

FAIRFIELD LOCAL ELEMENTARY
Grades K-4
2018/2019

Fairfield Local Elementary School
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In case of emergency, please notify:

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Principal's Welcome

Welcome back! Fairfield Elementary is excited to begin the 2018-2019 school year. This year promises to be filled with engaging, meaningful experiences for your child. We are dedicated to meeting individual needs while holding high expectations to ensure that each student has the opportunity to be successful. Our staff is committed to promoting and modeling responsible and respectful behavior in order to provide a safe, positive environment.

At Fairfield Elementary, we value your involvement and support in your child's education. This year, I would personally like to invite you to become an active participant in our school community through volunteering, joining our PTO, or attending any of our various school events. You can support your child's academic success by ensuring they attend school each day, working with them on homework, monitoring their progress, and asking them to share what they have learned each day. Your active participation is key to student success and together we will continue to do what is best for our students.

We encourage you to contact us if/when the need arises. Looking forward to an AWESOME school year as we work together and celebrate the learning and growth of our students!

Mrs. Streber

ACADEMICS

GRADES

Interim grade notices are issued 4 ½ weeks into each grading period. Interim reports are given to each student. Those students receiving an "F" in any class at this time will have their interim report mailed home to their parents. Grades can also be checked at anytime by accessing the Parent/Student Access website of Progress Book. Grade Report cards are issued the Friday following the end of each of four grading periods. These reports may be held in the office for failure to pay fees, or payment for damages to school equipment or property. Failure to return the report card envelope will result in a \$1.00 replacement fee.

GRADING SCALE K-4

A	93-100
B	83-92
C	73-82
D	65-72

STUDENT PROGRESS TOWARDS STANDARDS

- **Mastered:** Meets grade level standard independently
- **Proficient:** Meets grade level standard with support
- **Developing:** Beginning progress towards meeting standard
- **At Risk:** Standard not met at this time

HONOR ROLL/AWARDS

Honor roll is determined each nine week grading period. The following awards will be given each nine weeks:

- Principal's Award: All A's
- Honor Roll: A's and B's
- Perfect Attendance – No absences, tardies, or early dismissals

SCHOLASTIC DISHONESTY POLICY

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

HOMEWORK

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills in specific areas. The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than 10 minutes per grade level, please discuss it with your child's teacher. Since the needs of each child are different, homework assignments may vary from child to child within each class.

COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

OVERVIEW

Computers and the use of the District network or on-line services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

This Policy applies to all technology including but not limited to: computers, telephones, interactive video distance equipment, audio/video equipment, copy machines, and information storage devices. The use of technology is a privilege. The use of technology by all staff and students requires that it be used responsibly for educational purposes with good manners and ethics and with legal behavior. Violation of this Policy, Student Code of Conduct, federal, state, and/or local laws are subject to loss of technology privileges and any

discipline resulting from these violations will adhere to the procedures in the Student Code of Conduct and the law as it applies.

Technology can greatly enhance the instructional programs, 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. 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 instructional programs.

EDUCATIONAL PURPOSE

Fairfield Local School District's technology systems have limited educational and administrative purposes. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use the Internet or District technologies for entertainment purposes (except for those periods of time that the School has designated as "open access" and only for the programs or uses that have been previously approved for use.) Fairfield Local School District's network is not a public access service or a public forum. Fairfield Local School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Fairfield Local School District's disciplinary code and the law in the use of the Internet and other technologies at Fairfield Local. Use of District technologies for any illegal activity is strictly prohibited. You may not use District technologies for financial gain or commercial purposes. For example, you may not offer, provide, or purchase personal products or services through the Internet or other technologies at Fairfield Local Schools. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying. The District technologies are not available for personal use. The administration reserves the right to monitor any computer activity and on-line communications for improper use.

INTERNET ACCESS

The Web is a global database system providing access to information from around the world. Students may have access to the Internet/Web information resources through their classroom, library, or School computer lab. Some staff members will also have access to the Internet in an office or workspace.

E-mail is an electronic mail system, which allows individuals to communicate one-to-one with people throughout the world. Students do not have e-mail accounts through the School District and are prohibited from using outside accounts, chat rooms, or other direct electronic messaging. On rare occasions, students involved in distance learning courses may be required to utilize email and will have accounts created on a limited basis. All policies regarding email restrictions apply to these students and the privilege may be revoked if misused. Teachers and staff members will have accounts provided by Fairfield Local School District. At times a teacher may strictly supervise student communication via e-mail with the teacher's own account in order to obtain educationally relevant information. Email shall not be used for entertainment, commercial purposes, political lobbying or any illegal activity. All users of email must abide by the Fairfield Local School District's disciplinary code and all federal, state, and/or local laws that apply.

