permitted to have tobacco, alcohol or drug products on the bus.
10. Students must not throw or pass objects, on, from, or into the bus.
11. Students may only bring articles on the bus that can be held on their laps. All balls, toys, pencils and other articles are to be in book bags.
12. Students must ride or board the bus at locations to which they have been assigned unless they have written parental permission and written approval of school personnel to do otherwise.
13. Students are prohibited from extending any part of their body out the bus windows. Spitting or throwing any object from the bus windows is prohibited.

14. Students must cross the street or road at least ten (10) feet in front of the bus and watch for the signal from the driver before beginning to cross.
15. Students are not permitted to transport animals, live insects or glass containers on the bus.
16. Students shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence. Weapons, matches, lighters, etc. are prohibited.
17. Students must be absolutely quiet at railroad crossings and places of danger as determined by the bus driver.
18. Parents are responsible for any damages or marking of the bus by students.
19. Horseplay/fighting may result in a bus suspension.
20. Assault on the bus driver, any employee, or student is prohibited.
21. Repeated violations will result in progressive disciplinary actions.

Violation of any of these rules is sufficient cause for the issuance of a report of misbehavior. The driver, in applying the rules fairly, can issue verbal warnings and assign seats prior to filing a written report. Disciplinary action resulting from the receipt of a written report shall be carried out by the building administrator. Students are expected to exhibit appropriate behavior on the bus including during field trips and extracurricular activities. Consequences may be issued or bus privileges may be lost if behavior issues arise.

PARENT PICK-UP / DROP-OFF

Parents are not to use the circle drive to drop off students as this is reserved for buses.

Elementary

Parents that are dropping their students off in the morning should follow the designated traffic flow. It is extremely important that our families follow the traffic flow as it prevents our line from blocking buses and backing up to 771. ***If you are the first car, please pull to the end of the sidewalk, at the end of the building.*** Parents/guardians are asked to remain in your vehicle and allow the students to exit on the curbside. Staff members will be on duty beginning at 8:15. Do not send students to the building until you see a staff member. If you need to park and go to the elementary office, please use the crosswalk. Parents dropping their students off after school begins must accompany their child inside and sign them in with the secretary.

Middle/High School

Parents that are dropping their students off in the morning should follow the designated traffic flow. ***If you are the first car, please pull to the end of the sidewalk.*** Do not send students to the building until 7:15am.

Students arriving after school begins must sign in with the secretary in the office.

STUDENT PARKING

Parking permits will ONLY be given/sold to students with a current driver's license. License must be present at time of purchase. Students are expected to comply with all parking rules and regulations. Failure to comply with the parking rules could result in the loss of parking privileges. Students are urged to read all rules carefully.

1. All automobiles parked on the school grounds must register with the school and must display the current decal.
2. No student parking is allowed in front of the building. All vehicles must be parked in their assigned location or risk being towed.
3. Students are not allowed to run to vehicles, or in the student lot at dismissal. Students seen running

may lose their parking privileges.

4. Students driving unregistered cars are required to either: (a) leave their name, make, model, color, and license plate number of the car in the office; or (b) report the information to the parking monitor.
5. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
6. Students are to report directly to the building on arrival at school. No loitering in the lot or visiting in the lot without permission. Truancy, class cuts, excessive absences, tardiness, or other disciplinary actions may result in suspension of parking privileges.
7. There will be no speeding or any other form of reckless driving on school grounds.
8. Intolerant Communication on vehicles is prohibited. Vehicles conveying messages communicating bias or prejudice against and/or intolerance of a person or a group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background may be subject to disciplinary measures.
9. Ignoring signals to stop when school buses are approaching will result in disciplinary action.
10. Student vehicles may be subject to search if there are reasonable grounds to believe drugs, alcohol, stolen property or other contraband might be present in the vehicle.
11. Students applying for and receiving permits fully understand their responsibility in following the rules. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
12. Students must abide by all traffic regulations specified by the Ohio Revised Code Chapter 4511.
13. A new state law allows the denial or revocation of a student's driver's license when a student of compulsory school age withdraws from school or is habitually absent for more than 10 consecutive days or a total of at least 15 days in a quarter without legitimate excuse or is suspended or expelled from school for use or possession of alcohol or drugs. Denial of privileges will remain in effect until the student reaches the age of 18, returns to school, or receives a GED certificate.

Operation of a motor vehicle on school grounds is a privilege, and constitutes your consent to search. Refusal to cooperate with a search – as the operator or passenger of a motor vehicle – may result in denial of driving privileges, reports to law enforcement officials, and/or school disciplinary action.

GENERAL EXPECTATIONS

AUDITERIA

The auditeria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home.

The PBIS rules of courteous behavior which would make the lunch period pleasant and relaxed are:

| | | |
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| <u>Respectful</u> <ul style="list-style-type: none">● Use Quiet Voices● Use Manners● Wait In Line● Value Personal Differences | <u>Responsible</u> <ul style="list-style-type: none">● Keep Area Clean● Dispose of Trash● Return Trays to Window● Walk to Lunch● Ask to Leave the Cafeteria Area● Cell Phones Out of Sight | <u>Kind</u> <ul style="list-style-type: none">● Invite Others Into Your Group● Help Each Other Clean Up● Use Manners: Please and Thank You! |
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BACKPACKS

Backpacks and bookbags may be worn to and from school. However, students are not permitted to carry backpacks or book bags from classroom to classroom; these items are to be kept in classrooms (elementary) or lockers (middle/high school) during the school day.

COMMUNICATION - ELEMENTARY

All parents will receive an invitation to be part of ClassTag, which is a communication tool between the teachers/school and the parents. You can provide your child's teacher a phone number for texts or an email address. You will then receive news and information from the teacher and/or principal. Parents are encouraged to communicate to classroom teachers and the building principal through ClassTag messaging, email and phone. The School Messenger system is also used for building and district wide announcements.

DRESS AND APPEARANCE CODE

Fairfield Local Schools view appropriate dress and grooming standards equally important as appropriate conduct. The best guide for proper dress and grooming is common sense and is best supervised by students and parents/guardians themselves. In order to establish and preserve an atmosphere in our schools which is conducive to learning, the Fairfield Local School Board of Education has adopted this dress code for its students.

Student dress and grooming practices shall not:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with school work, create disorder or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his/her own educational objectives.

Specific dress and grooming restrictions include the following:

1. Shirts and tops should be long enough to tuck into pants, and have high enough necklines to cover all cleavage. Shirts or tops revealing portions of the waistline, torso, or chest are not appropriate. Shirts should not be see-through or have an open back. Sleeveless shirts should cover the shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, spaghetti strap tops or tank tops with straps less than 4 inches wide.
2. Shorts are considered appropriate if mid thigh in length. Pants and shorts will be worn at the waist and a belt will be worn when necessary.
3. Skirts and dresses should have a hemline falling at or below fingertips length and a neckline covering all cleavage. Dresses may not be backless or strapless.
4. Coats and hats may be worn to and from school, but must remain in the student's locker throughout the school day.
5. Clothing displaying profanity, sexual innuendo/overtone, promoting drug/alcohol/tobacco products, making reference to gang-related, satanic/cult-like activity, double meaning, or promoting violence is not appropriate for school. These examples are not all inclusive and other types of messages may be deemed inappropriate for the school environment.
6. Clothing which is ripped, cut, patched or altered to achieve an unusual effect in inappropriate areas shall not be permitted. If the area in question is above the mid thigh, it is inappropriate.
7. Clothing must not drag on the floor.
8. Head apparel (hats, headbands, hoodies, scarves, bandannas, etc.), jackets, sunglasses, chains hanging from pants, neckwear, pajamas, slippers, or arm wear with spikes ("dog collars") of any kind are not permitted. Shoes must be worn at all times.
9. Grooming, hairstyles and/or wear of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark, or otherwise denotes or implies membership in a group, gang, satanic worship and/or includes symbols or drawings, including but not limited to those outlined by the Anti-Defamation League, which are deemed offensive, obscene, profane or

disruptive to the educational process will not be permitted. Hair is to be neat and clean and a natural human color.

- 10. Tattoos cannot be obscene or offensive.
- 11. Piercings in nostrils can only be studs.

Note: With the changes in fashion and style, the administration reserves the right to determine if a violation of the dress code has occurred. A student found to be in violation of the dress code would be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Fairfield Local School Code of Conduct.

EMERGENCY MEDICAL CONTACT FORM

Parents are required by state law to fill out an Emergency Medical Authorization Form. This form is part of the annual FinalForms set that each parent/student completes at the beginning of the school year. This information is used in emergency situations. It is very important that you fill it out completely, noting any health conditions, medical concerns, or current medications. All information on this form will be used to guide our intervention in case of an illness, injury, or emergency at school. Parents are responsible for notifying the school and updating their FinalForms account with any changes to the information on the Emergency Medical Authorization Form.

HALLWAY EXPECTATIONS

Students must have a pass when in the hallways during class time. Time, date, destination, and a teacher’s signature are necessary to be in the hallway.

Middle School

Students using cell phone in the hallway, during class time or during lunch will be subject to consequences.

High School

Students are permitted to use cell phones while in the hallway and during lunch.

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| <p><u>Respectful</u></p> <ul style="list-style-type: none">● Quiet Voice● Use Manners● Keep Personal Items to a Minimum in lockers● Close Locker Gently | <p><u>Responsible</u></p> <ul style="list-style-type: none">● Follow Common Traffic Patterns● Transition to the Next Location in a Timely Manner● Ask for Help, if needed● Walk● Cell Phones Out of Sight | <p><u>Kind</u></p> <ul style="list-style-type: none">● Respect LockerPartner and Neighbors● Keep Hallways/Locker● Area Clean |
|---|--|---|

LOCKERS - MIDDLE/HIGH SCHOOL

Lockers are provided in the building for the safekeeping of books, supplies, and clothing and will be assigned by the Principal or his/her designee. Students are advised that lockers are the property of the Fairfield Local Board of Education and may be searched at any time by an administrator or designee. Lockers will be subject to a dog search by the police department throughout the year without prior notification.

Malfunctions or broken lockers are to be reported to the office. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their assigned locker. No student is to share a locker without written permission of the administration, and sharing of a locker does not excuse either student from being responsible for the contents of the locker at all times.

Lockers are to be kept locked at all times. Lockers and combinations are not to be shared. A student should

not keep valuables in lockers. The school is not responsible for lost or stolen items. LOCKERS ARE NOT TO BE DEFACED IN ANY WAY AND THE STUDENT WILL BE HELD RESPONSIBLE FOR DAMAGES.

LOST AND FOUND

Found items are kept in or near the school office. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization quarterly.

PARENT/TEACHER DISAGREEMENTS - PROCEDURE TO RESOLVE

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Any complaints brought to the attention of the school administration must be placed in writing or made in person. The complainant will be referred to the staff member for whom the complaint is being made. If the complainant refuses, or does not wish, to meet with that person then the building administrator will speak with/meet with the complainant to determine the nature of the complaint. Whenever a complaint is made directly to the Fairfield Local Board of Education as a whole or to a Fairfield Local Board of Education member as an individual, it will be referred to the superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

PAX / PBIS (POSITIVE BEHAVIOR AND INCENTIVE SYSTEM)

PAX is a set of strategies to help students learn important self-management skills while collaborating to make their classroom a peaceful and productive learning environment. The PAX contains the combined science from the youth violence prevention program called PeaceBuilders, the good behavior game, and other studies to promote peace, productivity, health and happiness!

