STUDENT / PARENT HANDBOOK

2026- 2027

FAIRVIEW HIGH SCHOOL

4507 WEST 213 STREET

FAIRVIEW PARK, OHIO 44126

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LEWIS F. MAYER MIDDLE SCHOOL

21200 CAMPUS DRIVE

FAIRVIEW PARK, OHIO 44126

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www.fairviewparkschools.org

TO REPORT ALL ABSENCES & APPOINTMENTS, CALL:
(440) 356-3500 EXT. 4104 24-hours a day

WELCOME TO FAIRVIEW PARK CITY SCHOOL DISTRICT

We would like to welcome you to a much-anticipated 2026 – 2027 school year. Our goal as a 6 – 12 campus is to prepare each and every student for their next journey in life, whether that venture is college, vocational training, military, or the world of work. Our efforts to achieve this goal are through a variety of mediums including academics, activities, athletics, and social awareness. Regardless of their post-secondary plans or the extent of their involvement during the middle school and high school experience, students must learn to be organized and follow guidelines to afford themselves optimal opportunity at success – both during and after high school

With this in mind, we introduce to you the 2026 – 2027 Fairview High School and Lewis F. Mayer Middle School Student Handbook. Please take the time to read through this very handy and important tool which will enhance the performance of our students.

Responsibilities of FHS and MMS Students

1) To attend school regularly, to be prompt, and to comply with school rules and regulations.
2) To respect school personnel.
3) To provide their name when requested by school personnel.
4) To refrain from behavior which endangers the safety of self or others.
5) To follow cafeteria rules.
6) To work for the betterment of the school environment.
7) To dress in an appropriate manner and to accept correction for dress judged to be so extreme as to cause undue attention or distraction or which may cause a health or safety hazard.
8) To respect the educational services designed to prepare students to become contributing members of society.
9) To adhere to the Fairview Park City Schools Code of Pupil Conduct.
10) To actively work toward graduation.

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FAIRVIEW HIGH SCHOOL DAILY SCHEDULE

HS	
Warning Bell:	7:25
1	7:30-8:15
2	8:18-9:03
3	9:06-9:51
4	9:54-10:39
L1	10:42-11:12
L2	11:15-11:45
5	11:48-12:33
6	12:36-1:21
7	1:24-2:09
8	2:12-2:57

MAYER MIDDLE SCHOOL DAILY SCHEDULE

MS	
Warning Bell:	7:25
1	7:30-8:15
2	8:18-9:03
3	9:06-9:51
4	9:54-10:39
5	10:42-11:27
6	11:30-12:15
L1	12:18-12:48
L2	12:51-1:21
7	1:24-2:09
8	2:12-2:57

*ANY changes to the daily schedule will be communicated home to parents/guardians in a timely manner.

VISITORS

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the high school office and sign in by showing a state issued identification. The ID will be scanned into the Raptor check-in system and a badge will be printed with the visitors name and picture ID.

All visitors must sign in to receive an ID badge. School staff reserves the right to ask for a picture ID before issuing a visitor badge. Visitor badges must be worn at all times while in the building. Visitors must sign out when leaving. An administrator has the authority to prohibit entry to any person to a school of the District or to expel any person when there is a reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to

request from the local law enforcement agency whatever assistance is required to remove the individual.

Any and all student visitors must have prior permission from the principal. This includes courier services in which a restaurant, store or independent food-delivery company delivers food to a customer. As a rule, such visits are discouraged. Student visitors are not to be invited to school unless for a specific prearranged purpose. A 30-munute visitation has been determined to reduce classroom interruptions.

Persons wishing to visit Fairview High School or Mayer Middle School must report to the school office for a visitor's pass. Only those student visitors engaged in school business may request such passes. **Visitors from other schools will not be admitted during their vacations, etc.** All visitors should give one (1) days' notice before visiting. No visitors will be allowed during the last week of each semester, or the day preceding or following a school vacation.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property, including bicycles used to travel to and from school that are parked on school grounds. Valuables such as jewelry, cell phones, headphones or irreplaceable items should not be brought to school Damage to or loss of school equipment and facilities undermines the school programs. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

CARE OF THE SCHOOL BUILDING

The building is new, clean and beautiful. The obligation of every staff member, student, and parent is to take actions that enhance and maintain this educational facility. Students can take great pride in the knowledge that the community has provided a facility that enhances the total learning experience for each individual. Administration expects students to be proactive and demonstrate positive leadership by sharing the responsibility for the care of every facet of our school.

ATTENDANCE

6-12 ATTENDANCE (440) 356-3500 EXT. 4104, 24 HOURS A DAY

ATTENDANCE POLICIES AND PROCEDURES

1) The student is expected to be in attendance each school day unless they are personally ill or there is a serious problem in the home. If the student is absent, they must have a parent call the school to report the absence before 8:30am. When a parent has called the school and the absence has been excused, it will not be necessary to report to the attendance office when returning to school. Go directly to the first class. Students must report to the monitor outside of the high school main office if they return the same day.
2) Students arriving late to school should report directly to the monitor located outside of the high school main office.
3) If no parental call is received on the day of the absence, the student will be temporarily listed as unexcused and forfeit the right to make up the work missed. **If the parental call is not received during the next 24-hour period, the unexcused mark becomes permanent.**

4) Missing a school day without an acceptable reason may subject the student to disciplinary action, possibly requiring a parent to have a conference with an administrator. Repeated truancy may subject the student to court referral.
5) Students should not miss a class without first checking with the classroom teacher or Associate Principal. If completing work in another class, etc. prevents the student from making their scheduled class, then they are responsible for checking with that classroom teacher or Associate Principal before class begins.
6) Students having an appointment (medical or court-related) outside of the building must have a parent call the attendance office before dismissal. Please call or email: notes are not accepted. Students missing more than one (1) period for an appointment will be charged with an absence.

ABSENT FROM SCHOOL

1) Your parent/guardian must call in your absence before 8:30 a.m.
2) The following information is needed when your parent/guardian calls in:
    a) The name of the person who is calling and relationship to student
    b) The name of the student who is ill/has an appointment
    c) When the student will return to school/time of the appointment
    d) The reason for the illness/appointment
    e) A daytime phone number where the parent/guardian can be reached
3) It is the student's/parent's responsibility to be sure that the school is notified each time they are absent.
4) In the event that no call is received from a parent/guardian by 8:30am on the day of the absence, a call must be received within twenty-four (24) hours or by 8:30a.m. on the next school day. If a call is not received, discipline may be issued.

ATTENDANCE AND OHIO LAW – OHIO LAW REQUIRES ATTENDANCE EACH DAY THAT SCHOOL IS IN SESSION

The Fairview Park Board of Education Policy on "Student Absences and Excuses" states that: "Regular school attendance by all students is very important. Too often irregular attendance is the major reason for poor school work. Therefore, all students will be urged to plan to shop, make doctor appointments, do personal errands, etc., on Saturdays, school holidays or after school Students should make a concerted effort to be in attendance every school day". It is important for every Ohio student to attend school every day. Missing too much school has long-term, negative effects. The Ohio General Assembly passed House Bill 410 to encourage and support districts in a preventative approach to excessive absences and truancy. Starting in the 2017-2018 school year, schools cannot suspend or expel students for missing too much school. Districts must adopt interventions and plans for students with excessive absences. The legislation emphasizes parent engagement and accountability in working with the District as part of a student's absence intervention plan. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

ABSENCES

EXCUSED ABSENCE

The following reasons are approved by the Ohio Revised Code and the Fairview Park City Schools as reasons which will be considered excused and which will allow students to make up work missed:

1) Personal illness of a student
2) Illness in a student's family

3) Death in the family
4) Special religious events which are scheduled only during school hours
5) Emergency reasons acceptable to a building administrator
6) Vacation days, (five (5) per school year)

Any student who has an excused absence must, upon returning to school, make arrangements with their teacher(s) to make up for the work missed. For excused absences, the student will have "two (2) calendar days to make up work for each day absent". (Board of Education Policy JED)

DEFINITION OF ½ DAY ABSENCE

Missing one (1) to three (3) hours of school is a ½ day absence. Missing more than three (3) hours of school will be determined as a full day absent.

TRUANCY

DEFINITION OF HABITUAL TRUANCY AND CHRONIC ABSENTEEISM

1) Definition of 'habitual truant' changed from days to hours. The new definition, which included tardiness is:
    - Absent 30 or more consecutive hours (5 DAYS) without a legitimate excuse
    - Absent 42 or more hours (7 DAYS) in 1 month without a legitimate excuse
    - Absent 72 or more hours (11 DAYS) in 1 year without a legitimate excuse

2) Definition of 'chronic absenteeism', which includes tardiness is:
    - Absent at least ten percent of the minimum hours required in the school year.

UNEXCUSED ABSENCE

The principal may classify an absence as "unexcused" if the absence cannot qualify as "excused" even though the student is absent with parental consent. The student is not entitled to make up tests or assignments missed (example: vacations beyond the **five (5) day** limit).

TRUANCY POLICY

Truancies to class(es) or school and their punishments are cumulative throughout the school year. A student who is unexcused (truant) from one or more classes may receive a zero for that class and may be allowed to make up any assignments or tests that occurred during the unexcused (truant) time. If extenuating circumstances occur, the principal will make the final decision.

ARRIVING LATE TO SCHOOL

If you are tardy to school, you must enter the front doors of the high school and check in with the monitor outside of the high school main office.

The following is a list of those reasons that may be considered excused tardiness:

- Severe weather conditions (as determined by the administration)
- Appearance in court (Must have a note from the court)
- Emergency or set of circumstances judged as sufficient cause by the administration

NOTE: The penalties for tardiness to school and classes begin at the beginning of each quarter. Students arriving more than two (2) periods late will either be marked absent for a half-day or the whole day (absent more than five (5) periods

TARDINESS CHART

Students are expected to be on time to school and classes. All students arriving late check in with the monitor outside of the high school main office. If tardiness becomes an issue, the school will take further action. A note or call from a parent/guardian must be received in order for the tardy to become an excused tardy. This information must be presented by the end of the school day or the tardy will remain unexcused.

The Tardy Policy is as follows beginning on the Tuesday after Labor Day weekend:

1) (one) Tardy = 1 (one) detention
2) (two) Tardies = 1 (one) detention
3) (three) Tardies = 1 (one) detention
4) (four) Tardies = Extended Tuesday Detention

CLASSROOM TARDY

A student is considered tardy to class if they arrive before 50% of the class has been completed. If a student arrives at class after 50% of the class has been completed, the student is considered absent from class. Students may make up all work missed due to tardiness.

1) 1st Tardy = Verbal Warning
2) 2nd Tardy = Teacher detention/parent contact
3) 3rd Tardy = Teacher detention/parent contact
4) 4th Tardy + = Tuesday Extended Detention

PROCEDURE FOR LEAVING SCHOOL EARLY – APPOINTMENTS

Your parent/guardian should call the absence/attendance line if you need to leave school early. The following information will be needed when your parent/guardian calls:

1) Name of person calling and relationship to student
2) Explanation as to why you need to leave school early
3) Day and time of early release
4) Approximate time of return
5) Phone number of where person calling can be reached

Upon returning to school after an approved appointment, all students must check in with the monitor located outside of the high school main office.

PROCEDURE FOR LEAVING SCHOOL EARLY – ILLNESS

If you become ill during the school day, the procedure is as follows:

1) Ask your teacher for a pass to go to the main high school office to see the nurse.
2) The nurse/attendance secretary/building administrator will contact your parent/guardian.
3) A determination will be made as to whether you will remain in school or be sent home.
4) Students must remain in school in the event no one can be contacted.

NOTE: Students leaving school without first receiving the school's permission will face disciplinary action. State law gives the school and its personnel the right to act in place of your parent/guardian. Once a student steps on school property each day, they become the school's responsibility. Leaving school grounds without the school's permission is a violation of school rules and state law.

STUDENT EARLY DISMISSAL PROCESS

To ensure student safety and proper communication, the following procedures must be followed for students leaving the building early:

1) **Students in Grades 6-8:**
    - A parent/guardian or emergency contact **must enter the building** and sign the student out with the **secretary in the main office** before the student may leave.
    - This process ensures that the student is safely released to an authorized adult.
2) **Students in Grades 9-12:**
    - Parents/guardians or emergency contacts **must contact the school directly** and provide permission for the student to leave early.
    - Once permission is granted, the student **must sign out** with the **secretary in the main office** before departing.

Students should always follow these steps to ensure that their early dismissal is properly documented and that their safety is maintained at all times. Unauthorized departures from the building are strictly prohibited.

MISSING A REGULARLY SCHEDULED CLASS

A student may not miss a class without first obtaining permission from their regular classroom teacher. If the student is completing work for their regular teacher and remains after the bell rings, thus preventing them from attending their next scheduled class, the student's next teacher must be notified as soon as possible. Students missing a class without prior permission from the teacher whose class is being missed will be considered truant.

VACATION DURING THE SCHOOL YEAR

1) Only family vacations can be approved. This means that the student is on vacation with their mother and/or father or guardian.
2) Vacations are approved for up to five (5) days per year.
3) Vacations extending beyond five (5) days will be considered unexcused.
4) Vacation forms can be found on the school's website and in the main office. A vacation from should be obtained at least one (1) week before leaving. The completed vacation form must be turned in to the main office with teacher's signatures and approval at least three (3) school days prior to your vacation departure date.

ACADEMICS

ACHIEVEMENT AND RECOGNITION

MMS and FHS believe that it is important to recognize students for outstanding academic achievement. The following programs exist to reinforce students who achieve in the classroom:

QUARTER HONORS (FHS Only)

PRINCIPAL'S LIST	4.0 and above
HONOR ROLL	3.5 to 3.999
MERIT ROLL	3.0 to 3.499

QUARTER HONORS (MMS Only)

HONOR ROLL - Straight A's

MERIT ROLL - A's and B's Only

SCHOLAR ATHLETE

Awarded to a student athlete who has obtained a varsity letter and has earned a GPA of 3.5 or higher for the quarter.

ACADEMIC ATHLETE

Awarded to a student athlete who has earned a GPA of 3.0 – 3.499 or higher for the quarter.

COMMENCEMENT HONORS

SUMMA CUM LAUDE

Any student having earned an accumulative G.P.A. of 4.0 or higher by the conclusion of the 7th semester will be distinguished as a *Summa Cum Laude* graduate (with highest honors).

