

Fairlawn Local Schools

HS/MS STUDENT-PARENT HANDBOOK

2024-25



Mission of the School District

Community + Commitment = Quality Education

Fairlawn Local Schools
18800 Johnston Rd
Sidney, OH 45365
(937)492-5930
<https://www.Fairlawn.k12.oh.us/>

Welcome to Fairlawn Local Schools. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to review and discuss information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

John Stekli, Principal

stekli@fairlawn.k12.oh.us

Rachel Gernert, Guidance Counselor

gernert@fairlawn.k12.oh.us

Gretchen Hageman, School Secretary

hageman@fairlawn.k12.oh.us

John Holtzapple, Superintendent

holtzapple@fairlawn.k12.oh.us

Teacher Directory

Teacher	Subject	Email
Matt Hickman	MS Math and SS	mhickman@fairlawn.k12.oh.us
Jodi Hickman	MS RLA	hickman@fairlawn.k12.oh.us
Tammy Langston	MS Science	langston@fairlawn.k12.oh.us
Heather Jenkins	MS and HS Math	jenkins@fairlawn.k12.oh.us
Katrina Maxson	MS SS HS Computers	maxson@fairlawn.k12.oh.us
Liz Maxson	HS RLA	lmaxson@fairlawn.k12.oh.us
Troy Opperman	HS Math	opperman@fairlawn.k12.oh.us
Cory Huelskamp	HS Social Studies	huelskamp@fairlawn.k12.oh.us
Chris Clark	HS Science	clark@fairlawn.k12.oh.us
Jaime Allen	Expanded Learning	allen@fairlawn.k12.oh.us
Todd Heckman	HS P.E.	heckman@fairlawn.k12.oh.us
Kevin Gump	Health	gump@fairlawn.k12.oh.us
Kara Wiley	MS/HS Art	wiley@fairlawn.k12.oh.us
Jacque Jenkinson	MS/HS Band	jenkinson@fairlawn.k12.oh.us
Summer Holland	Spanish	holland@fairlawn.k12.oh.us
Sonya Phillips	MS/HS Choir	phillips@fairlawn.k12.oh.us
Jenna Lochard	Intervention Specialist	lochard@fairlawn.k12.oh.us
Jackson Smith	Intervention Specialist	jackson.smith@fairlawn.k12.oh.us
Allison Hafer	Intervention Specialist	hafer@fairlawn.k12.oh.us
Tara Berning	Family Consumer	berning@fairlawn.k12.oh.us
Nathan Sailor	Vo Ag	sailor@fairlawn.k12.oh.us

2024-2025 School Year Calendar

Fairlawn Local Schools

AUGUST						
S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August
 Wednesday, August 14th
 Thursday, August 15th
 Tuesday, August 20th
 Wednesday, August 21st
 Thursday, August 22nd
 Friday, August 23rd

Teacher Workday / Open House 4-7 PM
 Teacher Professional Development
 First Day of School for 1st-12th Grade / A-1 Kindergarten / Prek @ the Park
 M-Z Kindergarten / A-1 Prek
 All Kindergarten / M-Z Prek
 All Prek

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September
 Monday, September 2nd

No School - Labor Day

End of First Quarter - Two-hour early dismissal
 Teacher Professional Development - No School for Students
 Second Quarter Begins

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November
 Thursday, November 7th
 Thursday, November 14th
 Wednesday, November 27th through Friday, November 29th

Parent/Teacher Conferences - Two-hour Early Release (1:30-7 PM)
 Parent/Teacher Conferences - Two-hour Early Release (1:30-7 PM)
 No School - Thanksgiving Break

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December
 Friday, December 20th
 Monday, December 23rd through Friday, January 3rd

Two-hour early dismissal - Christmas Break Begins
 No School - Christmas Break

Teacher Professional Development - No School for Students
 Classes Resume
 End of Second Quarter - Two-hour Early Release
 Third Quarter Begins
 No School - Martin Luther King Jr. Day

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January
 Friday, January 3rd
 Monday, January 6th
 Friday, January 10th
 Tuesday, January 13th
 Monday, January 20th

Teacher Professional Development - No School for Students
 Classes Resume
 End of Second Quarter - Two-hour Early Release
 Third Quarter Begins
 No School - Martin Luther King Jr. Day

Parent/Teacher Conferences - Two-hour Early Release (1:30-7 PM)
 Parent/Teacher Conferences - Two-hour Early Release (1:30-7 PM)
 No School - Presidents' Day

Third Quarter Ends - Two-hour Early Release
 Fourth Quarter Begins

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February
 Tuesday, February 6th
 Thursday, February 13th
 Monday, February 17th

Graduation: 1:30 PM
 Last Day of School for Students - Two-hour Early Release
 Teacher Workday

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instruction: 42
Parent/Teacher Conf.: 1
Professional Development: 2

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instruction: 48
Parent/Teacher Conf.: 1

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instruction: 41
Teacher Work day: 0.5

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Make-up days if needed: Martin Luther King Jr. Day, Presidents' Day, Spring Break, and additional days will be added to the end of the year

Bell Schedule

Regular Bell schedule

1st	8:00 - 8:46	
2nd	8:49 - 9:34	
JET	9:34 – 9:49	
3rd	9:52-10:37	
4th	10:40 – 11:25	K-5 Lunch 10:40 - 11:40
5th	Lunch Grades 5-8 11:25 - 11:55	Class Grades 9-12 11:28 - 12:12
	Class Grades 5-8 11:58 - 12:42	Lunch Grades 9-12 12:12 - 12:42
6th	12:45 - 1:31	
7th	1:34 - 2:20	
8th	2:23 - 3:10	

2hr Delay

1st	10:00 - 10:26	
2nd	10:29 - 10:54	
3rd	10:57 - 11:22	K-5 Lunch 11:10 – 12:10
4th	11:25 - 11:50	
5th	Lunch Grades 5-8 11:50 - 12:20	Class Grades 9-12 11:53 - 12:25
	Class Grades 5-8 12:23 - 12:55	Lunch Grades 9-12 12:25 - 12:55
6th	12:58 - 1:39	
7th	1:42 - 2:23	
8th	2:26 - 3:10	

2hr Early Release

1st	8:00 - 8:32	
2nd	8:35 - 9:07	
3rd	9:10 - 9:42	
4th	9:45 - 10:18	
5th	10:21 - 10:53	K-5 Lunch 10:53 - 11:43
6th	10:55 - 11:27	
7th	Lunch Grades 5-8 11:27 - 11:57	Class Grades 9-12 11:30 - 12:02
	Class Grades 5-8 12:00 - 12:32	Lunch Grades 9-12 12:02 - 12:32
8th	12:35 - 1:10	

3hr Delay

1st	11:00 -11:20	
3rd	11:23 - 11:43	K-5 Lunch 11:10 - 12:00
5th	Lunch Grades 5-8 11:43 - 12:13	Class Grades 9-12 11:46 - 12:20
	Class Grades 5-8 12:16 - 12:50	Lunch Grades 9-12 12:20 - 12:50
2nd	12:53 - 1:18	
4th	1:21 - 1:46	
6th	1:49 - 2:14	
7th	2:17 - 2:42	
8th	2:45 - 3:10	

Nondiscrimination

Nondiscrimination extends to students and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

Fairlawn Local Schools does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Students who engage in discrimination of another student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against a student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:

Title: Superintendent
Address: 18800 Johnston Road, Sidney, Ohio 45365
Phone number: 937-492-5930
Email: available on district website

Foreward

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the building principal. This handbook reflects the current status of the Board's policies and the school's rules for the current school year. Copies of current Board policies and regulations are available on the district's web site.

School Day

School is in session from 8:00 am until 3:10 pm.

New Students Entering School

Students who desire to attend Fairlawn Local School must follow several guidelines. The parent (or custodial parent) or guardian of the student must live in the Fairlawn Local Schools or comply with the rules of open enrollment. Students who plan to attend must come to the school with a parent or guardian and complete a registration packet. Records from the student's previous school must be attainable for the student to proceed at Fairlawn School. The parent/guardian must furnish a copy of the student's birth certificate and immunization records. In the case of court-ordered custody of a student, the parent must present the proper and acceptable court documents before the student will be admitted to school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the principal.