PBIS (Positive Behavioral Interventions and Supports) is a process for creating safer, more effective schools by decreasing or eliminating less desirable behaviors while putting an emphasis on promoting positive actions. PBIS is implemented in three tiers, with Tier 1 focusing on setting and teaching behavioral expectations in all areas of the school including the classrooms, cafeteria, hallways, buses, and restrooms, special events. Tier 2 and Tier 3 guide educators as they focus more closely on the needs of smaller groups or individual students as they work to promote acceptable behaviors rather than list consequences for those acts that might not be appropriate. Our school will collect data throughout the school year which will then be used by administrators, teachers, staff, and our Fairfield PBIS team to identify, adjust, and effectively implement practices and processes that are appropriate for our school. The following graphic outlines the building-wide expectations that have been established by the Fairfield Local Middle and High School PBIS Team and will be discussed, taught, and modeled by the faculty and staff.

PBIS Matrix – Lion Pride – Grades 6-12

| In the... | I will Be RESPECTFUL | I will be RESPONSIBLE | I will be KIND |
|--------------------|---|--|---|
| Cafeteria | <ul style="list-style-type: none"> ● Quiet Voices ● Use Manners ● Wait In Line ● Value Personal Differences | <ul style="list-style-type: none"> ● Keep Area Clean ● Dispose Of Trash And Return Trays To Window ● Walk To Lunch ● Ask To Leave Cafeteria Area ● Cell Phones Out Of Sight | <ul style="list-style-type: none"> ● Invite Others Into Your Group ● Help Each Other Clean Up ● Use Manners – Please And Thank You |
| Hallway | <ul style="list-style-type: none"> ● Quiet Voice ● Use Manners ● Keep Personal Items To A Minimum In Lockers (Middle School) ● Close Locker Gently | <ul style="list-style-type: none"> ● Follow Common Traffic Pattern ● Transition To The Next Location In A Timely Manner ● Ask For Help, If Needed ● Walk ● Cell Phones Out Of Sight | <ul style="list-style-type: none"> ● Respect Locker Partner And Neighbors (Middle School) ● Keep Hallways/Locker Area Clean |
| Restroom | <ul style="list-style-type: none"> ● Quiet Voice ● Use Manners | <ul style="list-style-type: none"> ● Flush Toilets ● Wash And Dry Hands ● Return To Class In A Timely Fashion ● Use Restroom Pass ● Report Maintenance Issues To Teacher Promptly | <ul style="list-style-type: none"> ● Acknowledge Privacy Needs Of Others |
| Recess / Free Time | <ul style="list-style-type: none"> ● Share ● Actively Listen To Adults ● Follow Game Rules ● Resolve Problems Through Communication ● Value Personal Differences | <ul style="list-style-type: none"> ● Use Equipment Responsibly And Return ● Be Aware Of Others ● Ask To Leave Cafeteria/Gym Area ● Cell Phones Out Of Sight | <ul style="list-style-type: none"> ● Be Fair ● Acknowledge Personal Space ● Include All ● Invite Others Into Your Group |
| Special Events | <ul style="list-style-type: none"> ● Actively Listen To Speaker ● Keep Hands And Feet To Self | <ul style="list-style-type: none"> ● Sit With Grade Level ● Keep Walkways/Stairways Clear ● Use Handrails And Stairs Appropriately ● Cell Phones Out Of Sight | <ul style="list-style-type: none"> ● Participate When Appropriate |

PBIS Mission Statement

Through the implementation of PBIS, Fairfield Local Schools hope to move from a climate of external discipline to a climate of internal reward. The goal of PBIS is to create a safe and successful learning environment for all students.

PROHIBITED ITEMS

The following items are prohibited at school and will be confiscated and disciplinary action may result:

| | | |
|------------------|------------------|--|
| Knives* | Chains | Tasers |
| Laser Pointers | Music Devices** | Drug Paraphernalia |
| Lighters/Matches | Stun Guns | Piercings (other than ears and nostrils) |
| Electronic Games | Squirt Guns | Studded Accessories |
| Look-Alike Guns | Tobacco Products | Electronic Nicotine Devices |

Or any items which would constitute a danger to students and/or which would cause disruption to class.

*A knife is defined as including but not limited to a cutting instrument consisting of a sharp blade fastened to a handle.

****Middle School**

Music devices/cellular phones must be kept in a student's backpack in their locker. Volume must be turned off. Devices found disrupting class or ringing in a student's locker may be confiscated and given to the principal.

****High School**

Students are permitted to use music devices/cell phones while in the hallway and during lunch.

RESTROOMS

| | | |
|--|---|--|
| <u>Respectful</u> <ul style="list-style-type: none">● Quiet Voice● Use Manners | <u>Responsible</u> <ul style="list-style-type: none">● Flush Toilets● Wash and Dry Hands● Return to Class in a Timely Fashion● Use Restroom Pass● Report Maintenance Issues to Teacher Promptly● Cell Phones Out of Sight | <u>Kind</u> <ul style="list-style-type: none">● Acknowledge Privacy Needs of Others |
|--|---|--|

STUDENT INSURANCE

Students have the opportunity to apply for school insurance directly from the company. This is not compulsory.

STUDY HALLS - MIDDLE/HIGH SCHOOL

Students must have academic work to do. No food or drink will be permitted during study hall. Study halls are not for socializing.

TELEPHONE / CELL PHONE USE

Elementary - Telephone Use

Office telephones are for business use only. Students will be called to the office to use the phone only in emergency situations. Messages will be delivered to students for other calls. **Students are not permitted to use room phones. Any use of telephones to place unneeded calls to 911 Emergency phone system will result in suspension from school and prosecution through the Highland County Court System.**

Middle/High School - Telephone Use

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will not be called to the telephone or be excused to use the telephone during the school day. Please do not call your child's cell phone or text message during school hours. If there is an emergency, please contact the FMS Office (937)780-2977 or FHS Office (937)780-2966.

Middle School

Students using cell phone in the hallway, during class time or during lunch will be subject to consequences.

High School

Students are permitted to use cell phones while in the hallway and during lunch.

TEXTBOOKS/CONSUMABLES

Textbooks are provided by the Fairfield Local School Board of Education. Normal wear is expected. Fines will be charged for defaced or lost books. All textbooks should be covered with a homemade or commercial book cover.

VALUABLES

Students are discouraged from carrying valuables, large sums of money, or electronic devices to school. Each student is responsible for his/her personal property. Every effort will be made to recover stolen property, but loss must be assumed by the student. Please mark all personal possessions with your name. This is especially true with physical education/gym class clothing and calculators. There is a designated lost and found box, and should be checked periodically if something is missing.

VISITORS

Parents are welcome at Fairfield Local Schools, but are required to register in the main office upon arrival with a photo identification available. The school policy is to accept only those visitors who have legitimate business at the school. Visitors must wear a visitor's badge while in the school building. Teachers and staff have been instructed to question any adult in the building without a visitor's badge. Students and friends from other schools as well as younger or older siblings are not permitted to be in the building or on the grounds unless on legitimate business and have a visitor's pass from the office. The Board reserves the right to prohibit any persons from entering onto District property or attending District-sponsored events.

Parent/Guardians Visitations to Classrooms: Should a Parent/Guardian request to visit his/her child's class(es), this may be arranged by contacting the building administrator 24 hours prior to their visit. As always, Parents/Guardians are required to report to the main office upon entering and leaving the building. All visitors must sign in and out at the appropriate office.

WITHDRAWAL OF STUDENTS

If you find it necessary to change schools during the year, please notify the office as soon as possible. You will be required to complete a withdrawal form. All fees are required to be paid in full and district materials returned.

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within fourteen days of our receiving a request for records from the new school.

ACADEMICS

GRADES / PROGRESS BOOK / GRADE CARD DATES

Progressbook is used for reporting grades. Parents and students have access to grades in real time through this application. Parents have the ability to get notifications of missing work or late assignments with ProgressBook. If you do not have your username and password, please call the Elementary Office (937-780-2988), Middle School Office (937)780-2977 or High School Office (937)780-2966. Students can also request this information in the appropriate office.

Grade Report cards are issued the Friday following the end of each grading period. *Please see the school calendar for dates regarding grade cards.*

ELEMENTARY - Grading Scale / Honor Roll / Homework

| <u>Grading Scale - Grades K-2</u> | <u>Grading Scale - Grades 3-5</u> |
|---|--|
| 4 - Consistently meeting or extending the standard this quarter | A - 93-100 |
| 3 - Progressing toward understanding the standard this quarter but requires practice and support | B - 83-92 |
| 2 - Developing understanding of the standard this quarter but experiences difficulty and requires consistent practice and support | C - 73-82 |
| 1 - Little to no progress of the standard this quarter | D - 65-72 |
| | F - 64 and below |

Elementary - Honor Roll/Awards (Grades 3-5)

Honor roll is determined each nine week grading period. The following awards will be given each nine weeks in grades 3-5:

- Principal's Award: All A's
- Honor Roll: A's and B's
- Other Awards at Teachers' Discretion

Elementary - Homework

Homework for elementary students should be meaningful. The length of homework varies among grade levels. Homework policies are developed by each teacher and are communicated to parents and students at the beginning of the year. Check with your child's classroom teacher if you have questions concerning homework.

Students who are absent will generally make-up work after they return to school. In the case of an extended absence, parents may contact the office to arrange for work to be gathered and a pick up time to be arranged.

MIDDLE/HIGH SCHOOL - Procedures / Grading Scale / Honor Roll / Schedule Changes

Middle/High School - Grading Procedures

Those students receiving an "F" in any class at this time will have their interim report mailed home to their parent/guardian. Any student receiving a failing grade at the interim period or on their report card due to missing assignments will be monitored on a weekly basis for missing assignments.

Parents are encouraged to monitor/check ProgressBook throughout the quarter (and all school year).

Middle/High School - Grading Scale

| | | | | | |
|----|-------------|--------|----|-------------|-------|
| A | 4.0 points | 95-100 | C | 2.0 points | 76-79 |
| A- | 3.66 points | 93-94 | C- | 1.66 points | 73-75 |
| B+ | 3.33 points | 90-92 | D+ | 1.33 points | 71-72 |
| B | 3.0 points | 86-89 | D | 1.0 points | 67-70 |
| B- | 2.66 points | 83-85 | D- | 0.66 points | 65-66 |
| C+ | 2.33 points | 80-82 | F | 0 points | 0-64 |

- **Incomplete:** Assignments should be completed by the end of the grading period unless there are extenuating circumstances excused by the classroom teacher and/or principal. At the discretion of the teacher, all grades thereafter will become "F" and calculated into the student's average. Students have 10 days to make-up work to change an "I" to the earned grade.