MAGNA CUM LAUDE

Any student having earned an accumulative G.P.A. of 3.75 to 3.999 by the conclusion of the 7th semester will be distinguished as a *Magna Cum Laude* graduate (with high honors).

CUM LAUDE

Any student having earned an accumulative G.P.A. of 3.5 to 3.749 by the conclusion of the 7th semester will be distinguished as a *Cum Laude* graduate (with honors).

EARLY GRADUATION POLICY

Students who excel in school shall be permitted to complete the requirements for graduation of the Ohio Department of Education and the Fairview Park Board of Education in less than the normal four (4) years of high school. The following standards shall apply:

- To be considered for entrance in an early graduation program, a student must attain a cumulative G.P.A. of 3.4 at the end of the first semester of the tenth grade.
- To remain in the early graduation program, the student must maintain a 3.2 cumulative G.P.A.
- No more than three (3) credits toward graduation may be earned in summer and/or extension schools, and no such credits may be earned before completion of the ninth grade.

A student who wishes to be accepted into the early graduation program must submit to their guidance counselor a written proposal outlining their plans to complete the Board of Education and State requirements for graduation. The proposal should be made no later than June 1, of the sophomore year. Upon approval of the counselor, the proposal will be forwarded to the principal who will arrange a conference involving the pupil, their parents, school counselor, and the principal. The decision to allow a student to enter the program shall be made by the principal. A

student who does not complete the program for early graduation shall be required to carry an average of five (5) credits during the two (2) semesters of the senior year and must complete eight (8) semesters of attendance. Once a student is accepted into the early graduation program, an effort will be made by the school to help achieve their goal; however, the school will not be held responsible for scheduling problems which cannot be solved.

ADVANCED COURSES and ADVANCED PLACEMENT

Advanced courses will receive .5 additional quality points.
Those courses are:

Advanced English 9	Adv Eng 10/AP Sem	Advanced Biology
Advanced Spanish IV	Advanced Geometry	Advanced Chemistry
Advanced French IV	Advanced Pre-Calculus	

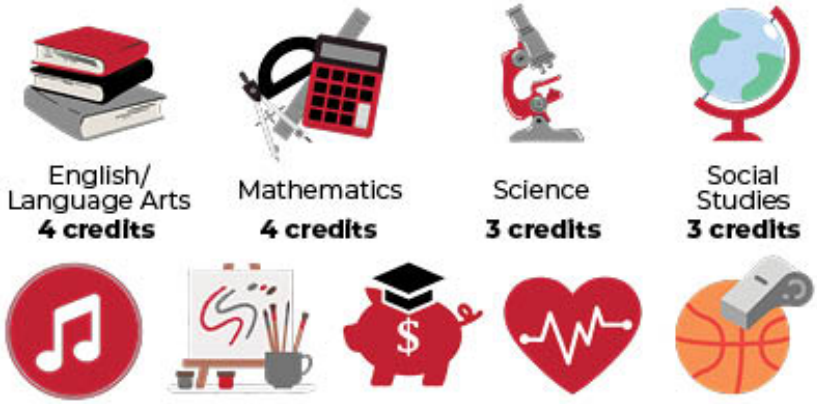
All Advanced Placement courses are weighted. They receive one (1) additional quality point.
Those courses are:

AP Language & Comp	AP Biology	AP U.S. History
AP Literature & Comp	AP Physics	AP Government
AP Research	AP Calculus AB	AP Pre-Calculus AB
AP Computer Science	AP Seminar	AP Spanish V
AP World History	AP French V	AP Prob. & Stats
AP Environmental Science		

GRADUATION REQUIREMENTS & GRADUATION SEALS

1 COVER THE BASICS

You must earn a minimum total of 21 credits and take your required tests.



English/ Language Arts	Mathematics	Science	Social Studies
4 credits	**4 credits**	**3 credits**	**3 credits**

Electives	Fine Arts	Financial Literacy	Health	Physical Education
4.5 credits	**1 credit**	**.5 credit**	**.5 credit**	**.5 credit**

2 SHOW COMPETENCY

Earn a passing grade of 684 or higher on Ohio's Algebra I and English Language Arts II tests. Students who do not pass a test will be offered support and must retake the test at least once.

If testing is not your strength, there are three additional ways to show competency.

1 CAREER READINESS:

Demonstrate one of two career-focused activities and complete the Ohio Means Jobs Seal.

1. Achieve proficient scores on WebXams at Polaris
2. Earn a 12-point industry credential
3. Complete a Pre-Apprenticeship

2 ENLIST IN THE MILITARY:

Show evidence of enlistment to your counselor.

3 PREPARE FOR OR COMPLETE COLLEGE COURSEWORK:

1. Achieve remediation-free scores in English and Math on the ACT or SAT

OR

2. Earn college credits for one college level Math and/or English course through Ohio's free College Credit Plus program.

GRADUATION REQUIREMENTS & GRADUATION SEALS

3 SHOW READINESS

Students will demonstrate readiness by earning at least two (2) diploma seals, one of which must be state defined.

These seals give you the chance to demonstrate academic, technical, and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

OhioMeansJobs Readiness Seal (Ohio)

Industry Recognized Credential Seal (Ohio)

College Ready Seal (Ohio)

Military Enlistment Seal (Ohio)

Citizenship Seal (Ohio)

Science Seal (Ohio)

Honors Diploma Seal (Ohio)

Biliteracy Seal (Ohio)

Technology Seal (Ohio)

Community Service Seal (Local)

Fine & Performing Arts Seal (Local)

Student Engagement Seal (Local)

COUNSELING

The guidance departments of FHS and MMS subscribe to the belief that "guidance is for everyone". They exist to serve students and their parents. The guidance department is prepared to assist in dealing with academic needs, occupational planning and personal concerns. All problems and concerns shared with counselors will be held in strict confidence.

Counselors:	Mrs. Cory	Grades 6-9
	Ms. Parente	Grades 10-12

APPOINTMENTS

Appointments to meet with a counselor can be made by visiting the counseling office or via email. Appointments should be made one (1) day in advance if at all possible. If a student needs to see a counselor without an appointment due to an immediate problem, a pass is needed from the classroom teacher. **Do not come** to the guidance department unless a pass has been secured from the classroom or study hall teacher.

COLLEGE CREDIT PLUS (CCP)

College credit plus is a state-sponsored program available to all students in grades 7 through 12. It allows students to take College courses while still in High School and earn both High School and College credit for those courses. Please see the district website for more information.

SCHEDULE CHANGES

Upon submission of course selections in PowerSchool, a commitment has been made to pursue the chosen course to completion; therefore, the student is under obligation to continue with the chosen course. The fear of failure is not a valid request for a course change or withdrawal.
Consequently, schedule changes should be limited to the following:

- Clerical error in scheduling
- In case of prolonged illness where excessive absence makes a normal load too heavy
- Adjustments necessary at semester in order for seniors to be eligible for graduation
- Administrative discretion for extenuating circumstances

In the high school, requests for dropping a course must be approved before the end of the first week of the course, or the student will be committed to completing the course. After the start of the second week of the class, a student will be expected to complete the course and failure to do so will result in a failing grade on the student's permanent record.
There will be no add/drop period for grades 6-8.

TRANSCRIPTS

Transcripts are available upon request in the guidance office. Transcripts are mailed to the schools that the student designates. When requesting a transcript, please provide a stamped envelope.

TRANSFER STUDENT POLICY

FHS will attempt to appropriately place students who transfer to our school after the school year has begun. In most cases, students will be able to be placed in courses similar to those that they were taking at their previous school. In such cases grades from the previous school will be combined with grades earned at Fairview to determine quarter and semester grades. Students who transfer in are given the opportunity to be rated equally with the students who have been in attendance at Fairview high School throughout their high school career. The following procedure is used to determine rank position:

- Students who transfer from schools without weighted credit but who received credit in courses that FHS weights, will receive weighted credit in those courses according to the weighing scale used by FHS.
- Students who transfer into FHS with weighted credit courses not weighted by FHS will not receive the weighted credit in compiling the G.P.A. or the rank.
- Those students who have taken Honors or AP courses at another school will have such notation made on their school record and on their transcripts.

WITHDRAWAL OR TRANSFER OF STUDENTS WHEN MOVING

It is important that you notify the school as soon as possible when you decide to move. You should be sure that upon leaving for your new school that all obligations have been met with your present school. All school books need to be returned, all fees and charges paid and all personal belongings picked up. If possible, we need to know the location of the new school. The school in which your child enrolls will send a request for their records. As soon as we receive the request, we will forward the records immediately. According to ORC 3313.64, all fee obligations must be taken care of BEFORE release of grades. This would include classroom fees.

ACADEMIC DEADLINE POLICY

Students are expected to turn in work by the communicated original deadline. In the event of extenuating circumstances, students requesting additional time must communicate with the teacher the reasoning behind not having the assignment completed. At that time, the teacher will decide if the student's reasoning merits an extension and will contact administration and counselor for review. Administration will have the final discretion in determining the extension of the deadline.

GRADING

Grades, in the form of overall percentages, are transferred to and reported in PowerSchool each quarter, at the end of the semester for semester-long courses, and at the end of the year for year-long courses. Real-time grades are available to students in the learning management system (LMS) and to parents via the LMS "Observer" function, LMS app, and/or email setting.

Grades conform to these quality levels:

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79		

Criteria for Averaging Full-Year Course: Grades 9-12
A full year course grade is calculated using percentages for grades earned in quarters 1,2,3,4, as well as the final exam*. Final course grade will be determined by averaging the four quarter percentages plus the exam to be included in Q4 (Y1=25%(Q1) + 25% (Q2) + 25% (Q3) + 25% (Q4) + Final Exam

Criteria for Averaging Full-Year Course: Grades 6-8
A full year course grade is calculated using percentages for grades earned in quarters 1,2,3,& 4. Final course grade will be determined by averaging the four quarters (Y1=25%(Q1) + 25% (Q2) + 25% (Q3) + 25% (Q4)

Criteria for Averaging a Semester Course: Grades 9-12
A semester course grade is calculated using percentages for grades earned in quarters 1 and 2 or 3 and 4 as well as the final exam. Students must earn a minimum of 2 passing grades in a semester course, 1 of which may be the final exam. (S1 or S2= 50%(Q1/Q3) + 50% (Q2/Q4) + Final Exam

Criteria for Averaging a Semester Course: Grades 6-8
A semester course grade is calculated using percentages for grades earned in quarters 1 and 2 or 3 and 4. (S1 or S2= 50%(Q1/Q3) + 50% (Q2/Q4)

CREDITS

From 9th to 10th grade	5.5 credits (total)
From 10th to 11th grade	11.0 credits (total)
From 11th to 12th grade	16.5 credits (total)
From 12th grade to graduation	21.0 credits (total)

GRADE POINT VALUES

A+ = 4.00	A = 4.00	A- = 3.75
B+= 3.25	B = 3.00	B- = 2.75
C+= 2.25	C = 2.00	C- = 1.75
D+= 1.25	D = 1.00	D- = .75
F = 0.00		

G.P.A. - HOW TO CALCULATE

G.P.A. = Total Quality Points / Total Credits
Use the following method to compute your G.P.A. for your class ranking:

Grades	Point Values	Credit Values	Quality Points
B	3.00	1.0	3.00
C+	2.25	1.0	2.25
C	3.00 (AP)	1.0	3.00
B	3.50 (Advanced)	1.0	3.50
B-	2.75	.5	1.375
A	4.00	.5	2.00
		5.0	15.125

G.P.A. = 15.125/5.0 = 3.025

Any questions about current G.P.A. and cumulative G.P.A can be answered in the counseling office.

CHEATING AND PLAGIARISM

Cheating involves any of the following observed actions:

4) Using another person's work as your own
5) Copying information (or allowing someone to copy your information) from another's test examination, theme, book report, Learning Management System, or term paper.
6) Preparing to cheat in advance of a quiz, exam or in-class writing with such things as:
    - Having in your possession a copy of the test to be given by the teacher
    - Using unauthorized notes, references or devices during the test, examination or written essay
    - Talking while taking quizzes, tests or examinations
    - Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raising a hand to ask questions, or **<u>any</u>** instructions given by the teacher).
7) Plagiarizing means, to use purposely as your own, **<u>any</u>** other person's idea, expression or words without giving the original author credit through citation or footnote. This includes encyclopedias

CONSEQUENCES

1) The first offense will result in failure of the quiz, test or homework. A score of zero will be recorded and parents will be notified by the teacher BY PHONE. An alternative assignment may be given to fulfill the requirement.
2) If cheating continues in class, failure of the course will result. Parent(s)/Guardians will be notified by the teacher BY PHONE.
3) Plagiarism on a major project, e.g. term paper, short story or portfolio, may result in the failure of the course (administrative discretion).
4) Cheating will be reported to the Associate Principal and appropriate action will be taken
5) At the discretion of the administration students involved in any level of cheating and/or plagiarism may lose the privilege to be involved in athletics and clubs/activities

EDUCATIONAL EXPERIENCES OUTSIDE THE CLASSROM

FIELD TRIPS – *Large group under supervision* ***OFF CAMPUS***

The proper forms will be initiated by the teacher through the attendance office. Parental permission slips will be collected by the teacher. It is the responsibility of the student to secure homework from the assigning teacher and be responsible for any missed assignments/quizzes/tests.

STUDENT PROJECTS-Individual or small group activity ***OFF CAMPUS***

The proper form will be initiated by the assigning teacher which includes a parental permission form. This form is to be completed by the teacher and returned by the student to the attendance office at least FIVE (5) days before the project. FOLLOWING THE PRESCRIBED PROCEDURE IS CONSIDERED PART OF THE EDUCATIONAL EXPERIENCE. It is the responsibility of the student to secure homework from the assigning teacher and be responsible for any missed assignments/quizzes/tests. The student has NO additional time to make up assignments or turn in work.

STUDENT PROJECTS- *Individual or small group activity* ***ON CAMPUS***
All procedures apply regarding OFF CAMPUS policy except that NO parental permission slip is required. It is the responsibility of the student to secure homework from the assigning teacher and be responsible for any missed assignments/quizzes/tests. The student has NO additional time to make up assignments or to turn in work.

ATHLETICS

ATHLETIC ELIGIBILITY

Academic Eligibility Timeline

Academic Eligibility is determined by the most recent academic quarter/reporting period.