Withdrawing from School

Parent/guardians of students who are leaving the school district due to moving, change of parental custody, or other acceptable reason must complete a withdrawal form. The student and/or parent/guardian must return the completed form to the office at least five days before the final day of the student. Any assigned school fees are to be paid at the time of withdrawal.

Guidance/Academics

Fairlawn has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Scale

A – 100-93	B – 92-85	C – 84-75
D – 74-65	F – 64 and below	

Grade point average is calculated on a 4.0 basis as follows:

A 4 Points	D 1 Point
B 3 Points	F 0 Point

STUDENT PROGRESS REPORTS TO PARENTS

The Board believes that it is essential for parents to be kept fully informed of their children’s progress in school. The type of progress reports sent to parents are devised by the professional staff in cooperation with parents.

Written reports are provided to parents of children in grades 6 through 12 four times per year. Progress reports are provided to parents at the completion of each grading period. Interim reports are available electronically through Progress Book but a parent can request a paper copy by contacting the office. Conferences with parents are used as an integral part of the reporting system.

GPA
GPA is computed by dividing the total number of points earned by the total number of credits attempted. Grade point average is listed on report cards for each grading period. In addition, GPA is computed at the end of the year for grades 9, 10, and 11, and at the end of the first semester as well as the end of the year for seniors. A cumulative GPA is kept for grades 9, 10, 11, and 12. Grade point average and a cumulative GPA are used for listing on the honor roll, determination of the senior valedictorian and salutatorian, establishing class rank, awarding some scholarships, gaining acceptance to some colleges and universities, as well as other functions. For questions about student grade point average, contact the guidance counselor.

Honor Roll
The honor roll will be listed for each of the four grading periods for the school year. Grade point average will be used to determine the honor roll. There will be three categories:
Highest Honors 4.0 (A’s in all classes)
High Honors 3.999-3.5
Honors 3.499 – 3.0

Dropping Classes
Student may drop a course within 3 days of the start of the year or semester if it is a semester course. After that time period, students are not permitted to drop courses unless there are extenuating circumstances that we are approved by the principal. The student must have parent permission, have discussed concerns with the teacher, and have taken steps to resolve those concerns.

Study Halls
In general, students may not have more than one study hall during the school day. If a student is enrolled in a college level course, then that student may be assigned to two study halls to accommodate the advanced academics.

Graduation Requirements

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>District Minimum</u>		<u>Statutory Graduation Requirements</u>	
English Language Arts	4 units	English Language Arts	4 units
American History, American Government and World History	3 units	History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Fine arts	1 unit	Social Studies *	2 units
Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units
Math, including one unit of Algebra II or its equivalent **	4 units	Math, including one unit of Algebra II or its equivalent **	4 units
Health	½ unit	Health	½ unit
Physical Education	½ unit	Physical Education	½ unit
Financial Management	1 unit		
Electives ***	<u>6 units</u>	Electives ***	<u>5 units</u>
Total	22 ½ units	Total	20 units

Students can earn high school credit for the following courses while in 8th grade: Health, PE and Algebra I.

The statutory graduation requirements also include:

1. * students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations “as part of the required social studies units”;
2. ** students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
3. *** student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and

consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements, the Board requires a minimum of .5 units of financial management as one of the electives;

4. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.

Beyond meeting course requirements student must also meet graduation requirements set by the state of Ohio. The current requirement can be found at: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

Scheduling Process

The school counselor will update the course registration booklet every year prior to holding scheduling sessions with students. She will provide a copy of the updated course booklet to students via TEAMS and/or other electronic sources. The booklet highlights graduation requirements for all students in high school for the upcoming school year.

Scheduling sessions will be held with students in January/February of each school year. Grades 6-10th grade sessions will be held in group settings during their English classes. Along with the course booklet, each student will be provided a hard copy of all the courses he/she will be able to take in the following year. The school counselor will ask students to indicate whether he/she would like to sit down for a one-on-one meeting at this time.

The school counselor will meet with juniors (seniors for the next year) individually. The meeting will include a transcript audit portion, as well as signing up for classes next year.

STATE BOARD OF EDUCATION APPROVED CRITERIA DIPLOMA WITH HONORS

To earn an honors diploma, students must complete the following:

1. Successfully completes the high school curriculum or individualized education program developed for the student by the high school.
2. Successfully complete state graduation requirements based upon the year of their class.
3. Meets the criteria for honors as prescribed by the Ohio Department of Education. You can view the criteria by visiting their website <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

Selection of Valedictorian and Salutatorian

The valedictorian shall have the highest grade point average among the graduating seniors. If more than one graduating senior is determined to have the same highest grade point average, the Board shall designate each of these graduating seniors as "co-valedictorians."

If more than one graduating senior is tied with the second highest grade point average, the Board shall designate each student as "co-salutatorians."

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled at Fairlawn for the last six (6) consecutive semesters prior to graduation for purposes of determining such honors.

A student who was not part of the graduating class the previous year who meets the requirements of the Fairlawn Board of Education to graduate early and has a grade point average equal to or greater than either the current Valedictorian or the current Salutatorian shall be declared the "Valedictorian Graduating Early" or the "Salutatorian Graduating Early" depending on their grade point average. This honor shall only be awarded when the grade point average of the student graduating early equals or exceeds the current Valedictorian's or the current Salutatorian's grade point average. There will not always be a "Valedictorian Graduating Early" or the "Salutatorian Graduating Early."

At least twenty-two high school credits/units with grades must come from an accredited high school, college or university, and ten of the twenty credits/units must be taken at Fairlawn High School, Upper Valley JVS or through post-secondary options.

1. The Guidance Counselor shall compute the final grade point averages for graduating seniors using all grades received by the students for their final transcript prior to graduation. The school will announce the valedictorian and/or salutatorian after final grade point averages are complete Valedictorian and salutatorian accumulative ranking will be determined no later than the Wednesday before the date of graduation. This date is used in the attempt to include all grades, including vocational school and/or postsecondary options coursework.
2. If for some unknown reason grade information from the Upper Valley Career Center or Edison Community college (or other postsecondary institution) is delayed or unavailable and these grades may be a factor in the determination of the valedictorian and/or salutatorian, the determination will be made no later than the Wednesday before graduation. In such an instance, the current grade averages for the fourth quarter (on the Wednesday before graduation) will be considered the final grades for the purpose of selecting the valedictorian and salutatorian.

Early Graduation Policy

The Board acknowledges that most students derive the maximum scholastic and social benefits from a four-year high school program. However, students who accelerate through the District's academic program and complete the requirements of the Ohio Department of Education are permitted to graduate early.

Early graduation is available to high school students, provided they follow all of the requirements established for this purpose.

Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

COLLEGE CREDIT PLUS PROGRAM

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program.

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

Students in 7th-10th grade will not be permitted to arrive late/leave early from the regular school day at Fairlawn for CCP courses taught online. The only exception would be for an in-person CCP course that works with the master schedule at Fairlawn. Fairlawn courses take priority and will be the focus when developing student schedules. The school counselor and administration will work with the student and college as a team to decide if a schedule request can be honored.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

Students may receive credit at Fairlawn through the CC+ program during the school day. Students will enroll in courses offered by the cooperating university and taught by qualified Master Teachers within the students' own school system using university syllabi. After successful completion of the course, each student will earn college semester hours and will have a college transcript. In order to be eligible to participate, students must meet the guidelines set by the Ohio Department of Education.

Online credit recovery

A student will only be placed on credit recovery AFTER the course term has ended with the Fairlawn teacher of record. Example: Full-year courses will not be offered for credit recovery until the summer AFTER the course has been completed. The only exception will be for seniors when the credit is required for graduation.

CLASSES & CREDIT FLEXIBILITY – GRADES 7-12

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from "seat time" to performance. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

To complete requirements for graduation and receive a diploma, students at Fairlawn High School may choose from among the following:

1. Successful completion of traditional, Plato Blended Learning, Dual Enrollment, UVCC, or Postsecondary courses
2. Demonstration of mastery (including testing out) for FHS classes using such methods as taking course tests and exams, completing research papers and/or projects, lab activities (must be a part of a lab-based course), independent study, completing a portfolio.
3. Creation and successful completion of new courses incorporating the appropriate Ohio Academic Content Standards and using such methods as mentorship, internship, service learning, educational travel, independent study, or completing a portfolio.