Students and staff members may create web pages on Fairfield Local School District's Web Page. All material placed on the web page must be preapproved by the Director of Technology, Building Administrator and/or the Staff Webmaster and relate to the educational programs and extra-curricular activities of the District. Because access to on-line 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 on-lines 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 acknowledgement of the risks and regulations for computer/on-line services use. The District has implemented technology blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on School computers. Such measures may not always be effective, and the Board shall not be responsible for ensuring so. However, the District can monitor Internet activity through logs that record which sites a particular user has visited (as well as searches conducted by a particular user).

"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 lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
4. Depicts, describes or represents illegal behavior or drug and alcohol use which is not for educational purposes when accessed.

PRIVACY

Note that transmitted (i.e. email) or stored information (i.e. network files) are not guaranteed to be private. The District's technology coordinator(s) have access to all messages relating to or in support of illegal activities and such activities may be reported to authorities.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of District technology and any or all information transmitted or received using District technology. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

UNACCEPTABLE USES

1. **Personal Safety and Personal Privacy:** You (students) will not post personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. You will not agree to meet with someone you have met online without your parent's/guardian's approval. You will promptly disclose to your teacher or other School employee any message you receive that is inappropriate or makes you feel uncomfortable. You (staff) will not reveal your personal home address or phone number or those of other students or colleagues.
2. **Illegal Activities:** You (staff and students) will not attempt to gain unauthorized access to Fairfield Local School District's network or to any other computer system through Fairfield Local School District's network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use Fairfield Local School District's network and technologies to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc. Illegal activities are strictly forbidden.
3. **System Security:** You (staff and students) are responsible for your individual accounts and must take all reasonable precautions to prevent others from being able to use your account. You are responsible for the proper use of your accounts at all times. Under no conditions should you provide your personal account number or password to another person. Students should immediately notify a teacher and staff members should immediately notify his/her immediate supervisor or administrator if they have identified a possible security problem or misuse of District technologies. You shall use District technologies only under the account numbers, usernames and passwords issued by the District. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software. You may not disable any security or virus protection software unless you are a staff member given specific privileges to do so by the Director of Technology. You may never attempt to "hack" or gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access.
4. **Inappropriate Language:** Restrictions against inappropriate language apply to public messages, private messages, assignments, electronic presentations, videoconferences, and material posted on Web pages. You (staff and students) will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, offensive or disrespectful language. You will not post information that could cause damage or a danger or disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass or bully another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. **Respect for Privacy:** You (staff and students) will not repost/forward a message that was sent to you privately without the permission of the person who sent the message. You will not post private information, including personal contact information, about another person. It is unacceptable to violate the conditions of State and Federal law dealing with students' and employees' rights to privacy. You shall not read other users' mail or files. You shall also not attempt to read, delete, copy, modify or forge other users' mail, transmissions or documents.
6. **Respecting Resource Limits:** You (staff and students) will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download any freeware or shareware programs. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You (staff) will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota. You (staff) will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.
7. **Plagiarism:** You (staff and students) will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of another person or persons and presenting them as if they were yours.
8. **Copyright:** You (staff and students) will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
9. **Inappropriate Access to Material:** You (staff and students) will not use Fairfield Local School District's network to access/view, download or transmit material that is designated for adults only or is threatening, profane, sexually explicit, obscene (pornographic), that advocates illegal or dangerous acts, or that advocates or could be construed as violence, harassment, bullying, disparaging of others or discrimination towards others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics. A special exception for students may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent/guardian have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher (student) or Director of Technology (staff). This will protect you against a claim that you have intentionally violated this Policy. Your (students) parent/guardian should instruct you if there is additional material that they think it would be inappropriate for you to access. The District fully expects that you (student) will follow your parent's/guardian's instructions in this matter but is not responsible for monitoring your access of this material. You (students and staff) should not access material that is deemed distracting to the educational process.
10. **Online Etiquette:** Users are expected to keep messages brief and use appropriate language. 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. Rules and regulations of on-line etiquette are subject to change by the administration.

PHYSICAL HARM

As with any School property, students and staff shall not take any action that may cause physical harm to any District technology. This includes but is not limited to using excessive force, negligence, use of magnets around storage devices, having food or drinks near equipment, stacking items on top of or around equipment in such a way that interferes with ventilation or could fall and cause damage, inserting foreign objects into devices, or other types of abuse. Anyone found to be damaging technology in such a way may be held financially responsible for its replacement and/or have his/her user privileges cancelled.