- 1st Quarter eligibility (the majority of Fall Sports Season) is determined by 4th Quarter grades from the previous academic year
- 2nd Quarter Eligibility (End of Fall and Beginning of Winter Season) is determined by 1st Quarter Grades
- 3rd Quarter Eligibility (End of Winter and Beginning of Spring Season) is determined by 2nd Quarter Grades
- 4th Quarter Eligibility (Remainder of Spring) is determined by 3rd Quarter Grades

Academic Eligibility Standards

To be eligible for participation in athletics and some extracurricular activities, students must meet the following standards.

- Pass five (5) academic credit hours (not including PE)
- Maintain a G.P.A. of 2.0 or Higher
- Students wishing to participate in extracurricular activities are strongly encourage to enroll in more than five (5) credits per semester

Academic Recovery Program (ARP)

- Any athlete who is passing the required five (5) credit hours but has a G.P.A. below 2.0 may enter the Academic Recovery Program
- The Academic Recovery Program is a probationary program in which the student's grades are checked every two weeks throughout the quarter in which they entered the ARP
- The student in the ARP will remain eligible for participation as long as the minimum G.P.A. and credit requirement is met at each check-in. Grades will be monitored by the Athletic Director and Head Coach to determine maintained eligibility
- A student may utilize the Academic Recovery Program one quarter per school year

Eligibility Reporting

- Grades are due from teachers one week after the end of the previous academic quarter, typically the following Friday. Academic Eligibility will be checked by the Athletic Director and reported to the Head Coach of each program by the end of the day on the Monday after the grades are due
- All eligibility issues from the previous quarter will be in effect until the grades from the new quarter are processed and reported

ATTENDANCE REGULATIONS
Attendance is required for the second ½ of the school day which means from 11:15am until the end of the school day in order to be eligible to participate in an after school or evening contest, practice or performance. This policy applies to attendance at Polaris Career Center as well.

ATHLETES IN PHYSICAL EDUCATION – FHS
All students/athletes will be required to participate in physical education including days on or preceding athletic events. A request may be made by an athlete to be excuse from active participation on the day of an athletic contest where demanding or unusual situations might exist. The instructor will make the final decision; however, the student WILL BE REQUIRED TO DRESS FOR CLASS.

PHYSICAL EDUCATION WAIVER
In order for an athlete to become exempt from their Physical Education class, the athlete must COMPLETE two (2) full seasons of a sport. Becoming ineligible, being removed from the team, or other cessation in participation before the season ends will nullify that season toward the required two seasons of athletic participation.

PE Waiver Forms can be obtained in the Counseling Office or Athletic Director's Office and must be signed by either a Coach or the Athletic Director for each season of participation before being returned to the Counseling Office for PE Credit.

APPLICATION OF THE STUDENT CODE OF CONDUCT IN ATHLETICS/ACTIVITIES
The Fairview Park City School District believes that athletics/extra-curricular activities are an integral part of the total educational program. However, it is well established by laws that participation is a privilege and not a right. While students have no absolute rights to participate in extracurricular activities, including athletics, it is a privilege that is strongly encouraged by our schools. We believe a student who is involved in extracurricular activities is more well-rounded and will benefit from their relationships they make and the lessons they learn while involved.

The District believes that extracurricular activities make school life richer and more rewarding and that adherence to certain behavior codes and academic standards enhances an individual's quality of life. This policy is applicable to all students in any school sponsored extracurricular activity in grades seven (7) through twelve (12) in which they participate as players and/or members.

In addition to written team rules and expectations of good behavior, violations of which may result in coach/advisor administered consequences-up to and including being prohibited from participation-violations of the FPCS student code of conduct are in effect for students seven (7) days a week, 24 hours a day, 365 days a year, meaning students have a year-round responsibility.

Violations of the FPCS Student Code of Conduct will be handled through the offices of the building administration

Denial of Privilege
In addition to actions deemed contrary to the privilege of participation, violations of team/activity rules and expectations may result in denial of participation at the discretion of the coach or advisor. Removal from the team or activity will only result after a coach/advisor, parent, student, administrator conference.

The minimum penalties resulting in the Denial of Participation are listed below. Offenses in violation of this policy are cumulative throughout the student's enrollment at either the middle school or high school level, but all students have a clean slate upon entering high school. Middle school accumulation ends and high school accumulation begins on the day after the last day of a student's attendance in eighth (8) grade. A schedule of events will be determined by the coach/advisor of each sport or activity. For all other activities, an "event" will be determined by the advisor and administrator. Nothing in this policy or these minimum penalties shall be deemed to prevent a student athlete from being prohibited from participating in extracurricular activities in accordance with law, i.e., participation is a privilege and not a right.

First Violation
The first violation of the Athletic Code of Conduct will result in denial of the privilege to participate for 10% of OHSAA allowable regular season contests in that sport. Suspensions will carry over to the next athletic season. A student-athlete must complete the athletic season in good standing in order for the suspension to be fulfilled. A student who has a first violation is permitted to tryout/practice with the team or organization, but will not be permitted to participate, dress for or attend public playing dates or events.

Second/Severe Violation
The second violation of the Athletic Code of Conduct will result in denial of the privilege to participate for 50% of OHSAA allowable regular season contests in that sport. Suspensions will carry over to the next athletic season. A student-athlete must complete the athletic season in good standing in order for the suspension to be fulfilled. A student who has a second violation is permitted to tryout/practice with the team or organization, but will not be permitted to participate, dress for or attend public playing dates or events.

Third Violation/Severe Violation
The third violation of the Athletic Code of Conduct will result in denial of participation in practices, scrimmages, and events for 365 days for any athletic program or season from the date of the offense.

1) A student and their parent/guardian/custodian has/have the right to request an appeal within 72 hours of the consequences being issued. The appeal will be heard by the Superintendent. The verdict made by the Superintendent is final and may not be further appealed.
2) Any further violations after reinstatement of a 365-day suspension will result in the penalties outlined in the third violation.

Contract Agreement
All students and parents will be expected to read the Extracurricular/Athletic Code of Conduct and the coaches' team rules and expectations and sign an agreement recognizing that they have read and understood all expectations for the participation in athletic activities. A copy of this signed contract must be completed in FinalForms prior to the student participating in any athletic activities.

NOTE: Return to activity after a twelve (12) calendar month suspension will be under the following provision: Return to student activities must be accompanied by a parental/student consent form stating that reinstatement to activities is subject to random test, at the parents' expense, for illegal substances at a laboratory certified by the State of Ohio for such purposes.

Additional Penalties: Special responsibility is inherent in all leadership positions. Student leaders, by definition, guide and influence the conduct of other students. Therefore, to maintain a

leadership position, a student must conduct oneself in a manner which promotes adherence to organization and /or team rules, as well as to school rules.

Students in leadership positions or in the National Honor Society who violate the tobacco, alcohol or drug codes of conduct shall be removed from and/or ineligible to hold any leadership position in any student activity organization or team. The removal/ineligibility from leadership positions shall be for twelve (12) calendar months beginning the date of the violation. Once removed from the National Honor Society, a student cannot regain membership.

The consequences set forth above in this section shall not apply to any case where the student's conduct is part of a course of treatment by a licensed physician or part of the practice of an established religion.

Note: Violations of Team and FPCS Student Code of Conduct by Non-Enrolled participants taking part in an MMS/FHS sport or activity (ex. home schooled) are also subject to the consequences listed above.

STUDENT ACTIVITY SUSPENSION/REMOVAL AND APPEAL PROCEDURE

The coach or advisor of an extracurricular activity may recommend a suspension of a participant to the Athletic Director for a violation of team rules or FPCS Student Code of Conduct.

Prior to such suspension, the student shall be given written notice of the intention to suspend them from the extracurricular activities, including the reasons. The student shall have an opportunity to appeal the suspension before the building associate principal to challenge the reason for the intended suspension or to otherwise explain their actions. This appeal should take place with a parent or guardian present along with the Athletic Director. The outcome of this appeal shall be communicated to the family within 72 hours of the meeting.

If the student wishes to appeal the final decision of the Building Associate Principal and Athletic Director, they shall be afforded the opportunity for a hearing before the Campus Principal with all parties present. The Campus Principal shall arrange for a hearing to be conducted no later than seventy-two (72) hours after the decision by the Building Associate Principal. The decision of the Campus Principal will be final.

MULTI-SPORT PARTICIPATION GUIDELINES

After a student has become a member of any school squad, they should never take part in a contest on an independent team (i.e. recreation program, AAU, JO, etc.) during that sport's season, or independently as an individual in any sport, without first checking with the Varsity coach of the sport or the school's athletic director. This is necessary to be sure no Ohio High School Athletic Association rule will be broken which might cost the pupil their eligibility on the school team. Any athlete assigned to detentions will not be excused for practice or games.

Students are encouraged to participate in multiple sports at Fairview High School and Mayer Middle School. However, off-season workouts, summer/winter leagues, or other out-of-season activities are not to interfere with in-season sports. Express permission from the in-season coach is greatly preferred for any participation in off-season activities for another sport.

If a student chooses to participate in more thank one athletic program in the same season, a request must be made to the athletic director and a meeting must be scheduled with the student-

athlete, athletic director, and the head coaches of the programs in which the student desires to participate.

ATHLETIC FEES

The fee for athletic participation at FHS will be $90.00 per sport and at MMS it will be $60.00 per sport. Following the second week of practice, no refunds will be made. Additionally, if a student is dismissed from a team for any reason – academic, behavioral, or other – their athletic fee will not be refunded.

A seasonal date will be established by the athletic department and communicated to coaches, student-athletes and families for each of the three athletic seasons (Fall, Winter, Spring).

USE OF SCHOOL FACILITIES

All student activities must be supervised by the faculty. School facilities are not to be used without prior approval and the assignment of proper supervision.

TEAMS & ORGANIZATIONS

The following clubs and organizations are available to students through our Student Activities Program. Every student is encouraged to take part in extracurricular activities to supplement the academic education offered. These groups are advised by adults and are under the direction of FPCS Administration.

FHS TEAMS - BOYS
Baseball
Basketball
Bowling
Cross Country
Football
Golf
Soccer
Swimming
Tennis
Track
Wrestling

FHS TEAMS – GIRLS
Basketball
Bowling
Cheer
Cross Country
Golf
Gymnastics
Soccer
Softball
Swimming
Track
Volleyball

FHS CLUBS & ORGANIZATIONS
Academic Team
Band
Chorale
Jazz Band
Key Club
Marching Band
Ski/Snowboarding Club
National Honor Society
Orchestra
Pep Band
StageCrafters
Student Council
Yearbook

MMS TEAMS – BOYS
Basketball
Cross Country
Football
Track
Wrestling

FHS TEAMS – GIRLS
Basketball
Cheerleading
Cross Country
Softball
Track
Volleyball

MMS CLUBS & ORGANIZATIONS
Band
Builders Club
Gamers Club
Chorus
MS Stagecrafters
Orchestra
Power of the Pen
Robotics
Student Council
Ski/Snowboarding Club

RULES OF STUDENT BEHAVIOR

Fairview High School and Mayer Middle School's ultimate goal is to improve the overall school climate and lay the foundation for building relationships that will pay dividends in the future. Together through consistency and positive relationships, the goal of Fairview Staff is to improve the behavior of all students. Positive Behavior Interventions and Supports (PBIS) aims to decrease behavioral incidents through the concept of teaching behaviors that will prevent noncompliance. We will develop a positive school community and demonstrate to everyone the expectations of FHS and MMS. By concentrating on positive behaviors, we will create and maintain a positive and safe learning environment. Being consistent with addressing students when they do and do not meet our behavior expectations will increase compliance, provide them with greater structure, and clarify expected behavior.

CODE OF STUDENT CONDUCT

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Fairview Park City Board of Education, or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.
This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, clerks, substitute teachers, paraprofessionals, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Saturday school, alternative school, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Academic Dishonesty

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

B. Arson/Attempted Arson

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

C. Assault, Assault and Battery

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

D. Complicity
A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

E. Damage to Property
A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.

F. Disrespect/Disobedience
A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

G. Disruption of School/Disorderly Conduct
A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

H. Distribution or Sale of Unauthorized Materials
A student shall not distribute or sell unauthorized materials on school property.

I. Dress or Appearance
A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, or attracts undue attention.

J. Failure to Pay Tuition
A student shall promptly pay any necessary tuition for school attendance and other approved charges.

K. Failure to Serve School Discipline
Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's or associate principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

L. False Alarms/Bomb Threats
A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner.

M. False Reports/Forgery
Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.

N. Fighting
A student shall not engage in any fight or acts of violence or force that causes harm or threatens to cause harm to another person.

O. Gambling
A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

P. Hazing
A student shall not participate in hazing or other degrading or disgraceful acts.

Q. Illegal Possession of Building Keys and Unauthorized Entry
A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.

R. Insubordination/Defiance
A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, paraprofessionals, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- Disobedience or disrespect toward any staff member
- Not serving assigned detentions
- Not following school rules or proper procedures
- Not following assigned schedule/being in an unauthorized area
- Chronically tardy to school or class
- Repeated misbehavior after warning

S. Intimidation/Harassment/Menacing
A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.

T. Loitering/Trespassing/Leaving School Property
A student shall not loiter or delay in any way that may cause disruption of some activity or function. A student shall not trespass on the property of another or leave school property or assigned area prior to specified dismissal time without official permission.

U. Misuse of a Computer/Cell Phone
Students shall not use a computer or cell phone to obtain access to or transmit lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer, a computer program, or a cell phone.

V. Misuse of Vehicles on School Property
A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

W. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia
A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

X. Participation in Extracurricular Activities
A student participating in extracurricular activities shall not violate the rules and regulations contained in the Student Code of Conduct.

Y. Prescription or Non-Prescription Drugs
A student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.

Z. Profane, Obscene or Vulgar Language/Gestures
A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

AA. Public Display of Affection
Students shall not engage in public displays of affection on school property.

BB. Prohibited Articles
Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape players, personal pagers and TV sets, telephones, cell phones, handheld gaming systems, iPods, and other electronic communication devices, and laser pointers. An exception to this prohibition includes students who are active members of a volunteer fire fighting organization or a volunteer emergency medical service organization.

CC. Punctuality and Tardiness
All students are expected to be on time for school and for each class unless they are ill or a delayed school bus prevents timely attendance.

DD. Repeat Offenses
A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

EE. School Buses
A student shall not violate the prescribed rules and regulations for student conduct on school buses.