The guidelines and procedures for 2 and 3 are listed below:

1. Students will have to apply and submit a proposal for each course to the high school principal or guidance counselor by August 1st of the current school year. Each proposal must include: (1) description of the method which will be utilized for credit flexibility; (2) identification of the learning outcomes for the proposed method [#4 above must include reference to Ohio Academic Content Standards]; and (3) description of the methods which will demonstrate mastery of the material to be covered. The proposal should include signatures from the student and a parent/guardian.
2. Proposals which are submitted will be reviewed by a committee which may include the principal, guidance counselor, and teachers of specific subject areas. The committee will determine if proposals are approved or rejected. For any proposal which is rejected, students will be given information why it was rejected. Students may make changes and resubmit a revised proposal for further review by the committee within two weeks of the original rejection. Students may only appeal one time per course.
3. Students will earn letter grades and percentages for any approved courses. The final grade will be calculated into students' accumulative grade point averages and appear on students' transcripts. Approved courses must follow scheduling and graduation requirements, and meet extracurricular eligibility requirements.
4. The lowest acceptable grade for demonstration of mastery or testing out is 93/A-.
5. Students with approved credit flexibility courses are still required to attend Fairlawn High School full time, unless release time is a part of the approved proposal.
6. Any and all costs which are a part of any approved course must be paid in full by the student.

CAPSTONE COURSE

The Fairlawn Agriculture Education Capstone Course is open to any senior and junior student that is a part of the Agriculture Education Course currently offered course. Students will earn 3 ¼ credits if all requirements are met in the specific Agriculture Education Course (1 Credit), SAE completion (1/4 credit) and capstone cooperative education experience (2 credits, equals 360 plus hours worked). 1 Credits earned would be 180 hours to 360 hours worked and 1/2 credit equals 180 hours to 90 hours. Anything less than 90 hours worked will be zero credit. Final discretion on the credits earned will be a decision of the Fairlawn Agricultural Education Instructor, High School principal and High School guidance counselor. Credits will be prorated, and reduction of credit value and grades will occur in May if total hour requirements are not met. Adjustments can be made due to lay-offs. You can start keeping track of your hours August 1st toward this year's capstone.

Student release time will be determined on an individual basis based on students' academic needs and intervention needed. Students must remember that they must be considered full-time students at Fairlawn, which is being enrolled in at least 5 courses.

Students must maintain a job that has been approved by the agricultural education instructor.

All students must keep a daily record of competencies performed, hours worked and earnings from the job in the AET online record book. AET record books will be graded and reviewed the Monday before each nine weeks is over and will be graded hours, pay and journal hours completed.

You are required to work a minimum of **360 hours** for the year to receive 3 credits for the capstone cooperative education experience; you must not stop working once you have worked 540 hours but work the entire year to receive credit for the class. Students are required to work a minimum of 10 hours per week during the school year. Students are required to work the minimum number of hours for the year, but there is no maximum number of hours for the year. If for some reason you become unemployed, students must be actively pursuing employment, you will be allowed two weeks to secure a new job. Students that are not working after 2 weeks will be placed back in school full time and need to realize that the credits earned for capstone are based on the number of hours that you work (see #1 for hours and credits received) Not receiving your full hours of work for capstone will also affect your grade in capstone. Students must notify the agricultural education instructor within 48 hours if they have lost employment.

You must inform the agriculture education instructor if you plan to quit your current job before you give your 2 weeks' notice, failure to do this will result in staying full time at school for 1 week.

Students that are not working and not looking for a job will be dismissed from the capstone cooperative education course. They will be required to stay at school for the entire school day.

Playing sports or doing other extracurricular activities is not an exemption from working; the student must work from school release time until your practice time, game time, or meeting time.

Your employer must sign an agreement stating they will sponsor your cooperative education and agree to Fairlawn Agriculture Education Instructor visiting your place of employment each nine weeks and your employer will complete a written evaluation every 9 weeks on your performance, rubric is attached.

Students must print off their grades themselves and give them to Mr. Sailor every 2 weeks through using ProgressBook. Failure to print grades will require students to stay extra after sign-out time to print grades. If students' grade in any class falls below a 70%, the student will be required to stay for a study hall/intervention/ come to school early until the

grade is above a 70% for the remainder nine weeks or midterm. Students must also maintain grades that are above the ineligibility standard; if students are placed on the ineligibility list, they will be placed in study hall for next nine weeks, and if grades improve above the ineligibility list, students will be able to be placed back in Agricultural Education Capstone program. If grades do not improve, students will be removed from the Agricultural Education Capstone program and permanently placed in study hall. Capstone students will be asked to come in early or stay later to receive extra help to improve their grades. The final decision is based on Fairlawn Agricultural Education Teacher and Fairlawn High School Principal discretion. THE STUDENT IS RESPONSIBLE TO PRINT THE GRADES BEFORE CLASS AND GIVE THEM TO MR. SAILOR.

If a student misses school, he/she will not report to work, and the student must notify the employer and school of their absence. If students are caught going to work and not attending school without proper permission, students will be removed from the capstone program for a certain amount of time determined by administration and Mr. Sailor. If students do not come to school but go to work, it is counted as an unexcused absence. However, students are still counted absent on the days that they go to work, it is just considered an excused absence. If students do not come to school but go to work, it is counted as an unexcused absence. **NOTE: The extra hours worked for your employer will be counted as hours against your school attendance like any other appointment or obligation.**

In case of a school delay, students will be following the delay schedule of the school and will be arriving late at work on these days; due to the students being dismissed later in the school day. The student is responsible for notifying the employer of delays as they occur.

In case of a school cancellation or a no school day, students may work on these days if it is safe for the student to get to work and approved by the employer.

Fairlawn Agriculture Education Capstone Course grades will be based upon 50% on Job Placement Record Books, including hours worked and 50% from the employer evaluation form.

The student must comply with business/company rules regarding dress codes, safety codes, work schedules and policies as deemed necessary by the employer.

Students that have 3 or more tardies per year and 1 or more unexcused absences per nine weeks will be subject to removal from the capstone program.

Each individual student must sign-out of the office each day before leaving school for work (no signing each other out).

This is important record keeping for the school office and failure to follow this rule can result in suspension from the capstone program.

It is important for capstone students to immediately leave the school grounds once they are released and report directly to work or home to prepare for work. Any student not following this requirement will be subject to removal from the capstone program by the principal and/or Ag Ed Instructor. It is important that students report to work daily.

Fairlawn Schools reserves the right to hold any student in school all day for any reason the school administration or staff deems necessary.

Students must realize that employers can terminate students at any time during their employment and that employment can end for the student once they graduate based on employer/employee wishes.

Capstone students need to have a legal driver's license and a dependable vehicle to participate in the capstone work program.

Capstone is an extension of school time therefore no tobacco/alcohol/drugs products should be consumed while at work during normally school hours, if caught you will be suspended as stated in the student handbook and removed from the capstone program.

Students are expected to report to work daily during school hours as part of the capstone program, unless arranged differently through the capstone supervisor and Mr. Sailor. It is highly recommended that the field of placement be in the agriculture field.

In addition to the record books that are due at the end of each nine weeks, capstone students need to turn in pay stubs for that time period of nine weeks, if no pay stub is given, they need to be keeping track of hours on a calendar and the calendar will be turned in, each nine weeks. It is important that accurate information is recorded and the important, accurate record keeping, and accountability is being taught as part of the capstone process.

It is the capstone students' responsibility to inform Mr. Sailor of major changes that are occurring at your place of employment, such as lack of hours, problems with staff/boss, change of responsibility, etc.

Failure to respect all teachers/staff/administrators at Fairlawn Schools and your capstone employer and co-workers will result in consequences. Any student that receives a formal written behavioral referral from any staff member (administration will then be involved) will result in first offense of one day removal of capstone (staying at school and not going to work), second offense will result in one week of removal from capstone and third offense will result in complete removal of capstone and returning to FHS for classwork.

Being part of the Capstone program also means students are expected to maintain good grades and behavior in all your classes. Mrs. Sailor will be communicating with ALL your teachers, and if grades or behavior falls below the expectations, students may not be able to leave school early to work. I monitor your performance and behavior at school and work. Fairlawn Schools can also terminate a capstone agreement at any time they deem inappropriate activities are occurring or any safety concerns/issues.