SOFTWARE INSTALLATION

No software should be installed without the permission of the Director of Technology. Absolutely no illegal software is to be installed on any system.

DATA STORAGE AND RETRIEVAL

Fairfield Local School District will provide storage space for individual files/data. Students and staff are responsible for deleting unnecessary files in order to utilize the disk space to its maximum capacity. Students must have the teacher's permission before using personal diskettes or compact disks (CDs) or 'burning' a CD on available systems. You (students and staff) may not make illegal copies of any material using any type of recording device (disk drive, zip drive, recordable CD-ROM, etc.). At no time should you view someone else's work, folders, or files. If you are working cooperatively on a project, you should request that a folder be created for which all members of the group can share the work in.

INTERACTIVE VIDEO DISTANCE

Interactive Video Distance Learning (IVDL) is a form of technology that allows students and staff the opportunity to learn beyond the School walls without leaving the building. The technology utilizes the network to be able to connect with other schools, universities, zoos, government agencies, organizations, and other content providers in order to offer classes or short learning events where individuals at our School can interact with those at the other sites (without traveling that physical distance). During an interactive session, other sites can not join in at will, protecting the privacy of the individuals involved in the session. Sessions with multiple participants must be 'bridged' giving the organizers control over who may participate. Sessions can be made point-to-point (one-to-one). It is possible for Fairfield Local School District to contact another site and vice versa. Fairfield Local School District will make reasonable effort to control how its system is utilized when students are in the classroom. Students and staff must adhere to the following rules:

1. Students are expected to follow all teacher/School rules at the host and remote sites.
2. Students (and staff when appropriate) must remain within camera view at all times.
3. Students and staff are not to handle the equipment unless directed to do so.
4. It is understood that participants (students and staff) may be videotaped at any time. The tapes may be used for other educational purposes or promoting educational programs.
5. No food or drink in the Distance Learning Room.

Failure to abide by these rules may result in immediate ejection from the room and/or other disciplinary action including removal from the class.

DISCIPLINARY ACTIONS

The Fairfield Local School District is a limited forum and therefore the District may restrict your (student) speech for valid educational reasons. You should expect only limited privacy in the contents of your personal files or records of Web research activities on Fairfield Local School District's network. Routine maintenance and monitoring of Fairfield Local School District's network may lead to the discovery that you have violated this Policy, the Fairfield Local School District's disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated the Policy, the Fairfield Local School District's disciplinary code, or the law. District administrators have the right to eliminate any expectation of privacy by providing notice to the individual. Parents/guardians of minor students have the right to request to see the content of their child's files.

TECHNOLOGY PROTECTION MEASURE

It is impossible to block all offensive and inappropriate material as the Internet is so vast and new materials are being added constantly. It should also be noted that different individuals have different opinions on what is "offensive" or inappropriate. Fairfield Local School District will continue to take reasonable measures to block and/or filter Internet access to sites that are obscene, pornographic, or harmful to minors. In addition, sites considered to be offensive or inappropriate for students will attempt to be blocked/filtered. The District currently utilizes Internet filtering software through the South Central Ohio Computer Association (Data Acquisition Site). The District also uses a firewall to curtail inappropriate sites from being available to students. Teachers agree to monitor/ supervise the student use of technology to the best of their ability. On a very limited basis, staff members may obtain (at the discretion of the Superintendent or Treasurer) a username and password to override the block/filter if needed for bona fide research or other lawful purposes.

LIMITATION OF LIABILITY

Fairfield Local School District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. Fairfield Local School District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Fairfield Local School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. Fairfield Local School District will not be responsible for financial obligations arising through unauthorized use of the system. You (staff and students) or your parent/guardian (students) can be held financially responsible for any harm to the system as a result of intentional misuse.

LIBRARY RULES

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

Rules for Library Books/Magazines

General:

- A total of two items may be checked out at a time for middle and high school students (unless needed for research) and two for elementary students (1 AR and 1 Library Book).
- 7th-8th grade students who wish to read Young Adult (YA) marked books must have a signed permission form from parents and will receive a YA sticker on their agenda. (The YA sticker is not required for High School students to check out a Young Adult book.)

Books:

- May be checked out for up to two weeks. (Reference materials may not be checked out.)
- Books may be renewed once if there are no holds and not more than a week overdue.