FF. Sexual Harassment
A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:

- Sexual flirtation, touching, advances, or propositions
- Verbal or physical abuse of a sexual nature
- Graphic or suggestive comments about an individual's dress or body
- The use of sexually degrading words to describe an individual
- Displaying sexually aggressive objects or photographs
- Sexually explicit or obscene jokes

GG. Shakedown/Strong Arm/Extortion
A student shall not force another person to give him/her money or articles of value.

HH. Theft
A student shall not take or attempt to take the property of others without their consent.

II. Throwing of Objects
A student shall not throw any object without authorization, including, but not limited to snowballs.

JJ. Tobacco/Nicotine
A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco products, any alternative nicotine product, including electronic vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products in the school building, on school buses, at school sponsored activities, or on school property at any time.

KK. Truancy
A student shall not be absent from school without parental and school approval.

LL. Vandalism
A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

MM. Violation of Federal or State Statutes
Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.

NN. Weapons and Dangerous Instruments
A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

OO. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

DISCIPLINE PROCEDURES

The purpose of this policy is to provide the general guidelines and procedures governing student conduct and discipline in the Fairview Park City School District. The individual school buildings have student handbooks in place with guidelines that may extend those listed in this policy. This policy is intended to comply with O.R.C. §§2923.122, 3313.66, 3313.661, 3313.662, 3313.664, 3313.665, 3313.753 and 3327.014, which require each board of education to adopt a policy regarding suspension, expulsion, removal, and permanent exclusion and specify the types of misconduct for which a student may be suspended, expelled, or removed. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who seek to preserve and maintain such an environment. The sole objective of this policy is to ensure fair and equitable handling of disciplinary problems.

ZERO TOLERANCE
Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform with school and district regulations and comply with directions from school personnel. The Board will not tolerate violent, disruptive, or inappropriate behavior, including excessive truancy, by its students. A student who fails to comply with established school or district rules or with any reasonable request made by school personnel shall be subject to discipline in accordance with the Board's Student Conduct and Disciplinary Procedures and the Code of Student Conduct. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address student misbehavior.

PROCEDURAL STANDARDS
During the time of suspension, expulsion, or removal, the student (if they are eighteen (18) years of age or older) and/or parent(s), guardian(s), or custodian(s) are responsible for the conduct of the student. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend that class or participate in the activity for the duration of the removal.

Students who are suspended will receive credit for work which takes place in the classroom while they are suspended.

Students who are expelled will not receive credit for work which takes place in the classroom while they are on expulsion. The expelled student also forfeits any privileges of making up work while serving an expulsion.

A student who is suspended or expelled from their vocational program through the Polaris Career Center is also to be regarded as suspended or expelled from the Fairview Park City School District.

REFUSAL TO ACCEPT DISCIPLINE
When a student refuses to accept the appropriate discipline for an infraction of the student code of conduct, the refusal may result in progressive consequences.

DEFINITIONS

Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).

Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding one (1) school day, of permission to attend school and to take part in any school function.

Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which they are enrolled for a period of less than one (1) school day. Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

EXPULSION

The Superintendent is the only school administrator who may expel a student. Whenever an incident occurs that may lead to an expulsion, the principal or assistant principal may suspend a student prior to the expulsion hearing. In addition, the principal or assistant principal will send written notice within one (1) school day of their recommendation for expulsion to the Superintendent and to the parent(s). The Superintendent shall give the student and their parent, guardian, or custodian written notice of the intention to expel the student and provide the student and their parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain their actions. The notice must include:

- The reason(s) for the intended expulsion.
- Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.
- The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, their refusal will be noted in the presence of a witness.
- If the proposed expulsion is based upon a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if they are convicted or adjudicated a delinquent child for that violation.

The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story. The student and parents will be given full opportunity to present matters in defense or mitigation.

The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Fairview Park City Schools for any reasons after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had they still been enrolled in the school, the Superintendent shall

impose the expulsion for the same length of time as a student who has not withdrawn from school.

Compliance with all provisions of the Board of Education policy have been met at this point in the expulsion process. The decision must now be made to expel or not to expel. If the decision is to expel, within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:

- The reason(s) for the expulsion.
- Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.
- The right of representation at the appeal.
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is sixteen (16) years of age or older.
- Notification that the Superintendent may seek the student's permanent exclusion if the expulsion is based upon a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
- If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

An appeal of the expulsion must be made within fourteen (14) days of the date of the notice of expulsion. A student or their parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative. A verbatim record shall be made of the hearing.

The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion. The action of the Board or its designee on the expulsion must be in a public meeting. The Treasurer or the

Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

SUSPENSION

The Superintendent, principal, or assistant principal are the only school administrators who may suspend a student. Whenever an incident occurs that may lead to a suspension, the principal or assistant principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the principal or assistant principal, this investigation shall include discussion with the student so that the student may be given an opportunity to be heard.

The Superintendent, principal, or assistant principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the student is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the student if they are convicted or adjudicated a delinquent child for the violation. The student shall be provided an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain their actions. This hearing may take place immediately upon notification of the intention to suspend. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The principal or assistant principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

Compliance with all provisions of the Board of Education policy have been met at this point prior to a suspension. The decision must now be made to suspend or not to suspend. If the decision is to suspend, then within one (1) school day of the decision to suspend, the Superintendent, principal or assistant principal must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to suspend in writing. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The notice of suspension must include:

- The reason(s) for the suspension
- The duration of the suspension
- Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension
- The right of representation at the appeal
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session
- Notification that the Superintendent may seek the student’s permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

An appeal of the suspension must be made within fourteen (14) days of the date of the notice of suspension. A student or the parent, guardian, or custodian may appeal the suspension to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be held in executive session upon the request of the student, parent, guardian, custodian, or representative of the student. A verbatim record of the appeal hearing shall be made.

The Board or designee can act only after a hearing, if requested, has been held. The Board or designee may affirm, reverse, vacate, or modify the suspension. The action of the Board or designee on the suspension must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board or designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

EMERGENCY REMOVAL BY TEACHER

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular activities under their supervision, but not from the premises.

During school hours, the student must be sent to the office. If a teacher makes an emergency removal for one (1) school day or more, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.

A due process hearing must be held within three (3) school days after removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given. In an emergency removal, a student can be kept from class until the matter of their misconduct is disposed of either by reinstatement, suspension, or expulsion.

EMERGENCY REMOVAL BY ADMINISTRATOR

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, principal, or assistant principal may remove a student from curricular activities or from the school premises.

If it is intended that the student be removed for more than one (1) school day, a due process hearing must be held within three (3) school days after the removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

In an emergency removal a student can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.

DISCIPLINARY REMOVAL
A student shall be given written notification of the charges against them by the administrator. The student must have the opportunity to appear at an informal hearing before the principal, or assistant principal to challenge the reasons for the intended removal or otherwise to explain their actions. Students shall be given an opportunity to challenge the charges and present their side of the story.

The administrator shall make the decision to remove or not to remove, and shall notify the student orally of that decision. If the student is removed, the administrator shall notify the parent or guardian within one (1) school day, in writing, of the removal, including the length of the removal and reason(s) for the removal.

REMOVAL FROM EXTRACURRICULAR ACTIVITIES
A student may be denied the privilege of participating in any particular or all extracurricular activities of the district or of a school of the district for up to one (1) full school year in accordance with the procedures contained within Board of Education Policy 6.22.

SUSPENSION OF SCHOOL BUS RIDING PRIVILEGES
A student may be suspended from any particular or all school bus riding privileges of the district for up to one (1) full school year in accordance with the procedures set forth in Board of Education Policy 6.23.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final. When discipline problems with individual students arise, the administration will use the following guidelines:

- First infraction: Student counseled by the bus driver.
- Second Infraction: Driver/bus supervisor/assistant principal shall contact the parent/guardian.
- Further infractions: Students will be referred to principal/assistant principal for discipline that may include detention, suspension, expulsion or loss of bus riding privileges as determined by the administrator. Weapons, fights, indecency, bullying, tobacco, drugs, alcohol – Immediate referral to principal/assistant principal or police.

LESS THAN TWENTY-FOUR (24) HOUR REMOVAL
In all cases of normal disciplinary procedures where a student is removed from a curricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, or in the case of a student given an in-school suspension served in a school setting, the due process requirements of this policy do not apply.

PERMANENT EXCLUSION

A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when they was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

a) O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or controlled by (including a school bus), or to any activity held under the auspices of the Board;
b) O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on their person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;
c) O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board;
d) O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of the Board;
e) A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:
    - O.R.C. §2903.01, aggravated murder
    - O.R.C. §2903.02, murder
    - O.R.C. §2903.03, voluntary manslaughter
    - O.R.C. §2903.04, involuntary manslaughter
    - O.R.C. §2903.11, felonious assault
    - O.R.C. §2903.12, aggravated assault
    - O.R.C. §2907.02, rape
    - O.R.C. §2907.05, gross sexual imposition; or
    - O.R.C. §2907.12, felonious sexual penetration

Complicity in any violation set forth in the above section and/or reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board, falls to the discretion of the Superintendent.

If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when they was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when they was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance if the following apply:

1) After obtaining or receiving proof of the conviction or adjudication, the Superintendent or designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and their parent, guardian, or custodian, written notice that the Superintendent intends to recommend to the Board that the Board adopt a resolution requesting the

Superintendent of Public Instruction to permanently exclude the student from public school attendance.

2) The Superintendent or designee forwards to the Board the Superintendent's written recommendation which includes the determination that the Superintendent made pursuant to this Board policy and a copy of the proof they received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in the section on reasons for permanent exclusion that was committed when the student was sixteen (16) years of age or older.
3) Within fourteen (14) days after receipt of a recommendation from the Superintendent that a student be permanently excluded from public school attendance, the Board may adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student who is the subject of the recommendation from public school attendance, only after review and consideration of all of the following available information:

    - The academic record of the student and a record of any extracurricular activities in which they were previously involved
    - The disciplinary record of the student and any available records of their prior behavioral problems other than the behavioral problems contained in the disciplinary record
    - The social history of the student
    - The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems

4) Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion
5) Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion
6) Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public-school setting
7) Evidence regarding the probable disruption of the teaching of any graded course of study by the continued presence of the student in a public-school setting
8) Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of the district's graded course of study

If the Board does not adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, it shall immediately send written notice of that fact to the Superintendent, to the student who was the subject of the proposed resolution, and to that student's parent, guardian, or custodian.

If the Board adopts a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, the Board shall immediately forward to the Superintendent of Public Instruction the written resolution, proof of the conviction or adjudication that is the basis of the resolution, a copy of the student's entire school record, and any other relevant information, and shall forward a copy of the resolution to the student who is the subject of the recommendation and to their parent, guardian, or custodian.

The Board shall designate a representative to present its case for permanent exclusion to the Superintendent of Public Instruction or referee appointed by them. At the adjudication hearing held pursuant to O.R.C. §3301.121, the representative of the Board shall present evidence in support of the requested permanent exclusion.

The Superintendent, upon determining that the school attendance of a student who has been permanently excluded from public school attendance will no longer endanger the health and safety of other students or school employees, may issue to the Board a recommendation, including the reasons for the recommendation, that the permanent exclusion of a student be revoked and the student be allowed to return to the public schools of the State.

Upon receipt of the recommendation of the Superintendent that the permanent exclusion of a student be revoked, the Board may adopt a resolution by a majority vote of its members requesting that the Superintendent of Public Instruction revoke the permanent exclusion of the student. Upon adoption of the resolution, the Board shall forward a copy of the resolution, the reasons for the resolution, and any other relevant information to the Superintendent of Public Instruction.

PROBATION

A student who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 may request that the Superintendent admit the student on a probationary basis for a period not to exceed ninety (90) school days. Upon receiving the request, the Superintendent and principal may enter into discussions with the student and with the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian to develop a probationary admission plan designed to assist the student's probationary admission to the school. The plan may include a treatment program, a behavioral modification program, or any other program reasonably designed to meet the educational needs of the student and the disciplinary requirements of the school.

If the Superintendent, the student, and the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian, agree upon a probationary admission plan, the Superintendent shall issue to the Board of Education a recommendation that the student be allowed to attend school within the district under probationary admission, the reasons for the recommendation, and a copy of the agreed-upon probationary admission plan. Within fourteen (14) days after the Board receives the recommendation, reasons, and plan, the Board may adopt the recommendation by a majority vote of its members. If the Board adopts the recommendation, the student may attend school under probationary admission for a period not to exceed ninety (90) days or any additional probationary period permitted under this policy.

If a student is permitted to attend school under probationary admission pursuant to this policy and fails to comply with the probationary admission plan, the Superintendent may immediately remove the student from the school and issue to the Board a recommendation that the probationary admission be revoked. Within five (5) days after the Board receives the recommendation, the Board may adopt the recommendation to revoke the student's probationary admission by a majority vote of its members. If a majority of the Board does not adopt the recommendation to revoke the student's probationary admission, the student shall continue to attend school in compliance with the probationary admission plan.

If a student who is permitted to attend school under probationary admission pursuant to this policy, complies with the probationary admission plan prepared pursuant to this policy, the student or their parent, guardian, or custodian, at any time before the expiration of the ninety (90) day probationary admission period, may request the Superintendent to extend the terms and period of their probationary admission for a period not to exceed ninety (90) days or to issue a recommendation that the student's permanent exclusion be revoked and the student be allowed to return to the public schools of the state.

If a student is granted an extension of their probationary admission, the student or their parent, guardian, or custodian in the manner described in this policy, may request and the Superintendent and Board, in the manner described, may recommend and grant subsequent probationary admission periods not to exceed ninety (90) days each. If a student who is permitted to attend school under an extension of a probationary admission plan complies with the probationary admission plan prepared pursuant to the extension, they or their parent, guardian, or custodian, may request a revocation of the student's permanent exclusion in the manner described in this policy.

Any extension of a probationary admission requested by a student, their parent, guardian, or custodian, pursuant to this policy shall be subject to the adoption and approval of a probationary admission plan in the manner described in this policy, and may be terminated as provided herein.

If the student has complied with any probationary admission plan and the Superintendent issues a recommendation that seeks revocation of the student's permanent exclusion pursuant to this policy, the student's compliance with any probationary admission plan may be considered along with other relevant factors in any determination or adjudication conducted pursuant to this policy.