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of a number of factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average. Input from parents is taken into consideration; however, the final decision will be at the discretion of the teachers and administration. Parents whose student is struggling academically should contact their student's teachers, counselor or principal to see what additional academic supports are available.

Expanded Learning

Plato is an on-line learning option for students who would like to enhance their educational options by taking advantage of technology. Students may take core classes or electives that aren't offered at Fairlawn through the Plato system to earn Fairlawn credits. There is no additional cost to the student for participating in blended learning

Teacher Aides

Students will need to meet the following criteria:

- a. Be in grades 9-12 **AND**
- b. Students must be in good academic standing in all of their classes.

ATHLETICS

Please see the Athletic Handbook to familiarize yourself with Fairlawn's athletic policies.

As a condition for the privilege of participating in interscholastic extracurricular activities, a student must have attained a minimum grade-point average of 1.5 on a 4.0 grading scale as well as meeting the eligibility requirements of the OHSAA.

1. All beginning seventh graders are eligible insofar as the scholarship bylaw
2. All beginning ninth graders must have passed a **minimum of four** of all subjects in which enrolled the immediately preceding grading period.
3. Eligibility for each grading period is determined by grades received the preceding grading period. Per Bylaw 4-4-1, a grading period is defined as the school Board's-adopted calendar (e.g. six week, nine week, 12 week or semester). **Semester and yearly grades have no effect on OHSAA eligibility.**
4. **Grades 9-12** To be eligible, a student-athlete must have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period (Note: Students taking post-secondary options must comply with these standards along with those participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents).
5. Grades 7-8 to be eligible, a student-athlete must have received passing grades in a minimum of four of all subjects in which enrolled the immediately preceding grading period. Students must also comply who are participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents).
6. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.
7. NOTE: "Grading period" is defined as your school's board adopted calendar. In most school districts, this is a nine-week period, while some districts use six-or-12 week periods or semesters. It should also be noted, however, that interim, biweekly or weekly evaluations are not considered "grading periods" and restoration of eligibility is NOT permitted after such evaluations.

ATTENDANCE

Telephone Notification of Absences

If a student is going to be absent from school, the parent or guardian is requested to call the school attendance line (937-575-3727) before 9:00 am the day of the absence. Messages can be left on this line 24 hours a day. If a student is absent, and word of the absence has not been received, the school will attempt to notify the parent or guardian. When the school must contact the parent, this will not be considered an excused absence and the student must bring a note upon their return to school for the absence to be considered excused.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;

3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

After forty-nine hours of medical absences a doctor's note may be required at the discretion of administration. If a doctor's note is not obtained, unexcused absence hours will begin to accumulate.

Reasons for which students may be nonmedically excused include, but are not limited to

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
 4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation – may occur 2 times during a student's senior year and 1 time during junior year - prior approval needs to be sought through the school counselor;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
9. as determined by the Superintendent.

To excuse an absence, parent excuses or doctor's notes should be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 8:10 am from a parent/guardian will also suffice or direct parent contact on the day of the absence by the school office.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. As a general rule, students have one day for each day of absence to complete assignments and turn them in to their teacher. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

While the Board values students attending school regularly, they recognize that students may be excused from school for vacations or other nonemergency trips up to 5 days per school year. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Truancy and Unexcused Absences

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Excessive Missing Assignments and Consequences

The completion of classwork and items which are assigned to be accomplished outside of the class are critical to the learning experience. When these assignments are not completed our students do not gain the valuable skills they need to be successful in their academic career. If a student exceeds three or more missing assignments in a class during a quarter or is failing a course he/she may be assigned a detention in order to provide them time to make up the work.

Arriving or Leaving during the School Day

Students who arrive at school any time during the school day after the beginning of 1st period are required to come to the office and sign in. If the late arrival is due to a reason which is excusable, the proper note should be presented when signing in. Students who do not sign in will be counted as absent.

Students who leave the school during the school day before the end of period 8 are required to come to the office and sign out. Students who leave during the school day must have parental permission (either a note or email) and permission/approval from the office. Seniors in good academic standing who have approved work programs also have to come to the office and sign out. Students who have signed out must leave the building and school grounds immediately. Students who leave the school without permission/approval and signing out will be subject to disciplinary action.

Tardiness – to School and Classes

Students are expected to be on time for school and all classes. Students who are late to school are required to come to the high school office, sign in, and receive a tardy slip, marked excused or unexcused.

Teachers will keep a record of unexcused tardies for each of their classes, period 2 through 8 and may assign discipline as needed.

Cafeteria

The Board operates a food services program in its schools. Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The food service staff at Fairlawn Local School provides the opportunity for students to purchase food "a la carte".

Students have a thirty minute lunch period. All lunches are to be eaten in the cafeteria. Students are not permitted to leave the school grounds during lunch. Students are not permitted to order or have delivered any commercially prepared food. Students should demonstrate courteous behavior at all times in the lunch line. Books and other items should be put into lockers before getting in line. Students are responsible for disposing of trash in the proper containers. Parents will have the ability to deposit money in their child's account. Students may not be permitted to charge lunches. Students that do not have money may be given a peanut butter sandwich or cheese sandwich.

The food service staff asks that all students place their lunch money in an envelope with their first and last name, homeroom teacher's name, student ID number, and amount in an envelope. This information will help make sure your student's money gets into the right account. Money can be paid by the week, bi-weekly, monthly, and/or yearly.

Online payments can be made at family.titank12.com

Procedure for Food/Milk Allergies/Intolerance/Life-Threatening Allergy

The Ohio Department of Education has implemented new procedures for Food/Milk Substitution for Children with Medical or Special Dietary Needs. If your child has a food/milk allergy or is lactose intolerant, 100 % fruit juice will no longer be served as a replacement for milk. Students with a Life- Threatening Allergy must obtain a medical note from a licensed physician that describes the child's condition. Whatever the physician prescribes as a food/milk substitution, must be served to the student, which may be and not limited to fruit juice or water.

Lunchroom Rules

Students who are receiving a lunch will need to go through the designated lunch line.

Students buying from the A La Carte will go through a separate line.

Lines should be single file in the dining area.

Students should clean up their space and push their chairs up to the table after they complete their lunch.

Throwing of any items may result in a **detention**

Food or drink does not leave the cafeteria.

The noise level should be kept to a minimum.

Students are not permitted into the kitchen area during serving times.

Student Health Services

Students can be sent to the clinic if the illness prevents them from participating in school activities or the illness poses a risk of spreading. The clinic or the front office will contact the parent if the student needs to be sent home.

Medication

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirement, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the health aide must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the health aide. In addition, the principal or health aide must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases. By written notice parents may also authorize that their child may self-administer nonprescribed medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Media Center (Library)

The Fairlawn Library Media Center operates under the following guidelines:

1. Students may come to the library media center whenever they have free time with a teacher's permission. A sign out/in sheet will be used to collect data on how often students use the library media center.
2. Students should arrive quietly to read or work in small groups. Remember that classes will be going on in the library media center and students should not be distractions for other students. Be considerate of others.
3. No food, drink or gum is permitted in the library media center because of the damage it can cause to equipment and books.
4. Everything in the library media center is for your use and everyone else's so treat it with care.
5. Ask for help whenever you need it.
6. Students will remain in the library media center once they have signed in unless they have their agenda and permission is given by the library media specialist.
7. Students need to check out any materials that they wish to use outside the library media center.
8. Students should return materials as soon as they are finished with them. Others want to use them.

Using the library media center is a privilege. Any disruptive behavior or inappropriate use of materials could result in the loss of this privilege.

Parent/Student Information

Academic Coaching Period

Academic coaching period is to be used as a time for study. Students who are assigned to an academic coaching period should come prepared to work on their individual school assignments. This is not a time to socialize or sleep. No food or drink is permitted during these periods. Playing games is not utilizing a student's time in study hall and is not beneficial. Teachers may direct students to check the Progress book grades and engage in improving grades or completing missing assignments.

Announcements

Students are expected to keep themselves informed concerning all school activities. Public Address announcements will be made between 8:00-8:05 a.m. or 3:00-3:05 p.m.