Middle/High School - Honor Roll

Honor Roll is determined each nine week grading period. In order to be eligible for the Honor Roll, a student must not have any marks less than a B- on their report card.

Middle/High School - Schedule Changes

Students and parents should give careful consideration in developing a sound educational plan and an appropriate schedule prior to the end of the current school year. The student and parent are urged not to create a program with the idea that it can be changed later.

Because schedule changes can have a serious effect on class sizes, teacher assignments and the overall master schedule, they will only be made for the exception, not the rule. Therefore, the general rule is NO SCHEDULE CHANGES. If in rare circumstances a student needs a schedule change, he/she must talk with his/her counselor within the first two weeks of each semester. It is the decision of the counselor whether or not such a change is in the best educational interest of the student. Students will be given the opportunity to review their schedule choices prior to the last day of school to ensure that everything is as intended. This will be the last opportunity to make adjustments to course requests for the following school year.

GIFTED IDENTIFICATION

Fairfield Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual or Performing Arts

SPECIAL EDUCATION SERVICES

The Ohio Operating Standards for the Education of Children with Disabilities identify the state requirements and federal Part B Individuals with Disabilities Education Improvement Act (IDEIA) requirements that apply to the implementation of special education and related services to students with disabilities by school districts, county boards of developmental disabilities and other educational agencies.

504 SERVICES

The Section 504 of the Rehabilitation Act (Section 504) prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities
- B. Has a record of such an impairment
- C. Is regarded as having such an impairment.

The District has specific responsibilities under the Section 504 of the Rehabilitation Act, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

ACADEMIC DISHONESTY POLICY

Scholastic Dishonesty includes, but is not limited to, cheating on a test, plagiarism, copying another student's work on a test without permission, knowingly using, buying, selling, stealing, transporting, soliciting a whole or part of the contents of unadministered tests, substitution of another student's work for one's own, securing copies of a test or answers in advance of a test. All students involved in an incident of scholastic dishonesty (those who receive help or materials as well as those who give help or materials), in addition to appropriate discipline, will be given a zero on the test, quiz assignment, etc., and the teacher will notify parents by phone and/or email. (*Reference: Student Code of Conduct*)

ACADEMICS - GRADUATION REQUIREMENTS (effective 2023)

1st STEP TOWARDS GRADUATION

Completion of 21 credits including the following:

- 4 credits of English
- 4 credits of Mathematics - must include Algebra II
- 3 credits of Science including Physical Science and Biology
- 3 credits of Social Studies including World Studies, American Studies, and American Government
- 1/2 credit of Health and 1/2 credit of Physical Education
- 1 credit of Fine Arts
- 1/2 credit of Financial Literacy (Class of 2026)
- 5 credits of Electives (Class of 2025 Careers & Class of 2026 Careers I & II)
- 20 Community Service Hours

2nd STEP TOWARDS GRADUATION

Showing Competency in End of Course Exams: ELA II & Algebra I / OR One of the Pathways listed below:

Demonstrating 2 Career-Focused Activities:

- a. Foundational:
 - i. Proficiency WebXams
 - ii. 12 Point Industry Credential
 - iii. Pre-apprenticeship program
- b. Supporting:
 - i. Work Based Learning
 - ii. Earn Required Score on WorkKeys Exam

iii. Earn the Ohio Means Jobs Seal

3rd STEP TOWARDS GRADUATION: SHOW READINESS

Earn 2 Graduation Seals (one must be a State Seal):

State Seals

OhioMeansJobs
Industry-Recognized
College-Ready
Military Enlistment
Citizenship

Science
Honors Diploma
Biliteracy
Technology

Local Seals

Community Service
Fine & Performing Arts
Student Engagement Seal

Course Types

General: courses required for graduation

i.e.: English, Physical Science, etc.

College Prep: (CP) courses that are paced quicker for students with the intention of entering a college, technical school, or university

i.e.: CP English 9, CP Physical Science, etc.

Honors: courses that have the most rigorous pace and course of study. These have an additional .5 attached to them on the 4.0 weighted GPA scale.

i.e.: Honors English 9, Honors Physical Science

College Credit Plus: (CCP) courses that are taken through a local college - can be online, hybrid, or in-person. These courses have an additional .5 added to their GPA.

-SSCC or other colleges

i.e.: CHEM1120, PHYS1101: Intro to Physical Science

Advanced Placement: (AP) courses that are taken online; must pass the AP test in order to earn college credit. These courses have an additional 1.0 added to their GPA.

-Florida Online Academy - AP English Language & Composition; AP Psychology

CCP courses aligned with AP courses will have a 1.0 added to the students' GPA.

4.0 WEIGHTED GPA - STARTING WITH THE 2026 GRADUATING CLASS

| AP or Equivalent CCP | Honors or Equivalent CCP | General Track |
|-----------------------------|---------------------------------|----------------------|
| A = 5.0 | A = 4.5 | A = 4.0 |
| A- = 4.7 | A- = 4.2 | A- = 3.7 |
| B+ = 4.3 | B+ = 3.8 | B+ = 3.3 |
| B = 4.0 | B = 3.5 | B = 3.0 |
| B- = 3.7 | B- = 3.2 | B- = 2.7 |
| C+ = 3.3 | C+ = 2.8 | C+ = 2.3 |
| C = 3.0 | C = 2.5 | C = 2.0 |
| C- = 2.7 | C- = 2.2 | C- = 1.7 |
| D+ = 1.3 | D+ = 1.3 | D+ = 1.3 |
| D = 1.0 | D = 1.0 | D = 1.0 |
| D- = 0.7 | D- = 0.7 | D- = 0.7 |
| F = 0.0 | F = 0.0 | F = 0.0 |

*Honors courses receive an additional .5 value.

*Grades of D+ and lower do not receive the added point value.

*CCP classes that are aligned to Honors classes will receive the same .5 additional value.

*Advanced Placement and International Baccalaureate courses receive an additional 1.0 value. Grades of D+ and lower do not receive the added point value.

*CCP classes that are aligned with approved AP courses will receive the same 1.0 additional value.

HONORS COURSES

Suggested Honors Course Track *Students are not required to enroll in all Honor courses.*

| 22-23 SY 8th Grade | 22-23 SY 9th Grade | 23-24 SY 10th Grade | 24-25 SY 11th Grade | 25-26 SY 12th Grade | AP Courses for Juniors or Seniors |
|-------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|--|
| Honors Algebra I | Honors English 9 | Honors English 10 | Honors English II | Honors English 12 | AP English |
| | Honors Physical Science | Honors Biology | Honors Chemistry | Honors Physics | AP Psychology |
| | Honors Geometry | Honors Algebra II | Honors PreCalculus | Honors PreCalculus | |
| | | | Honors Spanish III | Honors Calculus | |
| | | | | Honors Spanish IV | |

Honors Algebra I (8th grade only)

.5 Weighted Course

Elective Course

- Prerequisite: Must have achieved two of the three: Final grade of an B+ in 7th grade Math; Blue (equivalent to Advanced) in Spring MAPS test; or Advanced on Ohio State Test.
- Summer Math Requirement: Complete the Khan Academy "Get ready for Algebra I Course" assigned on google classroom in June.

Honors Geometry - 9th grade

.5 Weighted Course

Elective Course

- Prerequisite: Must have achieved two of the three: Final grade of an A in 8th grade Algebra I; Blue (equivalent to Advanced) in Spring MAPS test; or Advanced on Ohio State Test.
- Summer Math Requirement: Complete the Khan Academy "Get ready for Geometry Course" assigned on google classroom in June.

Honors Physical Science - 9th Grade

.5 Weighted Course

Elective Course

- Prerequisite: Must have achieved two of the three: Final grade of an A in 8th grade Science and a B+ in 8th grade math; Blue (equivalent to Advanced) in Spring MAPS test; or Advanced on Ohio State Test
- Summer Science Requirement: Define vocabulary words as well as answering generalized science questions via Google Classroom.

Honors English - 9th Grade

.5 Weighted Course

Elective Course

- Prerequisite: Must have achieved two of the three: Final grade of an A in 8th grade ELA; Blue (equivalent to Advanced) in Spring MAPS test; or Advanced on Ohio State Test
- Summer reading and essay will be required, additional information will be released at a later date.

Honors English - 10th Grade

Elective Course

Credit: 1

- Prerequisite: Honors English I with a B- or better or CP English I with an A- or better.
- Honors English II students will be required to complete 2 summer reads, each with corresponding activities.

Honors Algebra II - 10th Grade

Elective Course

Grades Offered: 10, 11

Credit: 1

- Prerequisite: Honors Geometry with a B- and EOC score of 4 or 5; CP Geometry with an A- and EOC score of 4 or 5.
- The Summer Assignment will include completing Algebra II on the Khan Academy website.

Honors Biology - 10th Grade

Elective Course

Credit: 1

- Prerequisite: Honors Physical Science with a B- or better or CP Physical Science with an A- or better.

POSSIBLE GRADUATION AWARDS

Valedictorian

The student(s) in a graduating class who earned an honors diploma or career/technical honors diploma and has the highest cumulative GPA. ***In the event of a tie, the highest ACT score (or SAT equivalent) will be the tie breaker.***

Salutatorian

The student(s) in a graduating class who earned an honors diploma or career/technical honors diploma and has the second highest cumulative GPA. ***In the event of a tie, the highest ACT score (or SAT equivalent) will be the tie breaker.***

National Honor Society

Candidates eligible for selection to the Fairfield Local High School chapter of the NHS must be members of the junior or senior class. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Upon meeting the grade level and GPA requirement, candidates shall then be considered based on their service, leadership, and character by the Faculty Council with a majority vote needed for admission.

President's Award for Academic Excellence (Given by the US President's Office)

Requirements: 3.5 GPA and 85th percentile in math and/or reading on a standardized test (ACT or SAT)

Academy of Scholars

Requirements: 3.5 GPA for the first, second and third nine weeks. No grade lower than a “B-“ and no exam grade lower than a “C-“.

Seniors who have been members for four years, wear gold cords at graduation. Students must be enrolled in at least 3 classes at the high school to be eligible.

*Currently being considered starting with the Class of 2026 to align with the 5.0 Weighted GPA Scale are the following award areas:

Summa Cum Laude = 4.00 GPA & above

Magna Cum Laude = 3.75-3.99 GPA

Cum Laude = 3.5-3.74 GPA

ATTENDANCE

ATTENDANCE GUIDELINES

It is important that students attend school each day they are not ill. The compulsory school attendance law (Ohio Revised Code 3321) requires all students to be in attendance and in all classes assigned to them. Under Ohio school law pupils must attend unless they are 18 years of age. It is the desire of the Fairfield Local School District Board of Education to ensure that students attend school regularly to obtain optimum benefit from their days in school. Since one of the criteria established by the Ohio Department of Education for determining whether school districts are excellent or deficient is the attendance rate, the Fairfield Local School District Board of Education directs the district administrators to develop a uniform set of rules, to be coded in the student handbook, to require regular school attendance.