Except as provided in this policy, any information regarding the permanent exclusion of a student shall be included in the student's official records, and shall be included in any records sent to any school district that requests the student's records. When a student, who has been permanently excluded from public school attendance, reaches the age of twenty-two (22) or when the permanent exclusion of a student has been revoked, all references to the permanent exclusion from the student's file shall be removed and destroyed. A student who has reached the age of twenty-two (22) or whose permanent exclusion has been revoked, may send a written notice to the Superintendent requesting the Superintendent to ensure that the records are removed from the student's file and destroyed. Upon receipt of the request and a determination that the student is twenty-two (22) years of age or older, or that the student's permanent exclusion has been revoked, the Superintendent shall ensure that the records are removed from the student's file and destroyed.

This policy does not and shall not be construed to prohibit any person who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 from seeking a certificate of high school equivalence. A person who has been permanently excluded may be permitted to participate in a course of study in preparation for the tests of general educational development, except that they shall not participate during normal school hours in that course of study in any building or structure owned or controlled by this Board of Education.

This policy does not, and shall not be construed to relieve this Board from any requirement under O.R.C. §§2151.357 or 3313.64 to pay for the costs of educating any student who has been permanently excluded pursuant to this policy. Except as otherwise authorized by O.R.C. §§2151.358, 3301.121, and 3313.662, any school employee in possession of or having access to sealed adjudication records of a student that were the basis of the student's permanent exclusion who knowingly releases, disseminates, or makes available for any purpose involving employment, bonding, licensing, or education to any person or to any department, agency, or other instrumentality of the state, or of any of its political subdivisions, any information or other data concerning any arrest, complaint, trial, hearing, adjudication, or correctional supervision, the records of which have been expunged or sealed pursuant to this section, is guilty of divulging confidential information, a misdemeanor of the fourth degree. The failure of the Superintendent or the Board to provide the information regarding the possibility of permanent exclusion in the notices required by this policy is not jurisdictional, and the failure shall not affect the validity of any suspension or expulsion procedure that is conducted in accordance with this policy or the validity of a permanent exclusion procedure that is conducted in accordance with O.R.C. §§3301.121 and 3313.662.

IN-SCHOOL RESTRICTION (ISR)

In-school restriction is a disciplinary action used for offenses that do not warrant a home suspension, but is still considered serious. The in-school restriction allows students to complete work that will count for a grade. The in-school restriction rules are as follows:

- Students are to be in the designated ISR area from 8:18a.m.-2:57p.m.
- Students are to be on time. If late, the student will be reported by the ISR monitor to the office for additional discipline. Students not reporting for ISR will be considered truant and will face further disciplinary action.
- Students absent on days of ISR are to be “called in” by their parent(s)/guardians by the start of school to allow the administrator to reschedule the ISR for a future date.
- Students are to have all necessary materials for completing assignments.
- Students dismissed from ISR due to poor behavior will be sent home for the remainder of the day. The day will be determined as OSS. Further disciplinary action may be assessed.
- Students are to sit facing forward, and in an acceptable posture study position (lying down, hunched over, head resting, etc., are not acceptable).
- Students are to remain awake at all times.
- Students are to keep to themselves. No communication with others.
- Hats, coats, cellphones and other items are not allowed throughout the regular school day are not to be in the ISR room
- Only working on school work and/or the reading of books are permitted. Non-educational magazines, newspapers, puzzles, etc., are not permitted. Materials are at the discretion of the administration. If there is any doubt of acceptability, DO NOT BRING IT!
- Students will be escorted by an adult for restroom breaks.
- Students are to bring lunch/beverages with them and may only eat/drink during the designated lunch time in the ISR room. Cafeteria access will be given, students will be escorted by the ISR monitor. Those forgetting their lunch will receive a regular school lunch at the daily rate.
- The ISR supervisor/administration may apply any other rules necessary to operate an acceptable ISR room.
- All other school rules apply.

REGULAR DETENTION
Regular detentions will be assigned to students based upon student conduct violations. A teacher detention is held with the assigning teacher at their discretion from 3:00 - 3:30 p.m. A monitor detention is held with the detention monitor in the high school in Room 221 from 7:15 – 7:45 a.m. Monday - Friday and from 3:00 - 3:30 p.m. on Monday - Friday. Students are expected to arrive on time for their teacher or monitor detention.

Note: Students are allowed five (5) school days after a detention has been issued in which to serve the detention. The 1st and 2nd time a student forgets or fails to serve within the grace period, the number of detentions will double. On their 2nd offense, a ninety (90) minute extended detention will be issued. If you believe an extenuating circumstance exists, be sure to see either the principal or associate principal before the detention becomes overdue.

TUESDAY EXTENDED DETENTION (TED)
Tuesday Extended Detention is a disciplinary action that is utilized for offenses that do not warrant an In-School Restriction (ISR) or Out-of-School Suspension (OSS). Students should report with mandatory books and/or reading/study materials by 3:00 p.m. and will be required to remain until 4:30 p.m. Students who fail to report to room 221 by 3:00 p.m. will be considered truant and further discipline will be issued up to and including Out-of-School Suspension. If a student is removed from Extended Detention because of misbehavior, they will be subject to additional discipline, up to and including OSS.

The student and parent(s)/guardian are to be aware of the following guidelines in relation to Tuesday Extended Detention:

1) An unexcused absence to Tuesday Extended Detention can result in two (2) days of out-of-school suspension. If the student continues to be unexcused from Extended Detentions, additional days of out-of-school suspension may be applied.
2) If the student is ill or other family emergencies constitute the student being absent from Tuesday Extended Detention, a call from the parent <u>must be received by 2:00 p.m.</u> on the afternoon of the Tuesday Extended Detention for the absence to be considered excused. Parents are to call **(440) 356-3500, ext. 4104** and leave a message on voicemail. A parent may call a student off the first time a student is ill. After that, a medical excuse must be brought to the Associate Principal's office or an OSS will be issued. Activities, athletics, employment, etc., are not considered excused absences.
3) Students assigned to stay the entire time in Tuesday Extended Detention will be allowed up to two (2) escorted lavatory breaks.
4) Students are to bring all items needed to complete school assignments.
5) Students are not permitted to sleep, play iPods, MP-3, BlueTooth Technology, play cards or any other games. Students should make sure that cell phones are turned off and placed on the monitor's desk after entering room 221.
6) Students will not be permitted to go to their lockers after checking into Tuesday Extended Detention.
7) Behavior which is not appropriate will result in being sent home early and facing further disciplinary action.
8) All other school rules apply.

DANGEROUS WEAPONS, CRIMINAL ACTS, AND BOMB THREATS
The Board is committed to providing the students of the district with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above.

Students are prohibited from bringing or possessing a firearm or an object indistinguishable from a firearm, whether or not the object is capable of being fired, on school property, in a school vehicle (including a school bus), to an interscholastic competition, an extracurricular event, or to any other school sponsored program or activity that is not located in a school or on property that is owned or controlled by the district. If a student brings or possesses a firearm on school property, in a school vehicle, to an interscholastic competition, an extracurricular event, or to any school program or activity that is not located in a school or on property that is owned or controlled by the district, the Superintendent shall expel the student from school for a period of one (1) calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with state law and this policy.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent or motivation of the student.

Students are also prohibited from bringing or possessing knives on school property, in a school vehicle, at an interscholastic competition, an extracurricular event, or at any school program or activity sponsored by the school district or in which the district is a participant. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings or possesses a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school for a period not to exceed one (1) calendar year, with the same expulsion implications as noted above.

The Board extends the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

The Superintendent may also expel a student for a period not to exceed one (1) calendar year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on any other property owned or controlled by the Board, or at any interscholastic competition, extracurricular event, or any other school program or activity. Any expulsion shall extend as necessary into the school year following

the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

Finally, the Superintendent may expel a student for a period of one (1) calendar year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion shall extend as necessary into the school year following the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

DISABLED STUDENTS
It shall be the policy of this Board of Education that a child with a disability shall be disciplined in accordance with state and federal law.

POSTING
A copy of this policy together with the Code of Student Conduct shall be posted in a central location in each school in the district and made available to students upon request.

CORPORAL PUNISHMENT
The use of corporal punishment as a means of discipline is prohibited in the Fairview Park City School District. This policy shall not prohibit teachers, principals, administrators, and non-licensed employees from using such force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property as provided in O.R.C. §3319.41(G).

STUDENT HANDBOOKS
Disciplinary procedures and codes of conduct shall be developed by building administrators, shall appear in the handbooks, and shall be approved by the Board of Education.

STUDENT SEEKING ADMISSION FROM ANOTHER DISTRICT
The Fairview Park City School District may temporarily deny admittance to any student who is otherwise entitled to be admitted to a public school if the student has been suspended or expelled from the schools of another district in the State of Ohio or an out-of-state district and if the period of the suspension or expulsion has not expired. The student and parent(s) will be provided an opportunity for a hearing upon their request. The hearing will be held before the Superintendent or designee to determine if the student should be admitted before the end of their suspension or expulsion time frame. The Superintendent will determine the admittance or non-admittance of the student.

ALCOHOL AND DRUGS
The Board recognizes that alcohol and drug abuse continue to cause serious problems throughout our country. These problems persist despite the many years of intensive efforts at all levels of government. The Board also recognizes that its resources, and the powers and jurisdiction conferred upon it by law, are limited and insufficient to solve these problems completely. But there is no doubt that illegal or inappropriate use of alcohol or drugs is wrong, harmful and contrary to the positive development of all students. The Board is determined to do what it can to deter students from such involvement with alcohol and drugs and to support and encourage all students to be and remain alcohol and drug free.

CONDUCT PROHIBITED
No student shall use, consume, possess, conceal, keep, transmit, sell or offer for sale any alcoholic beverage, controlled substance, counterfeit controlled substance, dangerous drug, drug paraphernalia, harmful intoxicant, illegal drug, marijuana, narcotic drug, or opiate:

- in any Fairview Park public school building
- on the grounds of any Fairview Park public school
- adjacent to the grounds of any Fairview Park public school
- in any area under the control of the Fairview Park Board of Education
- on school buses or other vehicles owned by or under the control of the Fairview Park Board of Education
- at any off-campus event sponsored wholly or partly by any Fairview Park public school or by the Fairview Park Board of Education
- at any off-campus Fairview Park public school-related event
- at any activity supervised by any Fairview Park public school or by the Fairview Park Board of Education

No student, while at any of the places listed above, shall show evidence of having used or consumed any alcoholic beverage, controlled substance, dangerous drug, harmful intoxicant, illegal drug, marijuana, narcotic drug, or opiate, regardless of where such use or consumption occurred.

This rule shall not be construed to prohibit possession, use or consumption of a substance legally prescribed for the student. Some examples: allergy medication, antibiotics, asthma medication insulin, Ritalin. This rule shall not be construed to prohibit possession, use or consumption of a substance legally available to the student over the counter, if such possession, use or consumption conforms to maker's instructions for proper use of such substance, and the amount involved is reasonable. Some examples: allergy suppressant, cough suppressant, decongestant, fever reducer, pain reliever, vitamin/mineral/nutrition supplement.

SEARCH & SEIZURE
The school reserves the right to search the lockers, person and personal belongings of a student (wallet, purse, book bag, gym bag, automobile or other containers) and conduct searches on school grounds or at any school activity when it is reasonably necessary to maintain order and ensure safety in the supervision and education of the students. If possible, consent from the student prior to the search will be obtained. If the student refuses permission, the student will be subject to suspension due to insubordination. In certain cases, the police may be called and the matter turned over to legal authorities.

DEFINITIONS
Controlled Substance: a drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V set forth in the Ohio Revised Code section 3719.41 as amended.

Counterfeit Controlled Substance: non-alcoholic beer, look-alike drugs, or any substance that a reasonable person would believe to be a controlled substance because of shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Dangerous Drug: has the same meaning as in the Ohio Revised Code section 4729.02, including but not limited to any drug that may be dispensed only by prescription under federal law or Ohio law.

Drug Paraphernalia: has the same meaning as in the Ohio Revised Code section 2925.01, but shall not apply to the proper intended use of such substances, to proper use in the course of educational instruction, or to involuntary or accidental exposure.

Harmful Intoxicant: has the same meaning as in the Ohio Revised Code section 2925.01, but shall not apply to the proper intended use of such substances, to proper use in the course of educational instruction, or to involuntary or accidental exposure.

Marijuana: any part of a plant of the genus cannabis, to the same extent as in Ohio Revised Code section 3719.01 (P).

Narcotic Drug: has the same meaning as in Ohio Revised Code section 3719.01 (Q), including but not limited to cocaine in powder or rock form.

Opiate: has the same meaning as in Ohio Revised Code section 3710.01 (U), including but not limited to morphine, heroin, and similar addictive substances.

Bath Salts/Spice/K2: a drug, compound, mixture, preparation, or substance included Ohio Revised Code section 2925.02; 2925.03; and 2925.11

Possess: to have control over the substance. This includes, but is not limited to, having or holding the same:

- in one's mouth or hand
- on one's person
- in or on one's wearing apparel
- in a purse, handbag, backpack, lunch box, or similar accessory
- in one's hall locker or gym locker
- in a vehicle on school grounds

The driver of a vehicle on school grounds may also be deemed to be in possession of anything in the vehicle.

Show Evidence: to exhibit some or all of the physical and/or behavioral characteristics associated with such use or consumption. If the student did use or consume some amount, it is not necessary to determine:

- the specified amount used or consumed
- whether the student is under the influence of the substance according to any legal standard

CONSEQUENCES

Any Offense Related to Alcohol and/or Drugs: The parents and local police will be notified. Ten (10) calendar days of out-of-school suspension will be issued. The student may be recommended to the Superintendent for expulsion.

Additional Penalties (Leadership Positions): In addition to the penalties set forth above, penalties applicable under rules pertaining to athletics, student activities, leadership positions, and the National Honor Society may also apply, as described under those headings.

Driver's License Suspension/Denial: In addition to the penalties set forth above, the Superintendent may impose further penalties as follows:

The Superintendent is empowered to notify the driver's license registrar and the juvenile court of a student's suspension or expulsion for violation of any rule concerning alcohol or drugs. The Superintendent has full discretion to decide whether or not to give such notification.