Assemblies

At various times during the school year assemblies will be scheduled. The content of assemblies covers a wide range of topics. Some are educational, some are for enjoyment, and some are serious in nature. Students are expected to behave appropriately in all assemblies. Assemblies are a privilege and administration reserves the right to revoke student's participation at assemblies. Students will not be permitted to leave school early following an assembly.

Backpacks

Backpacks are allowed to bring items to and from school. During school, backpacks should be stored away in the student's locker. Students may use a small draw string type bag to transport items for Phys Ed classes.

Change of Address/Phone Numbers

Parents are responsible for notifying the office of their current address, telephone number(s), work number, custodial changes, and authorization of pick up info for each student. Changes of any of this information should be promptly reported to the school.

Class Officers

Class officers for grades 9-12 are elected in the spring of the previous year. Students fill out and submit a nomination form signed by a faculty member. Each grade level then votes on the candidates with the top 4 being elected to class president, vice-president, secretary and treasurer in descending order of votes received. Student council at the HS and MS levels follow a similar process in the spring to elect its members as well.

Deliveries to School

Deliveries (flowers, etc.) made to the school day must be brought to the office. Any delivery which is made will be kept in the office until the end of the school day and then given to the student to take home. Balloons will not be permitted to be taken on the school bus.

Directory Information

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Fairlawn Local School District is required to make available on request certain information known as "directory information". The Board has designated the following as "directory information": a student's name, address, telephone number, date and place of birth, photograph, participation in officially recognizable activities, height and weight, dates of attendance, date of graduation, awards received, honor rolls, and scholarships.

Parents have the right to control the release of this information. Two options to control this information are available:

1. Parent gives permission to have their child's directory information released.
2. Parent does not give permission to have their child's directory information released.

At the end of this handbook is a form for parents to indicate their preference in this matter.

Disaster Drills

It is essential that all students become familiar with the emergency drill routes posted in each classroom. The **fire, tornado, and emergency** drills are different. Please take time to familiarize yourself with each route. Drills are to be taken seriously. Drills are conducted in accordance with state law. Classes are to stay together and with their teacher. Misbehavior during any disaster drill may result in discipline.

Driving Privileges

Students who drive to school are required to complete a parking permit application annually. Upon payment of the \$2.00 parking permit fee, student drivers will be given a hanging parking permit to suspend from their mirror. If this permit is lost a replacement must be purchased at a cost of \$5.00. All of the rules concerning student driving are listed on the parking permit application. Student drivers are responsible for knowing and following all of the rules. Students are to park in the student parking lot in the back of the building in a marked parking space. No student shall operate his/her vehicle in a reckless manner on school grounds. Some examples of recklessness (not intended to be exhaustive) are speeding and spinning wheels. Students shall not sit in cars, vans, trucks, etc. at any time during the school day. Students are not permitted to go to their vehicles during the day unless approved by the administrator.

Violating the rules will lead to a suspension of driving privileges. Driving to school is a privilege not a right.

ENGLISH LEARNERS

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who are English learners are identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement instruction programs that:

1. appropriately identify language minority students;
2. provide the appropriate instruction to English learner students to assist them in gaining English language proficiency, as well as content knowledge, in reading/language arts and mathematics and

3. annually assess the English proficiency of students and monitor their progress in order to determine their readiness for the mainstream classroom environment.

The District requires all English learner students to be tested. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the State Board of Education performance targets.

The District provides parents with notice of and information regarding the instructional program as required by law. Parent and family involvement is encouraged and parents are regularly apprised of their child's progress.

Equal Opportunity

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Extra-Curricular Activities

Extra-curricular activities are made available to students to allow them to pursue additional worthwhile activities such as athletics, drama, music, FFA, FCCLA and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel.

Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Students in grades 4th through 12th are charged a \$35 yearly fee for the use of a laptop. This fee allows for the laptop assigned to that student to be fixed or replaced one time for accidental breakage. If a second breakage occurs, the student will be assigned a fine of \$50 for the laptop to be fixed regardless of liability. If a third breakage occurs, the full replacement cost of the laptop will be assigned to the student as a fine. When a technology fine is assigned due to breakage, the student will be given an old laptop for use until the fine is paid.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Students may be prohibited from participating in commencement exercises unless payment has been received.

FIRST AID

The following requirements shall be adhered to by all personnel.

1. A health aide or other trained persons are responsible for administering first aid and emergency care. An emergency medical service will be called in case of serious illness or injury.
2. The parents of all students are asked to sign and submit an emergency medical authorization form that indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the central office of each school.
3. Only emergency care and first aid are provided. A physician or health aide provides training for first-aid treatment and emergency care for various types of illness and injury. Use of medications is limited to topical applications as directed by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual student.
4. In cases in which the nature of an illness or an injury appears serious, the parent(s) are contacted and the instructions on the student's emergency medical authorization are followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s) can be reached.

Field Trip Guidelines for Students

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Fairlawn Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

1. Students will be given a trip form prior to the trip. This form should be taken to parents for signature stating permission for their child to attend the trip. Students who do not have parental permission to attend the trip will not be permitted to participate.
2. The forms should be turned into the teacher at least two school days prior to the date of the trip.
3. **It is the responsibility of the student to get assignments from classes that they will miss before attending the field trip.**
4. Students should be aware that a teacher might recommend to the principal that they not attend the field trip. There are four valid reasons to request a student not attend a field trip.
 - a. Excessive tardiness or absences.
 - b. Discipline issues.
 - c. Failing grades or incomplete assignments in the classes they would be missing.
 - d. Students are not permitted to attend field trips without an emergency medical form on file in the office.
6. Field trips are considered a privilege. **Administration has the right to revoke field trip privileges for students without prior notification to parent/guardian. Money paid in advance will be forfeited when advance registration is required.** Students are encouraged to act in a behavior that reflects the school in a positive manner. Should a student misrepresent the school on a trip, the principal may opt to recommend that the student not participate in future trips for the remainder of the school year.
7. There will be additional guidelines for overnight field trips. The trip organizer is responsible for distributing the paperwork to students and parents.

The Code of Conduct and all other school rules and regulations set forth by the Board of Education apply on field trips.

Financial Liability for Student Activities

The staff member running an activity may not be aware of a student's current grades or discipline status. Therefore, parents and students should make sure a student is eligible for an activity or field trip before purchasing items, tickets, or paying to take part in an activity or trip. Once the student pays to purchase items, tickets, or pays to take part in an activity, it is the responsibility of the student to maintain their eligibility to participate in the activity. If the student is subsequently removed from that activity due to grades, behavior or some other reason, Fairlawn is not responsible for the possible financial loss to the student or parent.

Gifted Identification and Services

In accordance with the belief that all students are entitled to education commensurate with their particular needs, students in the district who are gifted are provided opportunities to progress as their abilities permit. Fairlawn believes that these students require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society. Students who are gifted are identified annually by qualified professionals using a variety of assessment procedures. Fairlawn follows the identification eligibility criteria as specified by state law.

Fairlawn provides gifted services based on the student's areas(s) of identification and individual needs and is guided by a written education plan (WEP) developed in collaboration with an educator who holds a licensure or endorsement in gifted education.

The District provides parents with periodic reports regarding the student's progress toward meeting goals and the effectiveness of the services provided in accordance with the WEP.

Lockers

Prior to school all lockers are cleaned and repaired. Students are responsible for the condition and contents of their assigned locker and will be assessed for damages. Any damage to a locker should be reported to the office immediately. Locks are attached to each locker. The school is not responsible for lost or stolen items. A locker is assigned to each student at the beginning of the year. Each locker number and the student to whom the locker is assigned will be recorded in the office. The sharing of lockers or the use of a locker that is not assigned to the student is prohibited. Disciplinary action may result if a student shares their assigned locker combination with another student. The lockers are the property of Fairlawn Local School and are subject to random searches by authorized school personnel, the sheriff's department, or the canine unit.

Lost & Found

Fairlawn Local School's staff are not responsible for monitoring any lost or stolen student property. Students should not carry large sums of money or other valuables to school. Students' items that are left unattended outside of the students' lockers are solely the responsibility of the student. There is a designated lost and found box in the office. We make announcements periodically and then items not picked up will be given to a charitable organization.