ABSENCES

Each time a student is absent from school or late to school, it is the parent's responsibility to call the school before 9:00 a.m. (Grades K-5) / before 8:30am (Grades 6-12) to provide an acceptable excuse for the student's absence. If no call is received we are required, as part of the child abduction law, to call the student's home or parent's work to confirm the student's absence. **Students are only permitted 32.5 hours per quarter** - this includes both excused and unexcused. Notes from a doctor or court are not included in the count. Students will be permitted 5 excused days per quarter with a written excuse from parent/guardian and/or doctor's note.

Required Written Excuses

There will be a **two (2) day limit** to submit any excuse; this includes excuses provided by the medical profession, court systems, or anyone else in a capacity to excuse absenteeism. This time frame will begin immediately following the last day of the absence.

Physician Excuses

A physician's excuse is only valid if the student was seen at the doctor's office and this excuse was returned within the two-day policy stated above.

Physical Education

Notes from parents for students to be excused from physical education class will be honored for a very limited period, normally, not to exceed one day. A note from a family physician must be presented to the office, if for some reason, a student can not participate in physical education for any continued length of time.

Early Dismissal

Early dismissal is discouraged. Even the last few minutes of the school day are devoted to instruction, important reminders, and a review of homework assignments. Parents are urged to make doctor's appointments after school hours. If it becomes necessary for a student to be checked out of school, parents should report to the office and sign their child out. **Early dismissal is considered when a child leaves between 1:00-2:25 p.m. Grades 6-12 or 2:00-3:25 p.m. Grades K-5. This is counted as a tardy.**

After School Activities

Any student, who is absent for a full or partial day when an activity is planned for that evening, shall not be permitted to participate or attend. Exceptions will only be considered if:

- (1) Approval has been given in advance of the beginning of the absence by the principal or his/her designee or
- (2) Written documentation of the absence is presented upon the student's return to school.

STUDENT'S RESPONSIBILITY

It is the parent/student's responsibility to attend school. When absent, the student is responsible to obtain all make-up work from his/her teachers immediately upon returning to school. For each excused absence, a student has the equal number of days plus one (1) to make up work. Teacher discretion may be exercised if additional days are needed.

PARENT'S RESPONSIBILITY

Parents should encourage their son/daughter and make sure they attend school. A doctor's excuse may be required for your child's absence. Homework may be requested for the days your child is absent. The office should be notified by 10:00 am. Parents should pick up homework in the office at the end of the school day. Students must be in attendance on the day of an activity before attending or participating in a school activity.

STUDENT VACATION POLICY

Students are required to complete a vacation policy application if they are going to be out of school for 19.5 hours. This application must be picked up in the office, signed by the parent and student, and submitted to each of the student's teachers for the listing of assignments. The completed form must be submitted to the principal at least two (2) school days prior to the beginning of the absence. Vacation days must be approved by the principal to be an excused absence. ***A MAXIMUM OF 32.5 HOURS WILL BE COUNTED AS EXCUSED FOR VACATION DURING THE SCHOOL YEAR.*** Vacation days in excess of 32.5 hours for the year will be unexcused and no credit will be given for assignments missed.

Be aware that vacation days are included in the maximum number of days of permitted absences. Students are discouraged from taking vacations during exam days. However, if students do elect to take vacation during exam days, it is the student's responsibility to set SPECIFIC alternate times, with each teacher, to take the exam. In no case will a student have more than three (3) school days to make-up the exam after returning from vacation.

Students are discouraged from taking vacations during State Testing Days and Exam Days.

Refer to the Ohio Department of Education's website for the Ohio State Test Dates. <http://education.ohio.gov/>

ATTENDANCE - CONCERNS

TARDIES

Elementary - Tardies

If a student arrives late to school after 8:35 a.m. he/she must report to the office with their parents and be signed in. Disciplinary measures will be administered for excessive tardies.

Middle/High School - Tardies

If a student arrives late to school (between 7:30-9:00am), he/she must report to the office and sign-in and get a pass to class. Disciplinary measures will be administered for excessive tardies.

EXCESSIVE ABSENCES

The district utilizes various interventions and strategies to encourage student attendance, including referral to an attendance officer.

Students with more than 130 hours of unexcused absences in a year or more than 65 hours during a semester may not receive academic credit for coursework. N/C (no credit) will be placed on the grade card and the cum-folder.

Elementary - Excessive Absences

In the elementary, no credit means the student has failed for the semester or year. Exceptions can only be made by appeal to the building principal.

Middle/High School - Excessive Absences

In the Middle School, no credit means the student has failed for the semester or year. Exceptions can only be made by appeal to the building principal.

ABSENCE INTERVENTION TEAMS / ABSENCE NOTICES

A habitually truant student will/may be assigned to an absence intervention team and placed on an absence intervention plan in accordance with [Board Policy JED](#). A court complaint will be filed sixty-one (61) days after implementation of the plan if the student has refused to participate or failed to make satisfactory progress.

Under state law, a student becomes a “habitual” truant if he/she has unexcused absences for any of the following:

- 30 or more **consecutive hours**;
- 42 or more hours in a month; or
- 72 or more hours in a year.

In accordance with state law, a written notice reminding students and parents about the importance of regular school attendance and possible consequences for failure to attend school will be sent home at the following intervals:

- 30 unexcused consecutive hours
- 42 unexcused hours in a month
- 72 unexcused hours in a year
- 38 excused or unexcused hours in a month
- 65 excused or unexcused hours in a year

Notices will be sent home within 7 days of the absence that triggered the notice.

ATTENDANCE APPEALS

Absences will be monitored each grading period. Students who exceed 32.5 hours per grading period must

appeal those absences to the building principal the week following the end of the grading period or other deadline as announced by the building administration. **Six and one half hours (6.5) per quarter may be appealed.** If the appeal is granted, the student will attend a four-hour extended school session as assigned by the building administrator to make-up the absence. For extenuating circumstances, the building principal may accept an appeal at the end of the school year for any absences beyond the stated limits. To initiate an appeal, a student, parent and/or guardian must appeal in writing to the building principal. Students who exceed the absence limits and whose appeals are denied and those students who exceed the absence limits and did not appeal will receive the grade of either 63 or the grade the student earned in the class, whichever is lower for the grading period in question.

In accordance with state law, parents will be notified of student absences with or without excuse of 38+ hours in a month or 65+ hours in a year, within 7 days of the absence that triggered the notice.

FEES, FINES AND CHARGES

SCHOOL FEES

School fees for students in grades K-8 are \$50.00. Fees for students in grades 9-12 are \$60.00. Payment can be made by check or money order made payable to Fairfield Local Schools and turned in to the school office. Fees can also be paid online through MySchoolBucks. All fees are expected to be paid by September 30. There will be an opportunity to pay for school fees at Open House and on the first day of school. Students and/or parents(guardians) will be able to pay school fees in the offices throughout the school year. All fees must be paid to receive the final diploma and transcript. Fees are required to be paid in full for partial or full year attendance, including virtual and college credit plus enrollment.

A paper copy of grade cards will be held for all outstanding fees (school, Chromebook, library, Preschool, cafeteria). Instead, a letter and a fee invoice will be sent home.

Other fees, fines and charges may be assessed for:

- Lost or damaged library books
- Lost or damaged school technology
- Lost or damaged athletic equipment/uniforms
- Damage to school property

FEE WAIVER

If you are financially unable to pay your fees, you may obtain a fee waiver application in the school office. Eligibility for the waiver is determined by the number of persons living in the household and the combined income of all residents. This information, along with adult family member's social security numbers, must be given in writing to the school office in order to be considered for fee waiver.

For more information about Fee Waivers, see the Food Services Section.

FOOD SERVICES

CAFETERIA BEHAVIOR EXPECTATIONS

- Courteous and appropriate behavior is expected at all times.
- Misbehavior will be dealt with according to the Code of Conduct.
- Chairs should not be moved around. Students are responsible to keep their area clean, push in his/her chair, and throw away all trash.
- No food or drink is to leave the cafeteria. It is the responsibility of the students to clean up any spills/messes they have created.

MEAL OPTIONS

Breakfast

Breakfast is available to all students at no charge. Breakfast is served in our main (MS/HS) cafeteria. Middle and High School students may eat in their classroom. Breakfast will not be served on two-hour delay days.

Lunch

Lunch is offered to all students. Students are required to eat lunch in the cafeteria. Fairfield Local Schools has a closed lunch policy, which means that no student shall be permitted to leave the building to go elsewhere for lunch.

Extra Items / Ala Carte Items

Extra items and ala carte items are offered to students in grades 4-12 and may be purchased at an extra cost. Extra items and ala carte items cannot be charged.

PAYING FOR SCHOOL MEALS

Students may bring lunch money every day or parents may put money on the student's lunch account. The current price for a lunch meal can be found on our website. To assist in keeping students' accounts in good standing, the Board encourages parents/guardians to pay for meals in advance by using the internet-based MySchoolBucks program (www.myschoolbucks.com) or by sending cash or a check into the school. Checks should be made payable to Fairfield Local Schools. When sending in cash or check, please place in an envelope with the student's name on the front.

FREE/REDUCED-MEAL PRICES / FEE WAIVERS

A reduced price lunch and free lunch are available to those students who qualify based on household size and income. Applications can be submitted through our online portal (www.myschoolapps.com) or by submitting a paper application. Determination of benefits is based upon the household size and income. Fairfield Local Schools encourage all families to complete the application. The income eligibility guidelines are revised each year, so even if you have not qualified in the past, you may now.

Students who qualify for free meals may also be eligible to have their academic fees waived.

MEAL CHARGES

The Board recognizes that on occasion, students may not have meal money, either in hand or on their prepaid accounts. The intent of this policy is to insure compliance with State and Federal reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances. (*Reference: [Board Policy JN-R](#)*)

VISITORS AT LUNCH

Visitors are not permitted during lunch.

NURSE / CLINIC

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to an administrator and any other necessary authority.

COMMUNICABLE DISEASES

No student is to attend school when suffering from any type of illness during its contagious period. One or two ill students can spread a contagious disease to many other students. Students suffering from contagious illnesses, such as “pink eye”, scabies, head lice (as listed by the Highland County Board of Health) are prohibited from attending school by state law. If a student comes to school with one of these listed diseases he/she will be removed from school until a health professional assures the school that the child is no longer contagious. Contact your personal physician or the Highland County Board of Health for further information on contagious diseases.

EMERGENCY MEDICAL TREATMENT

Parents and/or Guardians must complete the Emergency Medical Form in FinalForms. This should include all desired treatments for their child in case of emergency, as well as emergency contact names and phone numbers, including work numbers. Parents should update this information (in FinalForms and contact the office) whenever changes occur.

HEALTH RECORDS

All students are required to have a complete set of health records in their student file. State law requires that these records include, but not limited to, immunization records, special health concerns, and other pertinent medical information. This requirement is for the protection of the individual student plus other students in the building. These records will be checked annually and those students failing to have the required immunizations, etc. will be excluded from school until the immunization records are received.

Immunization Law RC 3313.67-3313.671 states that children who do not have evidence of proper immunization will be excluded from school after 14 days of admittance.