In deciding whether to give such notification, the Superintendent will consider the following and any other relevant factors:

1) operation of any motor vehicle or equipment on public or private property, by the student at or near the time of the violation
2) injury or damage, or risk of injury or damage, to any person or property at or near the time of the violation
3) the nature and seriousness of offenses under statute or local ordinance arising out of the violation
4) prior disciplinary history of the student
5) undue hardship on the student or other persons
6) the age of the student

If the Superintendent gives such notification, the consequences include the following:

1) the registrar must suspend, or deny application for, the student's driver's license until the Superintendent takes further action or the student reaches age eighteen (18)
2) it the student is sixteen (16) or older, the juvenile court may determine them to be delinquent, in which case the Superintendent may seek expulsion

In deciding whether to continue or to end driver's license suspension/denial, the Superintendent will consider the following and any other relevant factors:

1) recurrence, or abuse of recurrence, of alcohol/drug violations by the student
2) effort, or lack of effort, by the student to improve their school work and school activities
3) whether the student has satisfied conditions established as all or part of their punishment for the violation
4) undue hardship on the student or other persons

USE OF TOBACCO/VAPING (Non-THC)

Health professionals have determined that use of tobacco and vaping products can be detrimental to one's health.

CONDUCT PROHIBITED

No student shall smoke, use or possess tobacco or anything containing tobacco, a cigarette, electronic nicotine devices or electronic liquid vaporizing devices:

1) in any Fairview Park public school building
2) on the grounds of any Fairview Park public school

3) adjacent to the grounds of any Fairview Park public school
4) in any area under the control of the Fairview Park Board of Education
5) on school buses or other vehicles owned by or under the control of the Fairview Park Board of Education
6) at any off-campus event sponsored wholly or partly by any Fairview Park public school
7) at any off-campus Fairview Park public school-related event
8) at any activity supervised by any Fairview Park public school or by the Fairview Park Board of Education

DEFINITIONS

Smoke: to burn tobacco or anything containing tobacco (including but not limited to a vape, electronic nicotine device or cigarette, cigar, or pipe), or to burn a cigarette.

Use: to chew or maintain in the mouth tobacco or anything containing tobacco (including but not limited to smokeless tobacco), or to employ any other means, to derive the effects of an vape, electronic nicotine device, tobacco or a cigarette.

Possess: to have control over a vape, electronic nicotine device, tobacco or anything containing tobacco, or a cigarette. This includes, but is not limited to, having or holding the same:

1) in one's mouth or hand
2) on one's person
3) in or on one's wearing apparel
4) in a purse, handbag, backpack, lunch box, or similar accessory
5) in one's hall locker or gym locker
6) in a vehicle on school grounds

The driver of a vehicle on school grounds may also be deemed to be in possession of anything in the vehicle.

CONSEQUENCES

For violations of this rule, the following penalties shall apply:

1st Offense: Parents will be notified. Five (5) calendar days of OSS will be issued.

2nd Offense: Parents will be notified. Ten (10) calendar days of OSS will be issued.

3rd Offense: Parents will be notified. Ten (10) calendar days of OSS will be issued and student will be recommended for expulsion.

INTIMIDATION, HARASSMENT & BULLYING

Harassment may take different forms including, but not limited to the following: sexual harassment, gender, ethnic, religious, disability, group, weight. Verbal, non-verbal and physical aspects can all be part of such misconduct. Any student who believes they have been harassed should contact a teacher, counselor or principal. Additionally, any person who believes they have been harassed may file a written complaint at the Board of Education office.

Pursuant to Article 10.05 of FPCS board policy, bullying means either of the following:

1) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student
2) Violence within a dating relationship
   While we recognize the repetitive aspect of behavior identified as bullying behavior, we also acknowledge the danger in waiting for a pattern to clearly emerge before intervening. Bullying can be both direct and indirect and includes but is not limited to the following forms:
    - Physical violence and/or attacks
    - Taunts, name-calling and put-downs
    - Threats and intimidation (through words and or gestures)
    - Extortion or stealing of money and or possessions
    - Exclusion from the peer group or spreading rumors
    - Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
        a) Posting slurs on websites where students congregate on blogs (personal online journals or diaries);
        b) Sending abusive or threatening instant messages
        c) Using camera phones to take embarrassing photographs of students and posting them online
        d) Using Web sites to circulate gossip and rumors to other students
        e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service provide

CONSEQUENCES
For violation of these rules, the penalties shall include, but are not limited to the following:

1st offense: Warning given. Pro-social intervention may be employed. Administrator or counselor follow-up and parent notification.

2nd offense: Out-of-school suspension (OSS) (up to 10 calendar days) given at Administrator's discretion. Parents will be notified.

3rd offense: Ten (10) days OSS with a recommendation for expulsion will be issued. Parents will be notified.
While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the Administration.

ANNUAL NOTICE OF PARENTS AND ELIGIBLE STUDENTS' RIGHTS

The purpose of this communication is to provide notice of parents' and eligible students' rights in the following areas: (a) access to student records; (b) information contained in student directory; and (c) release of information to the media. Please review the contents of this important letter and reply in writing to the building principal if you do not wish this information to be released.

ACCESS TO STUDENT RECORDS

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to Federal, State or local officials for the purpose of auditing or enforcing federally supported educational programs. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. In addition, they have the right to file a complaint with the Department of Education if the District violates the Family Educational Rights and Privacy Act (FERPA). Should a parent or student wish to obtain copies of this policy, they may request it from the building principal.

INFORMATION CONTAINED IN STUDENT DIRECTORY

The following information is contained in the student's educational record as directory information: student's name, address, date of birth, extracurricular participation, achievement awards or honors, and weight and height if a member of an athletic team.

RELEASE OF INFORMATION TO THE MEDIA

The Fairview Park City School District uses photographs of students for publication and visual productions. Also, local media frequently want to interview and photograph students for educational stories. If you do not wish to have either the student directory information or the release of information to the media, please notify the building principal in writing. This written notification should include the following: (a) student's name; (b) student's address; c) parent/guardian's name; (d) telephone number; and (e) the information you wish not to be released.

TECHNOLOGY POLICY

COMPUTER NETWORK & INTERNET ACCEPTABLE USE OF POLICY

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy") and applies to all persons who use or otherwise access the Network *and/or* Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

DEFINITIONS: For purposes of this Policy, the term "Network" shall mean the District's group of interconnected via cable *and/or* wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable *and/or* borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

PURPOSE AND USE: The School District is providing User's access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with district administration to be informed whether or not a use is appropriate.

USERS BOUND BY POLICY IN ACCEPTING ACCESS: The User consents to the terms of this Policy whenever they access the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received *and/or* signed for by the User.

PERSONAL RESPONSIBILITY: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, they must inform the district administration immediately. Any improper use of your account, even if you are not the User, is your responsibility.

REPORTING MISUSE OF THE NETWORK: Users must report any misuse of the Network to district administration. "Misuse" means any apparent violation of this Policy or other use, which has the intent or effect of harming another person or another person's property.

VIOLATING POLICY WITH PERSONAL EQUIPMENT: The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.

DISCIPLINE FOR VIOLATION OF POLICY: Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.

WAIVER OF PRIVACY: By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions,

maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

CONFIDENTIALITY AND STUDENT INFORMATION: Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. §1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by hand-writing or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

DISTRICT-OWNED EQUIPMENT: Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to district administration. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of district administration. You may be held financially responsible for the expense of any equipment repair or replacement.

UNACCEPTABLE USES OF THE NETWORK: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

OFFENSIVE OR HARASSING ACTS: Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

VIOLATIONS OF PRIVACY: Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

CREATING TECHNICAL PROBLEMS: Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System

Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others is prohibited.

USE OF OUTSIDE SERVICES: All email, document storage, blogs or any and all other services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.

OPTIONS:

1) Outside email systems may be used for personal email, subject to the loss of privacy rights as stated in this Policy. Use of such systems for District business is prohibited.
2) Outside email systems may be used for personal email, subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside email services unless a copy of each such communication is copied or forwarded to the User's District account for archiving.
3) Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.

VIOLATING LAW: Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

VIOLATING COPYRIGHT: Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

PERSONAL USE: Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing if such browsing occurs during instructional time or designated work time.

POLITICAL USE: Creating, transmitting, or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.

GENERAL MISCONDUCT: Using the Network in a manner inconsistent with the expectations of the Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with the Users' personal activities or to activities that injure personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

SPECIFIC LIMITS ON COMMUNICATION OVER THE DISTRICT NETWORK:

EXPRESSING OPINION: The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not he intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

LARGE GROUP MAILINGS: The sending of messages to more persons than is necessary for educational or school business purposes are a misuse of system resources and User time. Large group mailings, such as “all district” or “all building” are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

ELECTRONIC SIGNATURES: Users shall not legally verify documents or use “electronic signatures” in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to district administration.

SYSTEM SECURITY AND INTEGRITY: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any websites, email addresses, servers or Internet domains which it, in its sale judgement, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.

NO WARRANTIES CREATED: By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with the provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys’ fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User’s use of and/or inability to use the Network. They shall not be responsible for any loss of deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

UPDATES TO ACCOUNT INFORMATION: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify district administration to receive this information.

RECORDS RETENTION AND PRODUCTION: Users must comply with all District directions regarding the retention and management of e-mail or documents. Instant messaging or text messaging for District business is prohibited. The District retains the right to receive a copy of a

record from an Employee User's private computer if for some reason it exists only on that computer.

WEB SITES: Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. [Such web sites must be created according to the District's publication *"Guidelines for the Development and Maintenance of Web Sites and Web Pages*.] (Such web sites must be created according to District guidelines available from district administration. Web sites created using the Network or the School District's equipment or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of District administration. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.)

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 33193321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (1)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g 7/10

SOCIAL MEDIA POLICY
Fairview Park City School District (FPCS) recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter (X)™, Facebook™, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and professional standards for communicating with employees and students that we set for ourselves here in FPCS.

The expectations outlined below are designed for the purpose of:

- Protecting the students, staff and district
- Raising awareness of acceptable ways to use electronic communication tools when communicating with employees/students
- Raising awareness of the positive and negative outcomes that may result in using these tools.

Electronic communication should always be transparent, accessible and professional as defined below:

- **Transparent Communication:** All electronic communication between employees and students should be transparent. As a public school district, we are expected to maintain openness, visibility and accountability with regards to all communications.
- **Accessible Communication:** All electronic communication between staff and students should be considered a matter of record, part of the district archives, and/or may be accessible by others.
- **Professional Communication:** All electronic communication should be written as a professional representing FPCS. This includes word choices, tone, grammar and subject matter that model the standards and integrity of FPCS. Always choose words that are courteous, conscientious and generally businesslike in manner.

If your communication meets all three (3) of the criteria above, then it is very likely that the methods of communicating that you are choosing are very appropriate; moreover, encouraged.

Acceptable Electronic Communication Methods

Building Newsletters
District Website
District eNewsletter
FPCS Blogs - blogs.fairview.k12.oh.us
FPCS Email
FPCS Google Workspace for Education
FPCSD LMS
PowerSchool

Less Acceptable Communication Methods

Text Messaging - Nearly every student has a cell phone today and use of text messaging is high. This form of communication is typically between individuals and highly personal. Since texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get "off topic." Employees should be aware that text messaging between an employee and a student can easily be misinterpreted by a parent. If an employee plans to use texting for immediate and urgent contact with students, they must be transparent about such use. They must make parents aware at the beginning of the school year or season that they may use texting.

Unacceptable Communication Methods

Non-district email accounts - FPCS employees should never use personal email accounts to communicate with students about school matters.

Inappropriate Communication

Employees or students must report to a school administrator any communication that may be construed as inappropriate.

Using Social Media to Communicate to Student or Employee Groups

A Facebook Fan™ Page or Twitter(X)™ Feed can be appropriate as a supplemental method of communicating electronically with student groups if it is set up correctly. Facebook Fan™ pages are visible to unregistered students and parents and thus indexed and easier to find. Be sure to follow the same district guidelines for publishing content to any website. Use your *"@fairview.k12.oh.us"* email address to register as the contact for the page so that any feedback or comments are sent to the district, not to a personal email address. It is required to use the district's Facebook Fan™ Page Terms of Use. Please contact the FPCS Communications Department for information and instruction.

If you decide to establish a fan page or a Twitter(X)™ feed, be sure to notify employees and/or the parents of your students that you'll be using this site to communicate information for your group in addition to your other methods (websites, email, formal letters, etc.) and that these pages may contain commercial advertising that is not endorsed by the district. Since not every student has a Twitter(X)™ account, Facebook™ page or even access to any social media websites, you must consider this when posting. FPCS cannot require employees/students to have any social media accounts like Facebook™ or Twitter (X)™, as this should be a family and/or personal decision. Therefore, you must make any information posted accessible by alternate means. Please note that employees and students do not have access to social media websites when they are using the district's network.

Important Reminders About Using Social Media Sites for Personal Purposes

1) Students and staff members who are presently using Facebook™ to communicate with friends, family and their personal networks, should ensure that their personal networks, should ensure that their privacy settings are set to "Only Friends." If the "Friends of Friends" or "Networks and Friends" settings are used, you open your content to a much larger group of people. **Staff members should never "friend" students who are currently enrolled in FPCS, nor should you accept their "Friend Requests."** The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.
2) Any content published, pictures posted, or dialogue, whether in Facebook™, Twitter (X)™, a blog, a discussion thread or other website, should never compromise the professionalism integrity and ethics in your role as a FPCS employee/student. A good question you should ask before posting or emailing a message is "Would I mine if that information appeared on the front page of the local newspaper?" If the answer is "yes," then do not post it. Contrary to what some people think, email and social networking sites are very public places.
3) Use common sense and discretion when using social media tools. Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous toward FPCS. Exercise caution regarding colorful language, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
4) Weigh whether a particular posting puts your effectiveness as an employee/student at risk. Keep in mind that while you are an employee/student at FPCS, you are always a representative of the district/school, even at home and online.
5) Do not discuss students or coworkers, publicly criticize school policies or personnel, or share confidential information. Don't assume that anything online is private.
6) Remember that postings on the Internet are available to anyone and everyone, are all but impossible to delete, are traceable back to the author and will exist and be retrievable virtually forever.
7) Be particularly vigilant not to expose confidential information, exposing such information is a violation of policy and state law and violations carry serios consequences.
8) Never provide links to questionable materials or websites-especially those that are indecent, defamatory or extreme.
9) Respect all copyright, intellectual property and proprietary rights laws. Do not plagiarize or use unauthorized images, written content, music or video.
10) If you post to external websites on FPCS-related subjects and are not formally representing the district, use a disclaimer stating that your thoughts and opinions are your own and do not necessarily represent those of FPCS.
11) Social media outlets are not appropriate forums for addressing employment, personnel or other human-resource issues.
12) Remember, ultimately what you write is your responsibility.
13) If you make a mistake, be upfront, admit it and quickly correct it.

Employees or students should contact their building principal or district administration with any questions regarding this policy.