National Honor Society

Fairlawn operates a chapter of the National Honor Society. Induction into the chapter occurs every year during second semester. Sophomores, juniors and seniors who have been at Fairlawn for at least one semester and meet the academic requirements of the chapter are encouraged to apply for membership. Applicants will be judged for membership based upon scholarship, service, leadership and character. The NHS advisor will be able to provide specific requirements to interested students.

PBIS

The school staff is trained in Positive Behavioral Interventions and Supports and these are incorporated into our daily routines.

Recruiters in Schools

The district provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting. All visits by armed forces recruiters are scheduled through the principal's office. Names and addresses of students in grades 10 through 12 must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information.

Resource Officer

A school resource officer is present daily at Fairlawn to help with the safety and security of the school environment. The officer's duties include being a liaison for the school and students with the Sheriff's Department and the juvenile court system; being a support or resource for parents, students and administrators of the district; and being a part of the interviewing of students who are discipline referrals. By law, a law enforcement officer may interview any juvenile at any time without parent consent or notification unless the officer intends to incarcerate the juvenile.

Restricted Areas

Several areas are restricted during the school day. Students should not be there unless they have permission from school personnel. The areas are:

- 1) Any custodial or maintenance area;
- 2) The kitchen
- 3) Teacher workrooms
- 4) Weight Room
- 5) Outside the building;
- 6) The school parking lots;
- 7) Any room or area not under the supervision of school personnel
- 8) Coaches' offices

Restroom Use

Students are expected to use the restroom located on their end of the building. Students should use the restroom before class or at lunch. Restroom passes are limited and available on a weekly basis. Proper behavior in the restroom and locker room is an expectation of all students and guests. Safety sensors are installed in restrooms and locker rooms and in other areas throughout the building. These sensors detect smoking, vaping, loud noises and key word triggers. All students in the restroom or locker room area when a sensor is triggered are subject to search, which may also include being searched with a metal detector wand. Also, restroom stalls are intended for only one person to be in them at a time. Multiple students should never be in one stall. If multiple people are found in a restroom stall, all will be subject to search and, at a minimum, all will be disciplined following the tobacco guidelines regardless of anything being found.

Sales

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

School Closings

The **One Call Now** system will be utilized to inform families of important school announcements. Please make certain that you have a correct phone number on file in the office so you receive the necessary information. School closings may also be heard on local radio, television stations, the Remind App and Twitter.

School Dances

Dances sponsored by any group of the school and held at the school should be scheduled with the office. School rules will be in effect during the dance. Anyone suspected of using alcoholic beverages or other drugs will not be admitted and will be subject to disciplinary action. If a student leaves the building during a dance, he/she will not be readmitted. Each student can bring one guest 20 years old or younger to the dance but that student is responsible for the behavior of his/her guest. Outside guests must be pre-approved by the principal and have filled out the correct paperwork. Junior high dances may be held for grades 6-8; senior high dances may be held for grades 9-12. Junior high students may not attend the Homecoming dance or Prom. Students who display inappropriate or disruptive behavior can be requested to leave the dance and be subject to disciplinary action.

School Telephones

School telephones are for the main purpose of school business. Parents who need to leave messages for children can call the office and leave a message with the secretary. Students who need to get a message to parents should come to the main office and ask to use the phone or ask for permission to use their own phone when appropriate. Students are not permitted to text or use any electronic device to reach parties outside the school during the school day without prior permission.

Searches

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Service Animals

In compliance with Federal law, the Board permits the use of service animals in the schools for those individuals with qualified disabilities. Service animals must:

1. be on a harness, leash or other tether or be under the control of the handler either through voice commands, signals or other means;
2. be housebroken and
3. be up-to-date on vaccinations.

In the rare case the animal is aggressive or disruptive and not housebroken, the school may exclude the animal.

Students Who Are 18 Years or Older

The rules of Fairlawn Local Schools apply to all students regardless of age. It is the policy of the school to notify parents of all students (including those 18 years of age or older) of any relevant and pertinent information. According to state law, students who are 18 years of age or older are not considered their own guardian for purposes of attendance and tuition.

Students With Suspected Disabilities

Ongoing efforts are made to identify, locate and evaluate children below 22 years of age who reside within the District and have a confirmed or suspected disability in accordance with all federal regulations and state standards. If you suspect your child has a disability, please contact your child's principal.

Textbooks

The Fairlawn Local Board of Education provides textbooks and electronic textbooks. Normal wear is expected. Fines will be charged for defaced or lost books.

UVCC Application Process and Guidelines

In the fall, UVCC will come to Fairlawn and present information for all available programs to the current sophomore class. At this time, sophomores will select 2 programs he/she would like to visit during their class visit to UVCC (early December). UVCC will then hold an Open House evening, which opens the application process. Sophomores that are interested in attending the career center their junior year will apply during their sophomore year (the online application opens in December).

The school counselor is provided a list of students that have applied to UVCC. Once first semester has been completed, the school counselor will provide an updated transcript and grade card to UVCC for acceptance into their desired program. Please note that students that are accepted based on semester grades can have their acceptance revoked once final grades are provided to UVCC at the end of the school year. UVCC requires final transcripts to be sent from each home district. If you have any questions, please contact your school counselor.

Visitors

Every visitor is required to report to the building administrator's office, have administrative approval to be in the building, and sign in as a visitor. Students are not permitted to have non-parental visitors during the day or visitors during lunch. Between the hours of 7:30am – 3:15pm, parents are required to report to the office upon entering and leaving the building. Parents will not be permitted past the office without administrative approval, including walking students to/from classes. As a reminder all visitors on school grounds are expected to abide by all applicable laws, board policies as well as district and building regulations.

Parent visitation to the classroom:

Should a parent request to visit his/her child's classes, this may be arranged by contacting the building principal 24 hours prior to his/her visit. As always, parents are required to report to the office upon entering and leaving the building.

Work Permits

In order to work, students between the ages of 14 and 18 years old must make application for a work permit. Application forms for work permits are available in the school office. A verification of physical examination must be provided to obtain a work permit. Once the application and physical are completed, the student needs to return the forms to the office in order to complete the process.

Student Activities

Fairlawn is committed to offering a wide range of extracurricular activities. All students are encouraged to become involved in the various activities. Not only do these activities give students the opportunity to develop leadership and social skills, they also provide a great deal of enjoyment. Involvement in activities is a great way to increase the enjoyment of school. **Remember that all students are held to the code of conduct when participating in or attending school activities whether at home or away.**

Surveillance Cameras

Surveillance cameras are installed and in use inside and outside of the school as well as buses. Electronic surveillance systems are installed to monitor activity for the safety and security of the staff and students. Images and recordings from the use of the cameras are for use by school personnel only.

Students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District also uses video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of surveillance may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The use of cameras are in compliance with the law to protect the privacy rights of students and staff.

CELL PHONES/TECHNOLOGY/ELECTRONIC DEVICES

Technology use prepares students for college, careers, and jobs. Technology also changes rapidly, and schools must constantly adapt policies. A student shall not use any technological device in an unauthorized manner that violates the student network and Internet Acceptable Use and Safety Agreement without the permission of the Administration or Staff.

Fairlawn will be following the Cell Phone Model Policy given by the Ohio Department of Education and Workforce. Students are prohibited from using cell phones during the school day. Phones should be stored turned off in a student's locker during the day. Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline. The District assumes no liability if these devices are broken, lost or stolen. Administration will permit cell phone usage at the HS lunch during the school day. HS students may retrieve their phones from their lockers on their way to lunch and must return them to their lockers at the end of lunch.

Students should not use any electronic devices:

1. To take pictures during the school day, except pursuant to the instruction of the teacher.
2. To video unauthorized content.
3. To record any conversations, except pursuant to the instruction of the teacher.
4. To be used in the classroom without teacher authorization.
5. To make or receive phone calls.
6. Used in any manner that causes noise that would disrupt others or conflict with the student receiving verbal instructions.
7. To contact home about an illness or injury without notifying the school nurse or secretary.
8. To post content on social media or to message others – whether directly or through a message board.

Use of Cell Phones/Technology/Electronic Devices is a privilege not a right. Students are expected to use these devices respectfully and responsibly.