MEDICATION (ORC 3313.713)

State law prohibits school authorities from administering prescription or non-prescription drugs to students who are in their care unless specific procedures are followed. If your child must receive medication while at school, you must personally contact the school office to receive and complete the necessary forms.

No prescription or non-prescription drugs are to be brought to school until the above guidelines are met. All required medications must be in their original, labeled container, delivered to, and stored in the nurse’s office. If a child requires medication at school and does not have the appropriate form completed, the parent/guardian may bring the medication in and administer it to their child.

For the protection of all students, those students needing to take any type of medication during the school day must do the following:

- Request and complete the Administration of Medication form from the nurse's office. (***Physician and Parent Signature is required***).
- Return completed form and medication to the nurse's office. Prescription bottles must carry a pharmacy label outlining dosage, type of medicine, and frequency of administering.
- Student is to request permission from his/her classroom teacher to go to the nurse's office to take the medication as prescribed.
- The school nurse or secretary will dispense all medication.

ILLNESS AT HOME

Keep your child home from school if:

- Your child was sick with vomiting or diarrhea within the last 24 hours.
- Your child had a fever of 100 degrees or higher at any time within the last 24 hours.
- Your child is being treated for strep throat (your child must be on antibiotics for 24 hours before coming back to school).
- Your child has a lasting cough or cold with fever and body aches.
- Your child has crusted or matted eyelashes and/or green, yellow, or white sticky eye drainage along with eye redness. Please note: your child needs to see the doctor for medication and can return to school with treatment or doctor note.
- YOUR CHILD MUST BE FEVER-FREE FOR 24 HOURS IN ORDER TO RETURN TO SCHOOL.

When your child has a cold please remember:

- Give the school a telephone number where you can be reached if your child gets worse.
- Remind your child to cover their nose and mouth when coughing and sneezing. Teach your child to cough or sneeze into their bent arm (inside of elbow).
- Teach your child to wash hands often. Encourage good hand washing at school and at home. It's the best way to stop the spread of illness or disease!

ILLNESS AT SCHOOL

Students are permitted to visit the nurse/clinic if they have a pass from a teacher. Minor first aid may be administered if indicated in the case of an injury. If a student has a temperature of 100 degrees or higher while at school, the student will be sent home. For an illness or injury of any serious nature, the parent will be notified. The local life squad will be contacted to transport the student to the hospital of choice in cases of serious illness or injury upon notification (or attempts to notify) parents or other adults listed on the emergency medical form. Parents who prefer another method of dealing with their child's illnesses or emergencies must notify school authorities of their preferences in FinalForms. Should a student's situation require dismissal to go home, a parent or legal guardian must be contacted by school personnel.

SCHOOL SAFETY AND SECURITY

SCHOOL SAFETY MEASURES

Fairfield Local Schools holds the safety and security of its students, staff, visitors, buildings and grounds at the highest level. The District Safety Committee meets several times throughout the school year to discuss and evaluate current procedures and to make revisions when needed.

SEVERE WEATHER - DELAYS AND CLOSINGS

In case of snow, ice, fog, extreme temperature, etc., official announcements for school closings can be found on the local radio, TV stations, and district social media pages. An automated calling system will also be used.

Please do not call the school unnecessarily. Your child should also have an emergency plan in case school is dismissed due to severe weather. Parents are responsible for updating the form as needed.

Notification

In the case of severe weather, the official announcement of school closing may be heard/seen on:

Facebook: Fairfield Local School District page, Fairfield Elementary page, Fairfield Local Middle School page, and Fairfield Local High School page

Television Channels 5, 9, 12 and 19

Call System: Telephone and/or cell phone numbers given to Fairfield Local Schools.

Local Radio Stations: 105.5 Buckeye Country, 97.5 WVNU

Please do not call the school for confirmation of delays or closings. Unnecessary calls jam the lines and prevent actual emergencies from being received. Emergency Closings: Parents/Guardians and students please make provisions ahead of time for what your son/daughter or you should do if school is released early.

DISASTER DRILLS

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a designated safe area as quickly as possible. Students should not talk during a drill and are to remain as a group. Setting off a false alarm is a violation of State Law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

Fire/Tornado/Evacuation Drills

Drills are required by law at regular intervals. Directions are posted in each room of the building for your safety. Proper behavior is expected at all times during these drills. Disciplinary action will result if misbehavior occurs during these drills. Setting off a false alarm is a violation of State Law. Violators may be suspended out of school, charges may be filed in court, and a recommendation for expulsion may be made.

PLAYGROUND SAFETY AND ACCEPTABLE TEMPERATURE

Equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed. All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc).

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is **20** degrees Fahrenheit or above, the wind chill is **15** degrees Fahrenheit or above, and the playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay inside.

If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

SECURITY FOOTAGE

The Fairfield Local School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons. Security footage contains personal, identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the footage as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians. Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

VIDEO SURVEILLANCE

Video surveillance and electronic monitoring systems will be used in our schools and buses in accordance with *Board Policy: EEACCA Video Surveillance on School Transportation*.

SPECIAL NOTICES

The following notices can be found on our website under “District Notices”:

- FERPA - Notice of Rights / Notice for Directory Information
- Student Privacy and Parental Access to Information
- Students’ Rights and Responsibilities
- Access to Student Records
- Notice of Participation in the NSLP / SBP
- Title IX - Sexual Harassment
- Federal Funding
- Career Advising
- Technology Acceptable Use ([Board Policy EDE](#))
- Bullying Reports
- Joint Statement for Business Advisory Council (Southern Ohio ESC, Adams and Highland County)
- USDA Nondiscrimination Statement
- Gifted Identification
- Title 1 Programs
- Healthy Start/Healthy Families
- Child Find
- Locker Ownership and Search
- Public Records ([Board Policy EHA](#))
- Emergency Notification Procedures

STUDENT ACTIVITIES

ATHLETICS

Athletic participation is available for students in grades 7-12. An athletic handbook is available to all athletes. The rules are in conjunction with this handbook. Athletics are a privilege, not a right. To be eligible to participate in one or more of the District’s co-curricular or extracurricular activities providing s/he meets the established eligibility criteria. Middle School students must have a minimum of four (4) academic credits and the High School students must have a minimum of five (5) academic credits.

Athletic Teams Available for Middle School

Girls: Cross Country, Volleyball, Basketball, Cheerleading, Track/Field

Boys: Cross Country, Basketball, Cheerleading, Track/Field

Athletic Teams Available for High School

Girls: Cross Country, Volleyball, Golf, Soccer, Basketball, Cheerleading, Bowling, Track/Field, Softball

Boys: Cross Country, Golf, Soccer, Basketball, Cheerleading, Bowling, Track/Field, Baseball

CLUBS AND GROUPS

Clubs and Groups Available for Middle School

Band, Choir, Robotics Club, Student Council, Drama Club, Academic Team, Spelling Bee

Clubs and Groups Available for High School

Band, Choir, Science Club, Renaissance Club, Robotics Club, Student Council, Spanish Club, Drama Club, Academic Team, Student Ambassadors, Art Club, Class Officers, FFA, Yearbook

DANCES

Rules and Expectations

- School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. Students and their guests are expected to behave appropriately on the dance floor. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the middle/high school setting. Sexually explicit dancing such as grinding, or any other type of dancing or act which could be construed as vulgar or provocative is prohibited. NOTE: Violation of the dance conduct policy will result in removal from the dance and possible discipline. No refund will be given to students or guests who are asked to leave the dance.
- Students may be denied the opportunity to attend the dance due to excessive absences, previous discipline problems, misconduct or poor grades.
- Students and guests are to follow all rules and regulations in the High SchFairfield Middle/High School Code of Conduct.
- No Junior High or Middle School students are permitted to attend High School Dances.
- No High School students are permitted to attend Middle School Dances.
- All guests (non Fairfield students) must fill out guest paperwork and submit to administration by the announced deadline.

Fairfield High School Guest criteria

- A guest must be a currently enrolled high school student, OR;
- If a high school graduate, the guest must be 19 years or younger AND an FHS alumni, OR;
- If a non-Fairfield High School graduate 19 years or younger, the guest and FHS student must meet with an FHS administrator prior to the dance.

Fairfield Middle School Criteria

- Students must be a currently enrolled 7th or 8th grade student
- Non-Fairfield Middle School students are not permitted to attend.

FIELD TRIPS

All school sponsored field trips are approved by the principal, and supervised by school personnel. Parent permission slips will be signed in advance. Students are required to travel to and from field trips by school vehicles. Parent chaperones are often needed for field trips. If parent chaperones are needed, the classroom teacher will contact parents. Being a chaperone carries a great deal of responsibility and requires the full

attention of the chaperone. Siblings and other small children are not permitted to attend school sponsored field trips.

Field trips are a privilege not a right. Students may be denied the opportunity to participate due to poor or failing grades, previous discipline problems, excessive attendance issues and must follow the school's Code of Conduct. All parent chaperones must have an up-to-date BCI background check (within 1 year) on file with the district office.

Students with more than one ISS (In-School Suspension) and/or OSS (Out of School Suspensions) may be subject to being dismissed from the school function and/or activity

Middle/High School Field Trip Criteria

1. All field trips must be approved by the principal.
2. Student grade checks are the responsibility of the teacher creating the field trip and must be completed at least one week prior to the field trip, ex. If the field trip is scheduled for August 8th it should be determined if the student is eligible to attend by August 1st. Students may use additional days to complete work due to absences in accordance with our attendance policy.
3. To be eligible to attend the field trip students must not currently have an "F" in any class or for the quarter in which the field trip is planned.
4. Do not send students to individual teachers to ask if the student can go on the trip (you will be putting the teacher in an awkward position) - it is your responsibility to check grades and determine if a student is not eligible to attend.
5. THIS MAKES IT VITAL TO KEEP ALL GRADING UPDATED AT ALL TIMES!!
6. It will be the responsibility of the teacher organizing the trip to secure the bus. A minimum of two weeks prior to the trip is mandatory.
7. Intervention/State Testing: Fields Trips will be kept to a minimum and students may not have below a "C" average in any tested subject area to be eligible to attend the field trip.

FUNDRAISING PROJECTS

- Projects are to be submitted to the Principal and Superintendent for approval and meet certain criteria as established by the State of Ohio for student fundraisers.
- A central accounting system is maintained in the board office. All clubs must maintain an account in this system if they raise or spend money. All monies taken in or paid out must go through this system. Up to date records must be maintained.
- All monies earned through fundraisers are considered "public monies" and cannot be used for personal gain, with one partial exception. These funds may be used to meet expenses for school sponsored camps, trips etc.
- NO MONIES MAY BE DEPOSITED IN INDIVIDUAL ACCOUNTS.

OTHER AFTER SCHOOL ACTIVITIES

Students are not permitted to remain in the building after school hours unless approved by the building principal or accompanied by an adult, athletic coach, or staff member.

SPECIAL EVENTS DURING SCHOOL HOURS

Elementary

During the year, parties will be planned for special holidays. If you wish to recognize your child's birthday in the classroom, please speak with your child's teacher. We do not allow balloons/flowers delivered to your child during the day, or professional birthday greeters (e.g. clowns, etc.) to visit the classroom. These items disrupt the learning process and are not able to be transported on the school bus. Party invitations are not permitted to be distributed at school unless every child in a class is invited to the party. Students will distribute the invitations at the end of the day to the students.