SURVEYS, PETITIONS, QUESTIONNAIRES & PUBLICATIONS

All surveys, petitions, questionnaires and publications cannot be distributed without the administration's permission. Administration has the right to determine the time, place and manner in which this is done. Surveys, petitions, questionnaires or publications advocating the use of drugs, alcohol, and other illegal activities that are determined harmful to the educational environment may not be possessed or distributed on school property at any time. Violators may be subject to suspension or expulsion.

DRESS CODE

The responsibility for student dress and grooming rests primarily with the students and their parents. It is the school's responsibility to maintain and enforce a dress code that is both *safe* and *presents a positive image to the school and community*. Administration will determine what is appropriate for the school. Violations of the student dress code may incur changing or forfeiting of the inappropriate item, parental contact or disciplinary action. For reasons of spirit or student morale, modifications may be made on special days by the Administration.

GENERAL INFORMATION DRESS CODE: Students shall appear in school and at school sponsored activities in dress that is clean, in good taste, and in a manner that will not tend to disrupt the school activity nor create a condition that would be averse to the safety and health of the students. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive or distracting to the educational process. After parent contact students may be sent home if a change of clothes is not available. Violations of these standards and guidelines shall be handled by the building principal and their designee who shall determine appropriate actions to be taken.

The following guidelines shall constitute the student dress code:

1) Students shall, at all times, wear some kind of shoes and/or sandals
2) Shorts and skirts should provide coverage to the thigh
3) Dark glasses are not to be worn unless prescribed by a doctor
4) All hats and hoods must be taken off upon entering the school building.
5) Style or dress that exposes the midriff is prohibited. This prohibition includes the exposure of the front, rear and sides of the waist. Tank tops, cutoff shirts or any garment, which reveals undergarments, are not appropriate. All tops should have two straps
6) Garments including head coverings that advertise or display illegal and/or inappropriate activities for young people (drugs, alcohol, violent activities, tobacco, promiscuity, guns, to reference to cults, gangs, etc.) are not permitted.
7) Holes in clothing cannot reveal any undergarments
8) See-through leggings are not permitted
9) Students are NOT permitted to bring blankets/pillows/stuffed animals to school or walk around with blankets wrapped around any part of their body
10) Reasonable requests related to the dress code by any school personnel must be honored promptly with no discussion.

ARTICLES PROHIBITED IN SCHOOL

Problems often arise because students bring articles to school which are hazardous to the safety of others or which interfere in some way with school procedure. Such items as weapons, lasers (any type), chains, cigarette lighters, fireworks, toy guns, water pistols, bean shooters, sling shots, tarot cards, knives, hard balls, canes, Frisbees™, and playing cards, etc. will be impounded and appropriate discipline will be administered. The items will not be returned to the student/parent. Other prohibited items include magazines/books that are sexually oriented or drug oriented, etc. Students in possession of these items will be subject to disciplinary actions.

HALL CONDUCT

Students are expected to follow all school rules when in the halls before, during and after school. Horseplay such as hitting, grabbing and chasing others cannot be tolerated. Using or making inappropriate comments such as swearing, etc. will result in a referral to the Associate Principal. Students are permitted to hang signs/posters in designated areas around the school that are related to school activities, birthdays or other events as approved by the administration. Any signs/posters other than positive school-related activities or birthdays are to be approved by the administration at their discretion for the operation of a safe and non-disruptive school environment.

EQUAL RIGHTS AS REQUIRED BY FEDERAL LAW

The Title IX Coordinator for the school system is the Director of Pupil Services, 21610 Mastick Road #A, Fairview Park, Ohio 44126 (440) 331-5500

Because all human beings are born free and equal in dignity and rights, and because one of these rights is a right to an education, a policy on equal rights has been adopted.

GRIEVANCE PROCEDURE

A grievance is an allegation by a student or by a student's parents, on their behalf, o by any full or part-time employee of the school district, that they on the basis of sex, race, color, national origin, or handicap, has been excluded from, denied the benefits of, or been subjected to discrimination under any of the programs or activities of the school district.

INFORMAL PROCEDURE

When a student or parent, on the student's behalf, feels they have a grievance, it shall first be discussed with the person directly involved, generally the classroom teacher. If the problem is not settled satisfactorily, is to be discussed with the principal of the school. If it is not settled satisfactorily by the principal, it is to be discussed with the Superintendent of schools. The objective of all parties is to resolve the matter quickly in an informal manner.

FORMAL PROCEDURE

If a grievance is not settled satisfactorily through the informal procedure, the complainant will file a written grievance with the person directly involved who will arrange a meeting with the complainant within three (3) school days and respond with a decision and reasons in writing within three (3) school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the principal of the school within three (3) school days. The principal will arrange a meeting with the complainant and, if necessary, with the person or persons alleged to have caused the grievance and respond with a decision and reasons in writing within six (6) school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the Superintendent of schools with six (6) school days. The Superintendent will arrange a meeting

with the complainant and with any other persons necessary within six (6) school days after the receipt of the grievance and respond with a decision and reasons in writing within six (6) school days after the meeting.

INDIVIDUAL CLASS GUIDELINES

Classroom teachers are to establish reasonable rules and expectations for their individual classes. Specific guidelines may be needed to conduct specialized classes, class assignments or expectations levels needed for an environment conducive to learning. These rules will be explained and distributed in writing to each student on the first day of class. Students are expected to follow these guidelines and accept the consequences of their actions. Classroom rules shall not be more restrictive than the requirements set forth in this handbook nor conflict with Board Policy.

RESTROOM BREAKS

Restroom breaks are available before and after class. Students are permitted to use the restroom during class only in the case of an emergency. A teacher will provide a pass when a student uses the restroom during instruction. Being in the restroom without a pass, loitering for extended periods of time and socializing in this area will be considered cutting that class.

EQUIPMENT

Students who are issued school equipment are responsible for the issued items and will be charged the replacement fee if the items are not returned by the designated date of return.

LOCKERS AND LOCKS

Lockers and combinations to lockers will be assigned to all FHS and MMS students. Any change of lockers must be approved in advance by the Associate Principal. Lockers are school property and it is considered a privilege to use them. They may be searched for reasonable cause at any time. The school may hold periodic locker inspections. Students will be required to open lockers for the general inspection. It is the student's responsibility to provide their own lock for gym lockers and are encouraged to do so.

FEES

Most educational expenses are paid from the school district's general operating fund. However, certain courses have a fee assigned to underwrite the cost of expendable supplies. Payment of these fees is recognized as part of the responsibility of the student and parent. Students are required to pay fees for materials they will use throughout the year, including workbooks and other consumable supplies. The amount of your fees will be listed on your schedule of classes. All fees will be collected at the beginning of the school year. Checks should be made payable to the *Fairview Park Board of Education or Fairview Park City School District*. **Students will not be permitted to participate in athletics, the school fundraiser, school dances (including Homecoming, Winter Formal and Prom) or other activities until fees are paid. (ORC.3313.642C) Additionally, the purchasing of *non-essential items* at school such as school pictures will be prohibited until such time that fees are paid.**

PAYMENT OF SCHOOL FEES

All Fairview Park City School District school buildings are cashless. When sending in payments for school field trips, fundraisers, lunches, student fees etc., please send a check or money order made payable to the Fairview Park Board of Education. In addition, parents are welcome to pay fees using the online program Pay Schools Central. You can access the link on the

district website: www.fairviewparkschools.org or at www.payschoolscentral.com. Please note there is a small transaction fee for using this service. Pay Schools Central is a convenient method to pay student fees, but not required by the district.

Payschoolscentral.com

Register: A parent or guardian completes the online form that includes their credit card information. An email with a validation code is then sent to the address that was entered during the registration process.

- Validate: The parent or guardian enters the validation code, which activates their account.
- Add Students: Once a registered PaySchools Central member, the parent or guardian can begin to add students to their account. To accomplish this, you must know your child's student ID number, school and grade. This is a requirement for registering your student to the account. If you or your child does not know their six (6) digit student ID Number, you may call the school and they will provide it to you.
- Deposit: Using the Make Payment page, you can now deposit money into any or all of your student's accounts. Money deposited before midnight will typically be posted to the students account by the following morning.

TEXTBOOKS & COMPUTERS

Students are responsible for their books and computers. They must pay for lost or misused books and computers. The amount will be determined by the condition or the cost of replacement. Lost textbooks must be paid for before a new book will be issued. If the lost book is returned, money will be refunded.

TELEPHONES

Students will not be permitted to answer the telephone except in urgent cases. There is a phone a student may use (with permission) in the main office. Please be considerate of other persons needing to use the phone and calls should be limited to three (3) minutes. Permission from faculty or staff must be obtained prior to phone usage during the school day.

HEALTH SERVICES CLINIC

The school nurse is available during the school day. A student who becomes ill or is injured during the school day should obtain a pass to the clinic from their teacher. If the student is ill enough to be sent home, a call will be made to their parent/guardian. Students will remain in school until a parent/guardian is reached. If after a brief stay in the clinic, they feel better, students may be sent back to class. In the event of an extreme emergency, the Fire Department Emergency Squad will be called.

REQUIRED ROUTINE HEALTH SCREENINGS by the school nurse FOR HIGH SCHOOL STUDENTS

DO WE NEED TO ADD – the HB8 items regarding notification of

- Vision and hearing for all students in the 9th grade and all new students in grades 10, 11,12
- Vision and hearing screenings can also be requested by students, parents or staff
- Ohio Senate Bill 210 requires that 9th graders be weighed and measured for the purpose of obtaining their BMI (Body Mass Indes), A summary of the BMI data, without student names, is then provided to the State of Ohio. Results of your child's BMI assessment will be mailed to your home.

If a student is not to participate in any of the above screening programs, the school nurse must be notified by September 1st of the current school year. If parents would like to discuss any health concerns, the school nurse may be contacted by calling the high school office.

MEDICATION ADMINISTRATION AT SCHOOL

There are situations in which students are able to attend school regularly only while taking medication for a disability, illness or when otherwise prescribed by a physician for the students well-being. No student is permitted to carry, take or use on their own, any medication (prescription, non-prescription/over-the-counter medicine, including cough drops, throat lozenges, topical creams or ointments.) Exceptions will be made in special circumstances with self- contained, self-administering devices, like intravenous or infusion systems or when a physician so indicates in writing as described below. **If possible, all medications should be given by the parent(s) at home**, or the parent(s) may come to school and give medication to their children. When any student must take medication at school, all medications will be administered by school personnel in accordance with the Medication Administration policy and guidelines. No student may give, distribute or make available to other students any prescription, non-prescription/over-the-counter medications.

For the purpose of this policy, the term medication is defined as any prescription, non-prescription/over-the-counter medication.

There may be students, specifically in grades 7-12, who require the use of an inhaler or other medication to be self-administered during the school day. These students **must** have a ¨Self-Administration of Medication Form¨ completed and signed by the doctor and parent(s) on file with the school nurse. All forms will be kept in the school office.

All medication administered by school employees must be prescribed by a licensed physician, who along with the parent, must complete the Parent/Physician Administration of Medication Form. No medication shall be dispensed, administered or made available to students by school personnel unless in compliance with this policy. In case of emergency, any employee is authorized to administer medication. For purposes of this policy, an emergency is defined as any life-threatening or other serious situation where the medication must be administered immediately, or if the medication must be administered at a particular time and no other employee authorized to administer the medication is available.

1) All school personnel must be informed that the administration of any medication (prescription or non-prescription/over-the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2) The Fairview Park Board of Education authorizes building principals in collaboration with the school nurse; to identify which Board hired employees will administer medication during the school day. These designated persons will be trained by the school nurse and delegated the responsibility according to policy. The annual training specifies guidelines, procedures and documentation required for administering medications to students. In compliance with State Law (ORC. 3313.713C), the following requirements must be met before the employee may administer the medication.
3) Parent must complete the required Parent/Physician Administration of Medication school form that includes a written request from the physician for medication to be administered to the student.

The prescribing physician's signed authorization portion of this form must include the following:

- The student's name and address
- The school and class in which the student is enrolled
- The name of the medication and the dosage to be administered
- The times or intervals at which each dosage is to be administered
- The date the administration of the medication is to begin
- The date the administration of the medication is to end
- Any severe adverse reactions which should be reported to the doctor and at least one (1) telephone number where the doctor can be reached in an emergency
- Any special instructions for administering the medication, such as storage requirements or sterile conditions

4) The parent/guardian of the student must agree to submit a new revised Parent/physician Administration of Medication form if any of the information required is changed.
5) The medication must be received in the original container in which it was dispensed by the doctor or pharmacist.
6) Parents must agree to bring the medication (and any refills) to the school office and **not** send it with the student. Empty bottles are to be given to parents when they bring in the new medication. At the end of the school year, any medications not picked up by the parent after two (2) weeks will be discarded.
7) Each building principal shall establish a location in each school building to store the medications that are to be administered. The medications are to be kept in a secured, locked storage cabinet. Medication that requires refrigeration may be kept in a refrigerator in an area not commonly used by students. Exceptions may be made when inhalers need to be kept in a classroom.
8) An individual student medication log will be maintained and will include the date, time and initials of the person administering each dose of medication.

The law protects those persons authorized to administer medication from liability for civil damages and for administering or failing to administer the medication unless they acted in a manner that would constitute gross negligence or wanton or reckless misconduct. The School Board will not require an employee to administer medication to a student if the employee objects to administering the medication on the basis of religious conviction. (Adoption date: *March 8, 1993*; revision *March 11, 1996*; revision *May,1999*. Legal Refs. ORC 2305.23; 2305;231;3313.712; 3313.713; OAC 3301-35-03).

MEDICATION POLICY

The following is a summary of the Medication Policy addressing students taking/carrying any medication while at school. This refers to all medications, prescriptions or non-prescription. Medications to be taken routinely or on an as needed basis during the school day will be administered from the office by trained school personnel only after required forms signed by both parent and physician are received.

Students who are to carry specific medication or use inhalers must also have the required forms signed by both parent and physician on file in the office. **SCHEDULE #2 DRUGS** (i.e. Ritalin, Adderall) may not be carried by students.

The specific requirements for compliance with this policy are outlined on the required forms which can be obtained in the office and on the Fairview Park City Schools website. Students may not give or make available any medication to another student.