Student Code of Behavior and Conduct

The following code sets forth rules prohibiting certain types of student conduct. The Student Code of Conduct is an attempt to list the major rules, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting. In addition, the Student Code of Conduct governs student activities at all times when such student conduct is reasonably related to health, safety, and welfare of students and/or staff or such conduct would unreasonably interrupt the educational process of Fairlawn Local Schools.

The items in this Code are applicable to all students when under the authority of all school personnel during regular school activities, events, and functions whether on property owned, rented, and/or maintained by the Board of Education, or on property owned, rented, and/or maintained by another party. Additionally, the provision of this Code shall apply to all students if the prohibited act(s) takes place on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the school.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, substitute teachers, librarians, teacher and school aides, monitors, school volunteers, tutors, secretaries, cooks, custodians, bus drivers, coaches, or any other authorized school personnel. All disciplinary consequences (except expulsion) are at the discretion of the principal.

Violation by a student of any one or more of the following rules of behavior and conduct may result in disciplinary action(s) which may include, but not limited to: student conference, verbal warning, detention, Saturday School, parental contact by telephone or letter,

emergency/disciplinary removal from class, in-school restriction, out of school suspension, alternative school, referral to law enforcement and/or legal authorities, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Hazing, Bullying and Dating Violence

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this handbook the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times.

No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately.

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Teachers and Other School Staff

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

Students should report bullying behavior to teachers, school staff or their principal. Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

SEXUAL HARASSMENT

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Superintendent John Holtzapple
Address: 18800 Johnston Road, Sidney, Ohio 45365
Phone number: 937-492-5930
Email: holtzapple@fairlawn.k12.oh.us

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

1. Abuse of Others

No student shall use, direct, or display to or about, a school employee (on or off school property) or student such words, phrases, or actions which are considered to be racial, ethnic or sexual slurs, slanderous, disrespectful, or degrading in nature and/or obscene, profane, or inappropriate as defined by school administration.

2. Aiding and Abetting

A student shall not in any way knowingly aid or abet another student who is violating the Code of Conduct. Students behaving in this manner will be disciplined according to the consequences for the rule being violated by the other student. This includes providing false information or opening outside doors to anyone during school hours.

3. Alcohol, Drugs, and Narcotics

No student shall possess, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or show signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, over-the-counter medication (without administrative approval), counterfeit or look alike controlled substances, steroids, alcoholic beverages, intoxicant, solvent, gas, or mood altering substance/chemical, No student shall possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make an instrument used for drug abuse or paraphernalia including but not limited to rolling papers, roach clips, pipes, hypodermic needles, etc.

Items to be searched include, but are not limited to, book bags, wallets, purses, cars, lockers, etc.

Violations may result in automatic suspension of 10 days out-of-school minimum. Students may be referred for prosecution for this type of violation.

For any violations involving alcohol or other drugs, law enforcement authorities (possible charges) and/or the Department of Motor Vehicles officials (possible suspension of driving privileges) may be contacted.

4. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

5. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

6. Hazing/Bullying/Dating Violence

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. 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 “cyberbullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;

- B. sending abusive or threatening emails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

7. Cell Phones and Other Electronic Devices

No student during the school day shall use or possess his/her devices outside of the permissible areas/times as described by the Principal. This includes cell phones, laser pointers, computers, cameras and other electronic devices.

Violations may result in the device being confiscated. Students listening to music will have both their earbuds and phones confiscated. Refusal to comply with a request to confiscate the device will be considered insubordination and may result in an additional consequence.

Confiscated devices may be held in the office for the next 5 days with the student being responsible for turning in their device daily. Subsequent offenses may result in the device being held for more than 5 days. Students who do not turn in their confiscated devices may face additional discipline.

The posting of video or pictures taken in the school during the school day or contacting other students by messaging them is considered insubordination as well and may be subject to additional consequences up to and including 10 days suspension with a recommendation for expulsion.

8. Cheating/Plagiarism

Cheating and/or plagiarism is considered to be any work that is copied or taken from another source and submitted for benefit of a grade or provided to another student. Disciplinary action will be taken based on the knowledge of all the circumstances surrounding the incident and determination that it is more probable than not that cheating and/or plagiarism occurred.

- 1st Offense Student will receive a 0/F on the assignment, quiz, test, project, etc.; the parent will be notified by the teacher; and the student will serve 3 lunch detentions.
- 2nd Offense Student will receive a 0/F on the assignment, quiz, test, project, etc.; the parent will be notified by the principal; and the student will serve 1 day of ISR
- 3rd Offense and beyond Student will receive a 0/F on the assignment, quiz, test, project, etc.; the parent will be notified by the principal; and the student will receive ISR and/or an out of school suspension.

9. Damage to Property

No student shall at any time destroy or deface property or equipment of the school district or the personal property of another person. Restitution for damages may be required.

10. Dress and Grooming Guidelines

As society’s norms for dress and grooming change, it is helpful for students and parents to have some guidelines concerning school policy on controversial questions relating to student dress and grooming. It is impossible to list all the styles, which might be considered appropriate for school. Likewise, it is impossible to anticipate all the questions involving dress and grooming. Therefore, students are expected to keep themselves clean, well groomed, and dressed in “good taste”.

The following statements are intended to provide *minimal guidelines* for a standard of student dress and grooming. The major responsibility for meeting these standards is established at home. Student dress and grooming must meet conventional standards of dress and modesty during all school functions. Students who violate the student dress and grooming guidelines will be instructed to remedy the situation and may be subject to further disciplinary action.

- 1. Students should make every attempt to be clean and well-groomed at all times. Attempts by student to call undue attention to themselves by unusual, bizarre, or revealing dress will not be permitted. Students should dress that does not cause a health or safety threat. (shop class, etc.)
- 2. Clothing with profane, suggestive, or questionable pictures and/or lettering is prohibited.

3. Clothing should be worn as designed and should not display inappropriate parts of the body or undergarments. (no bra straps, cutoffs, or sagging pants)
4. While on field trips, the teacher/chaperones in charge will determine the mode of dress appropriate.
5. Shorts, skirts, or dresses are not permitted unless they are appropriate length. The clothing must extend past the tip of the middle finger when arms are extended to the side.
6. Students must wear a sleeved shirt over tank tops, or spaghetti strapped shirts, cut out backs, lace backs/sleeves, V-dipped backs. Shirts must come below the belt line and no cleavage is to show. When a student is sitting or walking down the hall, or when the student's hand is raised, the shirt should cover the midriff region including the backside.
7. Tank tops are not to be worn; unless covered by another shirt - shoulders are to be covered.
8. Shoes must be worn at all times.
9. No hats or head coverings of any kind unless it is a special school activity day authorized by the administration.
10. Items, such as dog chokers, dangling chains, jewelry with sharp points (i.e. studded collars, bracelets, and ear tapers) are prohibited.
11. Wearing coats is not permitted unless approved by the administration due to temperature problems in the building. A coat is anything considered outerwear. If question arise, the administration will make the final determination about what is or is not a coat.
12. Shorts and pants with pictures or writing across the seat are unacceptable.
The principal shall serve as the arbiter of student dress and grooming.

The administration reserves the right to determine if a violation of the dress code has occurred.

11. Extortion/Shakedown

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

12. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

13. Forgery, Removing or Altering Student Records and/or Office Forms

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

14. Gambling

No student shall participate in gambling of any kind. All material will be confiscated and returned only to a parent.

15. Gang Policy

The Fairlawn Local School District recognizes that a school must create a safe environment conducive to learning. The presence of school gangs disrupts the environment by threatening the safety of students and by disrupting the academic process. As a result, the Fairlawn Local School District bars all gangs, gang related activity, and gang related clothing from school buildings and property. A record of all known gangs and members of such gangs will be shared with local law enforcement officials. Gangs, gang activity, and wearing of gang clothing may be dealt with severely through suspension and/or expulsion.

16. Leaving School Property

No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee or entered onto school property prior to specified dismissal times without an administrator's permission. In addition, no student shall leave the building during the school day without prior approval from an administrator; this includes leaving early following a special event or assembly.

17. Loitering/Off Limits

No student shall loiter in off limits or unauthorized areas of the school grounds before or after school. Only under the supervision of a school staff employee will students be permitted in the weight room or gymnasium.