WORK PERMITS

Middle/High School

Work permits may be obtained at the District Office. It takes a minimum of 24 hours to process the permit through the state of Ohio. All forms are available upon request and must be filled out prior to receiving the work permit (including a physical from a licensed physician). The principal has the right to deny a work permit based on behavior, grades, attendance and outstanding school fees.

STUDENT DISCIPLINE

DETENTION POLICY

In-School Detention (Teacher and Office Detentions)

1. One of two types of detentions can be issued: teacher detention or an office detention (during lunch).
2. Students will receive a copy of the detention slip with the offense and consequences indicated. They will be asked to sign the slip to acknowledge a conference with the referring party.
3. Details of teacher detentions will be given by the individual teacher or administrator.
4. Office detentions (during lunch) will be held in the designated area.
5. Students may be excused from detention only for an emergency. The excuse must be in writing and signed by parent/guardian or physician prior to detention. The detention will be reassigned for a later date.
6. If a student fails to report to an assigned detention, further consequences may be assigned by the appropriate administrator.

After School Detention

The following regulations will be observed during after school detention:

- After School detention will be observed beginning at 2:30pm and lasting through 3:15pm on Friday. Students must report to the High School Library
- Students are to study or read--NO SLEEPING ALLOWED.
- NO TALKING
- If students do not bring enough material to keep them busy, the teacher may assign work to complete.
- Attendance will be taken. Those who fail to attend may receive a Friday School.
- The dress code will be enforced.

- If a student, with parental permission opts not to serve the after school detention, they will receive more severe punishment at the discretion of the principal and/or designee.
- Students are not permitted to ride the elementary bus home after detention.
- Detentions may be rescheduled one time for a valid reason. Parents must contact the office requesting the change.

DISMISSAL FROM CLASSROOM

- If for any reason a pupil is asked to leave the classroom or study hall for misconduct, he/she must report to the office immediately.
- Further violation may lead to detention, suspension, or expulsion. (See Student Code of Conduct/ Discipline Section of Handbook).

FRIDAY SCHOOL GUIDELINES

The following regulations will be observed during Friday School:

- Friday School will be observed beginning at 2:30pm and lasting through 5:30pm. Students must report to the office when school is out at 2:30pm so they may be taken to the appropriate location. Students are permitted to bring a snack to eat in the office prior to Friday School.
- Students are to study and read--NO SLEEPING ALLOWED.
- NO TALKING
- Restroom breaks are the discretion of the monitor. Only one student will be allowed to leave the room at one time. There will be no other breaks.
- If students do not bring enough material to keep them busy, the teacher may assign work to complete.
- Attendance will be taken. Those who fail to attend may receive one day suspension if prior approval from the office was not given.
- The dress code will be enforced.
- Friday School may be rescheduled one time for a valid reason. Parents must contact the office requesting the change.
- If a student, with parental permission opts not to serve the Friday School they will receive more severe punishment at the discretion of the principal and/or designee.

INTERROGATIONS BY LAW ENFORCEMENT

[See Board Policy JFG](#)

RESTRAINT AND SECLUSION

[See Board Policy JP](#)

SEARCH AND SEIZURE

[See Board Policy JFG](#)

SUSPENSION AND EXPULSION PROCEDURES

[See Board Policies JGD and JGE](#)

STUDENT DISCIPLINE - CODE OF CONDUCT

Students participation in after school activities, field trips, incentive days, etc. may be denied by administration based on excessive student misbehavior. This may include but not limited to school dances, athletic events, JRC events, etc.

The following code sets forth school rules prohibiting certain types of student conduct, either:

1. On district school grounds during or immediately before or immediately after school hours; or
2. On district school grounds at any other time; or
3. Off district school grounds at a school sanctioned activity, function, or event.
4. On a district school transportation at any time

Violation of these rules may result in a disciplinary action at the school level. It is the decision of the proper school administrator, after carefully weighing all the facts and circumstances, as to which corrective measures are appropriate or adequate. In some instances, the school may provide referrals to law enforcement agencies. This Code of Regulations is adopted by the Board of Education of the Fairfield Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

1. ABUSE OF OTHERS - BULLYING, HARASSMENT, INTIMIDATION, THREATS, HAZING

Abuse of Others

No student shall use, direct, or display words, phrases, gestures, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration toward other students as well as staff members. The creation, spreading and/or sharing of rumors and other negative information about members of the school community, both intentionally or unintentionally, is a common example of Abuse of Others.

Bullying

The repetitive, intentional infliction of physical and/or emotional suffering on another person or group of people. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to indirect behaviors like spreading rumors, causing social isolation, or psychological isolation.

Sexual Harassment

Unwelcome verbal or physical conduct of a sexual nature. Inappropriate touching of self or others will not be tolerated. Comments including, but not limited to, remarks about sex organs, sexual orientation, and direct solicitation will not be tolerated. Such conduct is a violation of school and district policies and will be handled through the school's disciplinary code. Disciplinary action will depend upon the severity of the conduct and may include but is not limited to the following: warning, detention, alternative learning center, Saturday school, out of school suspension, recommendation for expulsion, and/or police referral.

Intolerant Communication

Speaking, writing, wearing, gesturing, or any other way of conveying a message communicating bias or prejudice against and/or intolerance of a person or group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background.

Intimidation

No student shall use force, intimidation, undue or illegal power to obtain money or personal property from another student.

Hazing (State Law)

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as subjecting or coercing another person into mental or physical harm, for purposes of organizational invitation. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. ([See Board Policy JFCF](#))

2. ACADEMIC DISHONESTY - CHEATING, PLAGIARIZING

No student shall cheat or plagiarize material to present as his/her own thought. See the section "Cheating/Plagiarism" in this student/parent handbook for further details.

3. AIDING AND ABETTING

A student shall NOT, in any way, knowingly aid or abet another student who is violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans

Filming and/or Distribution of a Fight

No student shall film a fight and distribute the footage over electronic means to others.

4. ASSAULT / FIGHTING

No student shall behave in such a way which could threaten or cause physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Students are prohibited from fighting, hitting, and unauthorized touching, spitting or throwing bodily fluids and/or any act of physical aggression toward another person.

Instigation

Any student either intentionally or unintentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violates the Student Code of Conduct.

Filming and/or Distribution of a Fight

No student shall film a fight and distribute the footage over electronic means to others.

5. ATTENDANCE

No student shall fail to comply with State Attendance Laws and District Policy, including but not limited to, truancy from a specific class, and tardiness to school, in general, or to a specific class. This includes leaving the school during school hours without permission of the proper school authority.

6. BEHAVIOR - NONCOMPLIANCE, INSUBORDINATION, DISRESPECT, DISRUPTIVE

Noncompliance/Insubordination

No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.

Disrespect

No student shall be disrespectful to any school employee or adult. No student shall be disrespectful towards another student. A student shall not direct toward a school employee or other student(s) words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well.

Disruptive Behavior

No student shall behave in a manner that interferes with or obstructs the teaching and learning process in the context of a classroom or educational setting.

7. BOMB THREAT / FALSE ALARM

No student shall induce panic by giving a false or misleading warning about something that fails to happen.

8. DISCIPLINE

No student shall skip or refuse to take detention or other properly administered discipline.

9. DRESS AND GROOMING

Failure to abide by reasonable dress and appearance codes set forth in the "Dress Code" section of this student/parent handbook may result in discipline consequences. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the Administration, is reasonably related to or represents gang-like activity. This also includes all improper and suggestive dress. This also includes all improper and suggestive dress. *Please read the "Dress Code" section for complete details.*

10. FORGERY, REMOVING OR ALTERING STUDENT RECORDS AND/OR OFFICE FORMS

Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs. No student shall falsify

information given to school authorities. This includes violation of the Acceptable Use Policy as defined in this handbook.

11. GAMBLING

No student shall participate in gambling of any kind. All material will be confiscated and returned to the parent(s) at the end of the school year.

12. LEAVING SCHOOL PROPERTY

No student, regardless of age, shall leave the building during the school day without prior approval from an administrator.

13. MATERIALS - SUGGESTIVE, OBSCENE, LEWD, VIOLENT

No student shall possess any material considered suggestive, obscene, lewd, or violent, as defined by School Administration.

Sexting

No student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing these types of photos to others during school will be treated the same as those who send them.

Filming and Distribution of a Fight

No student shall film a fight and distribute the footage over electronic means to others.

14. POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION

No student shall use or have possession of any explosive device on school grounds. This includes fireworks and smoke/stink bombs.

15. PROHIBITED SUBSTANCES - ALCOHOL, DRUGS, NARCOTICS, NICOTINE

Alcohol/Drugs/Narcotics

No student shall possess, (including but not limited to pursers, wallets, lockers, desks, cars, etc.) consume, use, inhale, handle, give, store, conceal, offer to sell/buy, sell, transmit, acquire, buy represent, make, apply or showing signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering substance/chemical, or any counterfeit controlled substance or look-a-like of any kind. This includes all over-the-counter medication (including but not limited to aspirin, ibuprofen, cold/flu medicine, stackers, stimulants, vitamin supplements, etc.).

No student shall possess, use, handle, conceal, offer to sell/buy, sell, deliver, transit, buy or make any instrument used for drug abuse, or paraphernalia (including, but not limited to, lighters, matches, hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

Nicotine

No student shall buy, sell, transfer, use or possess any substance containing tobacco, including, but not limited to, cigarettes, e-cigarettes/vapes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, bidi (beedi), water-pipe (hookah) or using tobacco in any other form or look-a-likes of any kind. No student shall possess smoking paraphernalia to include pipes, nicotine gels and dissolvables, matches, lighters, or other similar devices. Please note, these violations are cumulative over a student's career at Fairfield Middle/High School.

Students in Ohio's public schools are not permitted to smoke, use tobacco, or possess tobacco during any school-supervised activity. The tobacco ban will apply to such areas and activities as: school buildings, school grounds, school buses, school field trips and extracurricular activities including all athletic events and social activities. Administrators may operate on the basis of suspicion and/or obvious circumstances.

16. PROPERTY - MISUSE - DAMAGE, THEFT, VANDALISM

Damage to Property

No student shall, at any time, destroy or deface property or equipment of the school district or the personal property of another person. No student shall damage or destroy property belonging to a school employee or anyone connected with the school district, whether on or off school premises.

Possession or Misuse of Personal Property

No student shall possess any material on their personal device that is considered suggestive, obscene, lewd, or violent, as defined by School Administration. The school will not be responsible or liable if these items are lost, stolen, or damaged. No student shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate iPods/cell phones/any device, electronic laser pointing device or electronic light emitting device, etc if used during class without teacher approval.

No student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing these types of photos to others during school will be treated the same as those who send them. No student shall film a fight and distribute the footage over electronic means to others.

Theft/Stolen Property/Vandalism

No student shall attempt to steal property or equipment of the school district or the personal property of another person while under the school's jurisdiction. This also includes taking food from the cafeteria without paying for the items.