PARKING PERMITS

Parking on school property is a privilege, not a right. In general, it should not be necessary to drive to school. However, parking permits may be issued provided that the following requirements can be met:

- Valid driver's license (copy must be provided)
- Liability insurance policy number
- Driving permit application signed by parent or guardian
- Student agreement to abide by all regulations prescribed by school authorities which will be given at the time of application
- Administration discretion to remove the permit at any time.

When entering the parking lot, please turn down the volume on your car stereo/CD player, etc. Cars illegally parked in the school lots during the school day are subject to towing. Legal steps have been taken to allow us to tow at the owner's expense. Students who allow another person to use their parking space or permit may lose their parking privileges. Parking assignments are non-transferable. Any student who sells or buys a parking space from another student will lose parking privileges and will receive further discipline. The Board of Education assumes no liability on persons or vehicles using the lot 24 hours per day, all days.

LOSS OF PRIVILEGES

DRIVING TO SCHOOL

Parking privileges may be revoked for violations of the student code of conduct and/or failure to follow school rules. Cars parked illegally on FPCS property may be towed at the discretion of the administration and may result in the loss of further driving privileges. Any student who operates their car in a reckless manner will be subject to discipline and may lose the right to park on school grounds.

DRIVER'S LICENSE SUSPENSION

Written notice to the Registrar of Motor Vehicles and/or Juvenile Court may be issued by the Superintendent on any student who:

1) Is classified as a school dropout;
2) Has been absent without legitimate excuse (or extenuating circumstances as determined by the principal) for more than ten (10) consecutive school days or at least fifteen (15) total school days; or

Is suspended or expelled from school for using or possessing a drug of abuse or alcohol

As a result of this notification, the student's temporary instruction permit or operator's license may be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and the student's parents in writing of this action. The student and their parent/guardian could appear in person at a scheduled date, time and place before the Superintendent/designee to challenge the information provided to the Superintendent.

WORK PERMITS

Part-time work permits are required for after-school, weekend or vacation jobs before a student can be legally employed under the Ohio State Labor Laws. For a full-time permit, the applicant must be over fourteen (14) years. Applications may be secured from the middle school

office. The applicant must present proof of their birth date. A physical examination is necessary before the permit can be granted.

SCHOOL ENVIRONMENT

ANNOUNCEMENTS AND BULLETINS

All announcements require administrative approval.

ASSEMBLIES

Assemblies are presented periodically for the purpose of encouraging school spirit, presenting speakers, and recognizing special achievements. Students are expected to be quiet, attentive, and cooperative. Students who cause a disturbance will be removed from the assembly and referred to the office for discipline. Their attendance at future assemblies may be denied. All students must report to their classes before all regular assemblies unless otherwise notified by the administration. Seating in the auditorium and/or gym will be by assigned seats unless announced differently. Students are required to attend all assemblies unless prior arrangement is made with an administrator. Cutting an assembly will be treated as a class cut for that period.

ATTENDANCE

Attendance will be taken by each teacher at the beginning of each period.

BEHAVIOR FOR SUBSTITUTES

Substitute teachers are guests in our schools and play an extremely important role in our school day. They have a very difficult job to perform and students are expected to give them the utmost respect and cooperation. Students misbehaving for substitute teachers will be dealt with severely and may be subject to additional consequences.

BICYCLES

Our school advocates the use of bicycle helmets at all times. Bicycle riders must ride on the sidewalks, walk across all street crossings, and in front of the school when buses are loading and unloading and walk down the school walk to bicycle racks. All bikes are to be locked when parked on school property. **The administration, staff, and Board of Education of the Fairview Park City Schools assume no responsibility for bicycles that are stolen or damaged while on school property.**

CAFETERIA

The large majority of those using the lunchroom need no instruction on how to behave, but it should be made clear that all are expected to exhibit good manners, talk in normal tones and dispose of trash. Students are to remain in the cafeteria until the dismissal bell sounds. Students wishing to leave the cafeteria during their lunch time must get permission from staff.

CAFETERIA GUIDELINES

1) Students are to be in the cafeteria during the designated lunch periods
2) Only the appropriate number of students may sit at a table, Tables are NOT to be pushed together to make one large table
3) Students are to begin “clean up” five (5) minutes before dismissal
4) Students may ask to use the restroom one at a time during lunch. Only the downstairs restrooms are to be used

5) Students are responsible to clean up after themselves (both on the table and floor) throw away garbage, and return trays to the appropriate area. If a table or immediate area is not cleaned up, the entire table is responsible
6) Students are expected to demonstrate good manners and talk in normal tones
7) Students' 6th – 8th are not permitted to have their laptops in the cafeteria during lunch periods
8) Throwing food, trach or other objects is prohibited
9) Food/drinks may not be taken from the cafeteria
10) The cafeteria line will be closed five (5) minutes before the end of the period
11) Stealing food or other items will result in a minimum of three (3) days OSS. In addition, the police will be notified

CONSEQUENCES

Consequences may include warnings, changes in seating, detentions, loss of privileges, extended detentions, or suspensions determined upon the severity or frequency of offenses.

CHANGING CLASSES

Classes are dismissed by the teacher and not the bell. There are three (3) minutes between each class which allows plenty of time to reach any section of the building with proper planning.

DANCES - FHS

All school dances are open only to Fairview students in grades 9-12. FHS Students are allowed to bring one (1) guest (of high school status or older) as long as the dance permission form is correctly completed and turned in on time. Students must arrive at FHS dances no later than 7:00pm and depart no earlier than 9:00pm. No guests over 20 years old are allowed at school related dances (including prom). A student who engages in misconduct off of school property at a sponsored event that is connected to activities that have occurred on property owned/controlled by the district, or who engages in misconduct while off school property or at a non-school sponsored event, directed at a district employee or official of the property, is subject to suspension and/or expulsion.

FOOD & DRINK

Drinks will be allowed during the school day provided the container can be sealed when not in use. Plastic bottles of water/soft drinks can be permitted in the classroom **with the permission of the classroom teacher** as long as they have the screw-on type caps. Not all teachers allow drinks in their rooms; therefore, drinks may need to be left in the student's backpack or locker during certain classes. When this drink rule is violated, the teacher will ask the student to put the drink away or leave it with the teacher until the end of the period at which time the drink will be returned. Students who repeatedly violate the classroom teacher's drink policy will face disciplinary action. All food, candy and snacks will be consumed in the cafeteria area during the regular school day. Eating in the hallways and classrooms encourages insects, rodents and unsanitary conditions for everyone. **The only eating exception** will be classroom celebrations/parties which are organized, supervised and approved by the classroom teacher and administration. It is expected that all left-over food and drinks will be cleaned up and removed from the room at the end of each period. Food should not be left overnight in any classroom area. To discourage eating in our hallways and classrooms during the day, it may be necessary to turn off the food and candy machines once school starts, except for the lunch periods. Generally speaking, the machines will be on both before and after school. Please be aware that all food and snacks that are eaten before or after school need to be consumed in the cafeteria area. Your cooperation is both expected and appreciated. Violators may face disciplinary action.

ELECTRONIC DEVICES POLICY

This policy will be enforced when a personal electronic device is clearly visible and/or being used by students during school hours.

To ensure a focused and engaging school environment, students are prohibited from operating personal electronic devices (including cell phones, smartwatches, tablets, etc.) **between 7:30am and 2:57pm.** Students should bring only items necessary for school activities and are responsible for securing their personal belongings. The Fairview Park City Schools is not responsible for lost or stolen items.

Violations of this policy will result in the following disciplinary actions:

1) **1st Offense:** Staff confiscation of the personal electronic device. It will be returned to the student at the end of the school day at the respective building's main office.
2) **2nd Offense:** Staff confiscation of the personal electronic device. The item must be picked up by the parent(s)/guardian prior to 3:30pm. Extended Tuesday Detention will also be assigned.
3) **3rd Offense:** Staff confiscation of the personal electronic device. The item must be picked up by the parent(s)/guardian during a meeting with the principal or designee to discuss the student's device usage during the school day. Three days of In-School Restriction (ISR) will also be assigned.
4) **Subsequent Offenses:** Staff confiscation of the personal electronic device. The item must be picked up by the parent(s)/guardian during a meeting with the principal or designee to discuss the student's device usage. **Progressive out-of-school suspensions** will be assigned, beginning with one day of suspension, with further suspensions depending on the frequency of the violations.

Refusal to Surrender Devices: Any student who refuses to hand over the personal electronic device upon request from a staff member will face additional disciplinary action (Reference: Student/Parent Handbook, Page 27, R: Insubordination/Defiance).

HOMEROOM

Homeroom is for the purpose of locker assignment and distribution of materials. Homeroom will be arranged alphabetically by grade and will meet as needed. Students failing to attend homeroom will be issued an appropriate discipline.

SCHOOL ACCESS HOURS

The school is available to students from 7:00 a.m. to 3:30 p.m. daily. Students are to be in the cafeteria during non-classroom hours, up to fifteen (15) minutes before and after school. Exceptions to this rule are students in the library and students involved in athletics, activities, clubs and appointments.

All students who are not remaining in the building for athletic or extracurricular activities must leave the premises no later than 3:30pm. Any student remaining in the building after 3:30pm must be supervised by a district approved coach or advisor at all times.

OPEN CAMPUS

Senior Students:
Seniors at Fairview High School have the opportunity to enjoy Open Campus privileges, which include leaving the school grounds during any assigned study hall periods as well as between the hours of 10:42 am and 11:45am (L1 and L2)

Junior Students:
Juniors are required to attend all assigned study halls but may leave campus during the hours of 10:42 am and 11:45am (L1 and L2)

Open Campus Rules and Guidelines:
To ensure that this privilege is used appropriately, the following rules must be observed:

1) **Departure Time:** Juniors and seniors must leave the building within five (5) minutes of their last class before the designated open period.
2) **Study Hall Attendance:** If a senior is opted out by their parent/guardian or loses their Open Campus privilege, they must attend their assigned Senior Study Hall.
3) **Schedule Changes:** no changes will be made to accommodate Open Campus privileges.
4) **Food and Drink:** Students may not bring food or drink back into the school.
5) **Rules Compliance**: all school rules apply during the designated open period. If an open Campus student decides to not leave the building on any given day due to weather, workload, etc., the student should report to the cafeteria and remain there until their next class begins.

Consequences: Failure to adhere to these rules will result in the revocation of Open Campus privileges for the remainder of the quarter and the student will be required to attend any scheduled study hall or cafeteria lunch assignment.

Loss of Privilege Criteria:
Senior privileges may be revoked for the following reasons:

1) **Tardiness:** Two tardies to the class following the designated open period
2) **Suspensions:** Receiving an In-School or Out-of-School Suspension
3) **Academic Performance:** Receiving a failing grade in any class
4) **Absenteeism:** Being absent for more that ten (10) days during the school year
5) **Unauthorized Presence:** Repeatedly remaining on school grounds without authorization during the pen period
6) **Food Violation:** Bringing food back into the building
7) **Additional Malfeasance:** Any other infractions deemed inappropriate by the administration

Procedure: All junior and senior students are automatically eligible to participate in this privilege at the beginning of the first quarter (first day of school). During Homeroom on the first day of school, students will be given their student ID card with the Open Campus eligibility sticker affixed to the back of the ID to leave and return to the school. Open Campus stickers will be updated each quarter the HS Associate Principal.
**Note:* Junior and senior students may be required to remain in the building during L1 and L2 periodically for mandatory meetings/assemblies. In the event of this, students will be given advanced prior notice of these dates to ensure they plan accordingly.

Opt-Out Option: Parents/guardians who wish to opt their student out of the Open Campus privilege should contact FHS Associate Principal at (440) 356-3500 ext.4101.

STUDY HALL

Study halls are assigned for purposeful study of one or more subjects. The following rules will be observed:

1) Students will report on time with appropriate school work or other appropriate study materials
2) Students will sit in their assigned seats
3) No talking
4) Students will not normally be permitted to go to their lockers during study hall – arrive prepared
5) Students wishing to be excused from study hall to go somewhere else must present a pass t the monitor at the beginning of the period
6) Students wishing to be excused for the entire semester must obtain a "Teacher's Aide" slip from the Attendance Office and submit it to the study hall monitor at the beginning of the semester; students excused from the study hall must be under the direct supervision of a staff member.
7) Restroom passes may only be issued the last fifteen (15) minutes of study hall and only one student per gender at a time. Only the upstairs restrooms may be used. Restroom passes are not issued during the 4, 5, 6 lunch periods.
8) The study hall monitor may institute any other rules which are deemed necessary to operate an effective study hall.

CONSEQUENCES

Consequences may include warnings, detentions, loss of privileges, extended detentions, or suspensions determined by the severity of offenses.

DOORS

At no time are students or staff permitted to open any school door for the purpose of allowing someone to enter the building. All students and visitors must enter through the designated entrances of the school building. Students reported opening non-authorized doors throughout the school day will face disciplinary measures up to and including out of school suspension.

EMERGENCY PROCEDURES

EMERGENCY EVACUATION

Following a P.A. announcement explaining the evacuation, students are to proceed to the exit by the nearest door. All students are to wait in the general fire drill areas for further instructions. As in fire drills, we ask that they remain quiet so that instructions and explanations can easily be made.

FIRE DRILLS

Fire drills are required by law to protect lives in case of danger within the building. When the fire signal is heard, the following rules should be observed for the safety of all:

- Walk in a single file to the assigned area, do not run or panic. Leave the school quickly and quietly.
- If an assigned exit is blocked, groups using this exit must use alternative routes and exits.
- Sidewalk entrances and driveways must be kept clear for arriving firemen. Teachers and students are to move away from the building and clear all entrances.

LOCKDOWN
Teachers should follow procedures outlined in the Fairview Park City Schools: Safe Schools Crisis Handbook.

TORNADO DRILLS
Such drills will be announced over the P.A. during April and May each year. Classes will be dismissed into the lower halls where teachers will line students up along the "safe walls". Students will then fill in the center of the hallways.

COMPLAINT PROCEDURES
The Board of Education maintains a procedure for handling complaints. Parents are encouraged to communicate with the person with which the issue is occurring. If the issue is unresolved then the parent may contact the building administrator for additional direction.

SEE THE FOLLOWING WHEN YOU HAVE A PROBLEM!

PROBLEM	PROBLEM SOLVER
Absence (extended) from school	Building Administrator
ACT/PSAT/SAT	Counselor Appointments
Attendance	Attendance Office
Athletics	Athletic Director
Change in Grade Status	Counselor
Class Schedule	Counselor
Club Activity	Athletic Director
College Information	Counselor
College Visit	Attendance Office