18. Non-compliance - Insubordination

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

19. Public Display of Affection

No student shall be involved in public display of affection (i.e. kissing, holding hands, and touching each other inappropriately).

20. Sexual Harassment

Every student at Fairlawn has the right to be treated with dignity and respect. Unwanted advances, either verbal or physical, should be reported immediately to the office. Repeated touching or repeated sexual comments are a violation of a person's rights and will be dealt with severely.

21. Skipping class(es) - Students should be in attendance for all of their classes. Any student who is more than 10 minutes late to class without permission from school personnel will be considered to be skipping.

22. State Assessment Security

If a student has been found to have cheated or otherwise violated state assessment security, he/she is subject to suspension or expulsion from school and the results of his/her tests will be nullified. Personal electronic devices are prohibited by state law at all state testing sites.

23. Suggestive, Obscene, Lewd, and Violent Materials

No student shall possess and/or present to a teacher or others any material that is suggestive, offensive, obscene, lewd, or violent as defined by school administration. Students shall not search for this material using the school network or devices.

24. Theft/Possession of Stolen Property

No student shall attempt to steal or possess stolen property or equipment of the school district or the personal property of another person while under the school's jurisdiction.

25. Tobacco

No student shall possess, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or show signs of consumption of any tobacco products. "Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. Usage of tobacco or a vape in a classroom not only violates this policy but will also be considered to be insubordination. This will result in a student being disciplined at the next highest level offense category (i.e. – 1st offense will be treated as 2nd offense – 2nd offense will be treated as 3rd offense).

1 st Offense	Student may receive a three day in school restriction and/or behavior education
2 nd Offense	Student may receive a five day out of school suspension and/or behavior education
3 rd Offense	Student may receive a ten day out of school suspension with a recommendation for expulsion.

26. Unauthorized Publication (Non-School Sponsored)

No student shall publish or distribute publications of matter, which is, in the constitutional sense, considered unprivileged, libelous, or obscene. No posters or writings shall be displayed without prior administrative approval.

27. Weapons and Instruments

No student shall possess any weapon or any instrument that is made to resemble a weapon. This includes knives, chains, clubs or any device (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive; the frame or receiver of any weapon; any firearm muffler or silencer; any destructive device, bomb (including a container with any chemical), grenade, rocket, missile, mine, or similar device.

28. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy JFCJ.

Firearm is defined as any weapon (including a starter gun) that 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 the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

29. Use of Technology

Students will follow the Technology User Policy for Students whenever using technology on Fairlawn property or when using a Fairlawn device. Violations may result in consequences.

30. Terroristic Threats

Students will not make threats to commit an act at school or towards school personnel or other students that would reasonably result in death, terror, serious injury, or serious physical property damage. This includes threats made online or on any form of social media. Violations may result in up to 10 days of out of school suspension with referral for expulsion.

Other Behaviors

Other behaviors not specifically defined elsewhere but cause a disruption to the safe and orderly operation of the school are prohibited and are subject to discipline.

BEHAVIOR CONSEQUENCES

It shall be the decision of the appropriate school administrator as to which corrective measures are appropriate or adequate, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct and in light of the student's past record of behavior. The action may include, but is not limited to, loss of school privileges, after school detention, assigned to after school program, in-school restriction, Saturday school, out-of-school suspension, emergency removal from school, or expulsion.

Detention Policy

Detentions may be assigned in multiple formats and times. Students/ parents will be given at least 1 days' notice before an after school detention is assigned. If the original detention is skipped, **the detention will be doubled. If there are further issues with serving these detentions, additional consequences will be issued.**

Saturday School

A Saturday School may be assigned as a disciplinary consequence. Students are responsible for their own transportation to a Saturday school.

In-School Restriction

A student may be assigned time for discipline infractions in a supervised learning environment. Teachers send assignments for students to complete so that credit for work completed may be given while the student serves the designated amount of time.

Out-Of-School Suspension

The principal or Superintendent may suspend a student out-of-school and from all school activities for a period not to exceed ten days. Prior to such suspension taking effect, written notice must be given to the student and an opportunity for an informal hearing provided. A reasonable effort shall be made by phone to notify the parent/guardian of the suspension. Written notice will be sent to the parent/guardian.

During such time that a student is suspended out-of-school, he/she is not allowed on school property. It is the student's responsibility to get the work they missed and be ready to turn it in as soon as their suspension is complete.

Emergency Removal

A student may be removed from school by the principal, on an emergency basis, in circumstances where the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within the classroom or elsewhere on school premises.

Expulsion

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or

2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

TECHNOLOGY USER POLICY FOR STUDENTS

Students will be asked to sign a new policy each year during which they are students in the School District before they are given a network access account, a computer usage account, or may use electronic devices at school.

The Fairlawn Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Fairlawn Local Schools and no user shall have any expectation of privacy regarding such materials. The use of personal electronic devices on campus is a privilege which the school grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this policy. This is part of the student's signed Acceptable Use Policy and does not replace that document in any way. All policies set in place in the Acceptable Use Policy continue to apply when the student uses his/her personal electronic devices on campus. A user violates this policy by his/her own action or by failing to report any violations by others that comes to the attention of the user. Fairlawn Local Schools may also take other disciplinary actions in such circumstances.

COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs

and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited.

The administration reserves the right to monitor any computer activity and online communications for improper use.

10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

Transportation/Bus Regulations

The purpose of a school transportation system is to safely deliver students to and from school and to authorized curricular and extracurricular events; therefore, the same conduct expected in school is required on the bus.

Riding the bus is a privilege and students will be suspended from riding the bus if they fail to abide by the rules and regulations.

Students are reminded that the same rules and regulations of the school apply while on the school bus.

Students, while on the bus, are the district's responsibility and are under the authority of the bus driver. The bus driver, bus supervisor, and/or the principal will handle discipline.

Drop Off/Pick Up

The following are guidelines to help keep students safe and to allow the line to move smoothly and quickly. The **MAIN ENTRANCE WHERE THE FLAG POLE IS LOCATED** is to be used for the student drop off/pick up location. There is absolutely no pickups or drop-offs in the student parking lot for high school and middle school students due to safety issues. Vehicles are to stay in line or park in the parking lot. If the driver is leaving the vehicle please park in designated parking spaces. In addition, parents/guardians must accompany student(s) to/from pick up location through the crosswalk. Vehicles in line must be ready to keep the line moving.

School Bus Safe Riding Rules

1. Pupils shall be at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops. They should move to the "Designated Place of Safety" or 10 feet from the roadway. When the bus comes to a complete stop the driver will motion the students to proceed.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their ASSIGNED seat.
5. Pupils must remain seated at all times, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. No student shall by the use of violence, coercion, or any other means cause disruption or obstruction to the carrying on of a normal school day or activity. Examples of disruption include unusual or offensive attire, setting off of fire alarms, fireworks, unauthorized fire, wrestling, having a lighter, spitting etc.
9. Pupils must refrain from eating and drinking on the bus except as required for medical reasons
10. Pupils must not possess or use tobacco or tobacco related products on the bus.
11. Pupils must not have alcohol or drugs in their possession on the bus.
12. Pupils must not throw or pass objects on, from, or into the bus

13. Pupils may carry on the bus only objects that can be held in their laps except musical instruments
14. Students should follow all rules that are stated in the handbook
15. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental AND administrative authorization to do otherwise
16. Pupils must not put head or arms out of the bus windows
 - a. Due to full buses, student will not be permitted to ride home with another student for any reason.

There is one pick up and drop off location allowed per students. Changes to bussing will only be made on an emergency situation. All transportation notes need to be delivered to the office at the start of the day, before the first period bell.

The following items should be on the note:

- First and last name of student
- Grade of student
- Name and address of the location where the student is to be picked up or dropped off
- Date of the change (be specific--not "tomorrow")
- Parent or guardian should sign the note with their phone number so the parent can be reached.

All students are to be out of the building by 3:20 unless participating in an afterschool activity that begins immediately after school and is supervised by a coach, teacher, or activity advisor. No one should be loitering in the halls, gyms, classrooms, locker room or other restricted area. For example, if a student has practice at 4:00, unless his/her coach has authorized his/her staying over and is supervising them, they cannot stay after school.