17. PUBLIC DISPLAY OF AFFECTION

No student shall be involved in a public display of affection with a person of the same or opposite sex. (i.e. kissing, hugging, displaying excessive affection, and touching each other in inappropriate areas). All sexual acts are strictly forbidden.

18. SALES

No student shall be involved with any sales except those connected with school activities and approved by the school administration.

19. STUDENT ACTIVITIES

No student shall violate the rules or regulations or misappropriate funds of such school activities. All rules and regulations of the Student Code of Conduct (use of inappropriate language, profanity, and derogatory remarks) apply to every student activity including but not limited to: Yearbook, School Publications, School Performances, Musical/Drama Productions, and student-led speeches.

20. TECHNOLOGY - SCHOOL, PERSONAL

Improper Use of School Technology

No student shall inappropriately use computers and/or computer programs. No student shall falsify information given to school authorities. This includes violation of the Acceptable Use Policy as defined in this handbook.

Personal Electronic or Battery Operated Items

The school will not be responsible or liable if these items are lost, stolen, or damaged. No student shall take pictures or film other students or staff members without proper permission. Teachers and employees will confiscate iPods/cell phones/any device, electronic laser pointing device or electronic light emitting device, etc if used or visible during the school day.

21. THREAT OF/INVOLVEMENT IN ILLEGAL CONDUCT

No student shall use the threat of or have involvement in any conduct which violates local, state, or federal law on school grounds, during a school function, even, or sponsored school activity.

22. TRANSPORTATION - BUS DISRUPTION, STUDENT DRIVING/PARKING

Disruption of School/Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to any lawful mission, process or function of the school district. Neither should a student urge other students to engage in such conduct. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting-off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything disrupting the learning process may be classified as disruption of school. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "Bus Regulations" for a complete list of bus rules.

Student Driving/Parking

Parking is a privilege for students who have a valid Ohio Driver's License (not a permit). No student shall operate his/her vehicle in a reckless manner on school grounds; this includes motorcycles. Some examples of recklessness not intended to be exhaustive, include: speeding, peeling tires, etc.

Students shall not sit in cars, vans, trucks, etc, at any time during the school day. Students are not permitted to go to their cars during the day unless approved by a building administrator. Students are to park in the designated area (not in the faculty parking lot or in the front of the school.) Due to traffic

and buses having the right of way, all drivers will need to be patient upon arrival and dismissal.
Driving to school is a privilege not a right.

23. TRESPASSING / LOITERING

Trespassing

No student shall enter on to any school property or into school facilities without proper authority. This includes entry into school buildings, school grounds or school activities during a period of suspension or expulsion.

Loitering

No student shall loiter in off-limits or unauthorized areas of the school grounds.

24. UNAUTHORIZED PUBLICATION (NON-SCHOOL SPONSORED)

No student shall publish, possess, or distribute publications of subject matter which is, in the constitutional sense, considered as unprivileged, libelous, pornographic or obscene. This includes placing signs or distributing material on school premises without the permission of the proper school authority.

25. WEAPONS AND INSTRUMENTS

No student shall possess or use dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to: guns, firearms, Airsoft weapons, ammunition, knives, grenades, slingshots, bows, arrows, machetes, brass knuckles, chains, studs, etc. No student shall possess or use objects which may render physical harm to another if improperly used, including, but not limited to: axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc. Anyone possessing or using a weapon is subject to disciplinary actions, up to and including expulsion.

26. OTHER VIOLATIONS

No student shall commit a crime or be in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code while on school premises, school transportation or a school sponsored event. This includes, but is not limited to: indecent exposure, murder, aggravated murder, voluntary or involuntary manslaughter, felonious assault, rape, gross sexual imposition, felonious sexual penetration, and arson.

Alternative educational options may be considered for students who have been charged by the police (away from school) but have not been to court.

27. EXCEEDING CONSEQUENCE LIMITS

No student shall exceed the limits per year given for detention, ISR, OSS. When a student exceeds the designated limits, the student will be referred to the principal or other appropriate administrator for further consequences. These consequences may include, but not limited to, OSS, filing of court charges and recommendation to the Superintendent for expulsion.

- After a third consequence, the administrator holds the right to apply a more severe consequence including suspension or recommendation for expulsion.
 - Example: A third suspension from school in the same school year may result in a recommendation for expulsion along with the suspension.

| Code Descriptor | Level 1 | Level 2 | Level 3 | Level 4 |
|--|---------|---------|---------|---------|
| #1 Attendance (see attendance policy) | | | | |
| #11 Inappropriate Dress (may be progressive if failure to comply) | | | | |
| #9 Disrespectful Behavior (Dependent upon the grade level and severity) | | | | |
| Insubordination | | | | |
| #10 Disruptive Behavior | | | | |
| #6 Academic Dishonesty | | | | |
| #2, #5 Fighting / Physical Aggression (Dependent upon the grade level, severity, intent) | | | | |
| Intimidation / Threats / Harassment / Bullying | | | | |
| #8, #12 Improper Use of School Technology | | | | |
| #8, #29 Possession Or Misuse Of Personal Property | | | | |
| #29 Theft / Stolen Property / Vandalism | | | | |
| #23, #31 Prohibited Substances (Dependent upon the grade level and severity) | | | | |
| #10 Bomb Threat / False Alarms (Dependent upon the grade level and severity) | | | | |
| #17 Gambling | | | | |
| #21 Trespassing | | | | |
| Possession / Use Of Fireworks And/Or Ammunition | | | | |
| #34 Weapons (Dependent upon the grade level, severity and intent) | | | | |
| Threats (Dependent upon the grade level and severity) | | | | |
| #32 Transportation | | | | |
| Other Violations | | | | |

CONSEQUENCES OF MISCONDUCT - ELEMENTARY

The consequences of misconduct shall be specifically determined by the proper school administrator after carefully weighing all the facts and circumstances pertinent to the incident. The goals of assigning consequences are to: 1) maintain a safe environment; 2) maximize learning for all students; 3) deter future undesirable behavior by the student receiving the consequence; and 4) restore the student back into the school community as quickly and safely as possible. To that end, consequences for students place an emphasis on correcting student behavior at the lowest possible level through classroom and school-based resources.

During a school year, a student’s first undesirable behavior will usually merit a response of a lesser degree than subsequent undesirable behaviors, considering all factors related to the severity of the current undesirable behavior. However, in instances where student conduct significantly impacts the property, health and/or safety of others or causes significant disruption to the learning environment, a more severe form of response may be warranted even if it is a first offense. The consequences listed below will be applied at the discretion of the administrator.

There are 3 factors that ‘escalate’ the response from the Response Level (intervention or consequence) at which it would typically be addressed to a higher Response Level. These factors are:

1. Conduct that causes a serious physical injury
2. Conduct that results in loss of instructional time
3. Repeated acts of misconduct.

| Levels of Response | | | |
|--|---|--|--|
| <p>Level 1: Low-Intensity</p> <p>Behaviors that are of low level intensity, can be passive in nature, and are non-threatening or first-time offenses. Will NOT include removal from instruction, and the classroom teacher determines consequences.</p> <p>Ex. loss of privileges, warning, reflection</p> | <p>Level 2: Intermediate</p> <p>Behaviors that are repetitive and/or escalating disruptions. Will NOT include removal from school but may include removal from the classroom.</p> <p>Ex. parent contact, lunch detention, behavior documented on minor/major form, student conference with principal</p> | <p>Level 3: Intensive</p> <p>Behaviors that are chronic in nature, significantly interfere with others’ safety or learning, are of a threatening or harmful nature and/or are legal violations and warrant administrative involvement. May include removal of classroom or school on the first offense, if it is a safety-related behavior.</p> <p>Ex. parent conference, referral to intervention program, in school restriction, within the building, out of school suspension(1-3 days)</p> | <p>Level 4: Serious</p> <p>Behaviors that seriously affect the learning environment or the safety of the students and/or others in the school or is a legal violation. May include extended suspension, expulsion and/or referral to law enforcement.</p> <p>Ex. suspension (1-10 days), recommendation for expulsion, referral to law enforcement</p> |

CONSEQUENCES OF MISCONDUCT - MIDDLE/HIGH SCHOOL

The consequences of misconduct, including contacting the police, shall be specifically determined by the proper school administrator after carefully weighing all the facts and circumstances pertinent to the incident. If the infraction is of a more serious nature, consequences listed for the 2nd/3rd offense may be applied for the first offense. In general, the consequences are noted by the following abbreviations:

- DT -- Office Detention (Lunch or After School)
- ISR -- In School Restriction
- FS -- Friday School
- OSS -- Out of School Suspension
- LOP -- Loss of Privilege

The consequences listed below will be applied at the discretion of the administrator. At the end of the year, suspensions may be assigned instead of detentions, ISR, or FS. Unless otherwise stated, consequences accumulate through the entire school year, resulting in more severe consequences.

If the district deems a student expulsion be held in abeyance, per district policy, the abeyance will be forfeited and expulsion possibly applied for any offense and/or violation of the code conduct which results in an office referral.

| Code Descriptor | 1st Violation | 2nd Violation | 3rd Violation |
|--|--|---|---|
| #1 Absences - Excessive | A. See Attendance Policy above | | |
| #2 Abuse Of Others (Dependent Upon Severity) | A. Verbal Warning, Parent/Student conference, DT, ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Notify police if illegal | A. ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Notify police if illegal | A. 1-10 OSS B. Notify parent/Guardian C. Possible Recommend for expulsion D. Notify police if illegal |
| #3 Aiding/Abetting | Disciplined according to the consequences given for the rule being violated. | | |
| #4 Alcohol, Drugs, Narcotics (Dependent Upon Severity) | A. FS, or 1-10 day(s) OSS B. Notify parent/guardian C. Recommend expulsion D. Notify police if illegal E. Referral to an alcohol, drug, and/or narcotics intervention program | | |
| #5 Assault/Fighting/ Inappropriate Or Unauthorized Contact (Dependent Upon Severity) | A. ISR or 1-10 OSS B. Notify parent/guardian C. Possible recommendation for expulsion D. Notify police | A. ISR or 5-10 OSS B. Notify parent/guardian C. Possible recommendation for expulsion D. Notify police | A. 10 OSS B. Notify parent/guardian C. Possible recommend for expulsion D. Notify police |
| #6 Cheating/Plagiarizing (Dependent Upon Severity) | A. 1st offense handled by teacher B. Notify parent/guardian C. Notify office to document incident D. Possible loss of grade E. 1-10 OSS F. Possible recommendation for expulsion | A. Notify parent/guardian B. Meeting with parent/guardian and teacher C. Detention or ISR or FS D. Possible loss of credit or alternative assignment E. 1-10 OSS F. Possible recommendation for expulsion | A. Notify parent/guardian B. 1-10 OSS C. Loss of credit D. Possible recommend for expulsion |
| #7 Cutting Class | A. DT (after school), ISR, or FS | A. ISR or FS | A. ISR or OSS |

| Code Descriptor | 1st Violation | 2nd Violation | 3rd Violation |
|--|---|--|---|
| #8 Damage To Property (Dependent Upon Severity) (Deletion Of Computer Files, Knowingly Introducing Viruses) | A. Restitution B. DT, ISR, FS, or 1-10 OSS C. Notify parent/guardian D. Notify police E. Possible recommendation for expulsion | A. Restitution B. DT, ISR, FS, or 1-10 OSS C. Notify parent/guardian D. Notify police E. Possible recommendation for expulsion | A. Restitution B. 1-10 OSS C. Notify parent/guardian D. Notify police E. Recommend expulsion |
| #9 Disrespect (Dependent Upon Severity) | A. Verbal warning, DT, ISR, FS, or 1-10 OSS B. Possible recommendation for expulsion | A. DT, ISR, FS, 1-10 OSS B. Notify parent/ guardian C. Possible recommendation for expulsion | A. ISR, FS, 3-10 OSS B. Notify parent/guardian C. Possible recommendation for expulsion |
| #10 Disruption Of School and/or Bus (Dependent Upon Severity) | A. Warning, DT(s), ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Removal of bus privileges D. Recommend expulsion E. Notify police | | |
| #11 Dress And Grooming | A. Request change of clothes, send home as an unexcused absence, or ISR B. Repeated violations will result in progressive discipline | | |
| #12 Electronics (Including Pictures/Filming Without Permission) | A. Warning, Confiscate, student must pick-up in office, DT, ISR, FS, and/or 1-10 OSS B. If necessary, electronic device turned over to the Local Law Enforcement | A. Confiscate, DT(s), Parent/Guardian must pick-up in office, IRS, FS, and/or 1-10 OSS B. If necessary, electronic device turned over to the Local Law Enforcement | A. Confiscate, ISR, FS, Parent/Guardian must pick-up in office, and/or 1-10 OSS B. If necessary, electronic device turned over to the Local Law Enforcement |
| #13 Extortion/Shakedowns (Dependent Upon Severity) | A. Notify parent/guardian B. ISR, FS, or 1-10 SS C. Notify police | A. Notify parent/guardian B. 5-10 OSS C. Notify police | A. Notify parent/guardian B. 10 OSS C. Possible recommend for expulsion D. Notify police |
| #14 Failure To Attend Office Detention | A. ISR or FS | A. ISR or FS | A. ISR or FS |
| #15 Failure To Attend Friday School | A. 2 FS, ISR or OSS B. Notify parent/guardian | A. 2 FS, ISR, or OSS B. Notify parent/guardian | A. 2 FS, ISR, or OSS B. Notify parent/guardian |

| Code Descriptor | 1st Violation | 2nd Violation | 3rd Violation |
|---|--|--|---|
| #16 Forgery/Removing Altering Records/ Inappropriate Use Of Computer Programs | A. Notify parent/guardian B. DT, ISR, FS, or 1-10 OSS | | |
| #17 Gambling | A. Warning, DT(s), ISR, or FS | A. Notify parent/guardian B. DT, ISR, FS, or 1-3 OSS | A. Notify parent/guardian B. ISR, FS, or 1-5 OSS |
| #18 Hate Speech (Dependent Upon Severity) | C. Verbal warning, DT, ISR, FS, or 1-10 OSS D. Possible recommendation for expulsion | D. DT, ISR, FS, 1-10 OSS E. Notify parent/ guardian F. Possible recommendation for expulsion | D. ISR, FS, 3-10 OSS E. Notify parent/guardian F. Possible recommendation for expulsion |
| #19 Hazing (Dependent Upon Severity) | A. Notify parent/guardian B. DT, ISR, FS, or 1-10 OSS C. Possible recommendation for expulsion | A. Notify parent/guardian B. ISR, FS, or 1-10 OSS C. Possible recommendation for expulsion | A. Notify parent/guardian B. 1-10 OSS C. Possible recommendation for expulsion |
| #20 Leaving School Property | A. DT, ISR, FS, or 1-10 day OSS B. Notify parent/guardian C. Possible notification of Police | A. ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Possible notification of Police | A. ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Possible notification of Police D. Possible recommend for expulsion |
| #21 Loitering/Off Limits | A. Warning, DT ISR, or FS | A. DT, ISR, FS, or 1-3 OSS B. Notify parent/guardian | A. DT, ISR, FS, or 1-10 OSS B. Notify parent/guardian |
| #22 Noncompliance (Dependent Upon Severity) | A. Verbal warning, DT, ISR, FS, or 1-10 OSS B. Possible recommendation for expulsion | A. DT, ISR, FS, or 1-10 OSS B. Notify parent C. Possible recommendation for expulsion | A. ISR, FS, 3-10 OSS B. Notify parent/guardian C. Possible recommend for expulsion |
| #23 Over-the-counter Medications | A. ISR B. Notify parent/guardian | A. ISR B. 1-10 OSS C. Notify parent/guardian | A. 1-10 OSS B. Notify parent/guardian |
| #24 Public Display Of Affection (Dependent On Severity) | A. Warning, DT, ISR, or FS | A. Warning, DT(s), ISR, or FS B. Notify parent/guardian | A. Warning, DT(s), ISR, FS, or 1-10 OSS B. Notify parent/guardian |
| #25 Publications - Unauthorized (Non-school Sponsored) | A. Warning, DT, ISR, FS, or 1-10 OSS B. Confiscate C. Notify parent/guardian D. Possible recommendation for expulsion | | |

| Code Descriptor | 1st Violation | 2nd Violation | 3rd Violation |
|--|--|--|---|
| #26 Sales | A. Notify parent/guardian B. Warning, DT(s), ISR, FS or 1-10 OSS C. Possible notification of police | A. Notify parent/guardian B. ISR, FS, 1-10 OSS C. Possible notification of police | A. Notify parent/guardian B. FS, ISR, or 1-10 OSS C. Possible recommendation for expulsion D. Possible notification of police |
| #27 Student Activities | A. Parent/guardian notification and, if appropriate, restitution B. Warning(s), DT(s), ISR, FS, or OSS | | |
| #28 Suggestive, Obscene Lewd & Violent Materials (Dependent Upon Severity) | A. Confiscate B. DT(s), ISR, FS, 1-10 OSS C. Notify parent/guardian D. Possible notification of police | A. Confiscate B. ISR, FS, or 1-10 OSS C. Notify parent/guardian D. Possible notification of police | A. Confiscate B. ISR, FS, or 1-10 OSS C. Notify parent/guardian D. Possible notification of police E. Possible recommend for expulsion |
| #29 Theft/Possession Of Stolen Property (Dependent Upon Severity) Copyright Infringement And Unauthorized Copy Of Software | A. Notify parent/guardian B. Restitution, ISR, FS, and/or 1-10 OSS C. Possible notification of police | A. Notify parent/guardian B. Restitution and/or 1-10 OSS C. Possible notification of police | A. Notify parent/guardian B. Restitution and/or 1-10 OSS C. Possible recommend for expulsion D. Possible notification of police |
| #30 Tardiness To School (Per Quarter) | A. 3-Warning B. 5-Lunch DT C. 7-ISR D. 9-FS E. 11+ --At the discretion of the administration | | |
| #31 Tobacco/Smoking/ Vaping And Possession *Please Note, These Violations Are Cumulative Over A Student's Career In Each Building. *Student Athletes Are Subject To Additional Discipline As Defined In The Student Athletic Handbook. | A. 3 OSS B. Students will not be permitted to attend a school function on the school calendar. C. Students/parents may be required to enroll and attend in a tobacco/smoking awareness class | A. 5 OSS B. Students will not be permitted to attend any school function for a year. C. Students/parents may be required to attend additional support of enrollment in a tobacco/smoking awareness class | A. 10 OSS with recommend for expulsion B. Students will not be permitted to attend any school dances for the remainder of his/her high school career C. Student will be required to attend tobacco cessation classes at the expense of the student/parent before returning to school under any abeyance agreement |

| Code Descriptor | 1st Violation | 2nd Violation | 3rd Violation |
|--|--|---|---|
| #32 Transportation (Dependent Upon Severity) | A. DT, ISR, FS, LOP B. Notify parent/guardian | A. DT, ISR, FS, LOP, OSS B. Notify parent/guardian | A. DT, ISR, FS, Possible Permanent LOP, OSS B. Notify parent/guardian |
| #33 Truancies | A. Notify parent/guardian B. Warning, DT(s), ISR, FS, or 1-10 OSS Record as unexcused; refer to truancy officer for compliance C. File Charges | | |
| #34 Weapons/Instruments (Consequence Dependent Upon Circumstance) Law Enforcement Agencies Will Be Notified Immediately | A. Notify parent/guardian B. Confiscate C. ISR, or 1-10 OSS with possible recommendation for expulsion D. Notify police | | |

TECHNOLOGY AND LIBRARY

Use of the Internet is a privilege not a right. The District's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege. The Board has implemented technology protection measures to block/filter Internet access in an effort to restrict access to material which is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board of Education had not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial.

The Board has the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the school district's computer/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. (Reference: [Board Policy EDE](#))

CHROMEBOOKS

Students are issued a Chromebook to use during the school day. They are expected to follow the guidelines outlined in the Acceptable Use Policy. The Acceptable Use Policy is part of the annual FinalForms that parents are required to sign indicating that they have read and understand the policy. Students are responsible for the care of the Chromebook much like they are any textbook they are issued. Fines and fees may be issued for any lost or damaged devices.

LIBRARY

Library Guidelines

1. Enter the library quietly with an agenda or library pass.

- If you are entering Study Hall, sit in your assigned seat prior to the tardy bell ringing. Up to three students at a time from Study Hall may look for books to check out.
 - If you are coming in for library class time, enter quietly and be seated as directed by the teacher or library aide. If coming for open library time, return books in the book drop and quietly enter the stacks.
2. Keep busy. Those loitering or causing a distraction will be asked to leave immediately. If the problem persists or becomes a recurring issue, library privileges may be revoked and/or school disciplinary action taken.
 3. Working together on assignments: must have permission and should be short quiet discussions only.
 4. No gum, food or drinks in the library.
 5. Use of Library Computers
 - Must have a Technology sticker on agenda (turned in a signed AUP)
 - Must have teacher permission to use the computer for class-related assignments.
 - Computers may be used for online catalog searches unless otherwise notified.
 - Must follow district Acceptable Use Policy (AUP) including no inappropriate content or attempts to get around district security measures.
 - May print class related material only on black laser.
 - May only print on color printers with permission (10 cents per page printing fee).
 6. Respect should be shown at all times for others and for the items in the library.

Library Rules

Check-Out

A total of two items may be checked out at a time. Elementary students may check out 1 AR book and 1 library book. Books may be checked out for up to two weeks. (Reference materials may not be checked out.) Books may be renewed once if there are no holds and not more than a week overdue.

Overdues/Damages/Lost Books

Students with overdue books or library charges will lose their library privileges until the books are returned or fines paid.

Any book being returned damaged that can be repaired will be charged a fee of 25% of the cost of that book. Books that are returned unreparable will be charged the full price of the book. The district will only accept money to replace or repair a damaged or lost book. (Parents/students may not purchase a replacement book in lieu of payment.)

Lost books will be charged to the student.