Magazines:

- May be checked out for one week by middle school and high school students only
- A magazine cover will also be checked out with the magazine (If not returned there will be a charge for the lost cover.)
- Middle school students may only check out one magazine at a time.

Overdues/Damages/Lost Books:

- Students with overdue books or library charges will lose their library privileges until the books are returned or fines paid.
- Student's report cards will be held and Progress Book accounts disabled if library books are more than 30 days overdue and/or library fees are unpaid. As soon as the books are returned or fees paid, report cards will be released and Progress Book accounts enabled (assuming other school fees are paid).
- Lost books can be paid for. Any book being returned damaged and can be repaired will be charged a fee of 25% of the cost of that book. Books that are returned unreparable will be charged the full price of the book.
- There is a five school day grace period for any lost AR card. There is a \$1 cost for replacement of the card.
- There will be a \$1 charge for replacement bar codes and stickers for Middle and High School students.

- The district will only accept money to replace or repair a damaged or lost book. (Parents/students may not purchase a replacement book in lieu of payment.)

DAILY PROCEDURES

- School hours are from 8:25 a.m. through 3:25 p.m.

OFFICE HOURS

The school office is open from 8:00 a.m. – to 4:30 p.m. on all school days. The office will be closed during the school year on any day students are not in school. You may leave a voicemail message anytime the office is closed by calling: 937-780-2988.

PRIOR TO SCHOOL

Students are not to be in the building before 8:25 unless eating school breakfast. Breakfast eaters will be permitted to enter at 8:15 a.m.

CAR RIDERS

Any student who is being driven to school needs to be dropped off along the sidewalk in the parent drop-off area. Parents are not to use the circle drive to drop off students as this is reserved for buses. Parents dropping their students off after 8:35 a.m. must sign their student in with the secretary in the elementary office.

BREAKFAST

Breakfast is served each morning between 8:15 and 8:30. Breakfast is available to all students. The current price for breakfast is \$1.50. A reduced price breakfast and free breakfast are available to those students whose families qualify based on income levels. The current reduced price breakfast is 30 cents. Extra milk or juice may be purchased for 50 cents. Breakfast will not be served on two-hour delay days.

LUNCH

Student lunches are provided in our cafeterias. Milk is included in the lunch price. Students may bring lunch money every day or parents may put money on the student's lunch account. Regular Class A lunch costs \$2.50. A reduced price lunch and free lunch are available to those students whose families qualify based on income levels. The current reduced price lunch is 40 cents. Extra milk or juice may be purchased for 50 cents. Fairfield Local Schools has a closed lunch policy, which means that no student shall be permitted to leave the building to go elsewhere for lunch. Parents who would like to eat lunch with their student are welcome to contact the elementary office at least one hour prior to their student's lunch time. Special arrangements will be made for the student and his/her visitor to eat at a designated table. No other students are permitted to join.

AFTERNOON DISMISSAL

Parents must call prior to 2:00 p.m. with any transportation changes including parent pick-up unless it is an emergency, due to the confusion caused by late notification. All children will be dismissed at the end of the day outside to the appropriate mode of transportation. Students who are being picked up by a parent/guardian will be dismissed from their classroom to the designated indoor waiting area. Parents will form an orderly line outside on the sidewalk and the assigned teacher will radio for their child(ren) to be dismissed. Parents will need to have photo identification. No child will be allowed to enter the parking area unattended. Parents/guardians should park in the back parking lot and report to the designated area with a photo id. There will no longer be inside pick up at the end of the day. Students being picked up early for afternoon appointments must be signed out in the elementary office. Students being picked up prior to 3:25 will be counted as a leave early. Please send a note with your student with the time you will be picking them up for the appointment.

STUDENTS STAYING AFTER SCHOOL

Students are not permitted to stay after school unless approved by building principal.

LEAVING SCHOOL GROUNDS

No pupils will be permitted to leave school grounds while school is in session except for reasons approved by the principal or other office personnel. Students may not call their parents or guardians to pick them up at school without the permission of office personnel.

ATTENDANCE PROCEDURES

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

ABSENCES

Each time a student is absent from school or late to school, it is the parent's responsibility to call the school before 8:00 a.m. (Grades 5-12) or before 9:00 a.m. (Grades K-4) to provide an acceptable excuse for the student's absence. If no call is received we are required, as part of the child abduction law, to call the student's home or parent's work to confirm the student's absence. If contact is not made with the parent, a post card will be sent home. **Students are only permitted 32.5 hours per quarter.** This includes both excused and unexcused. Notes from a doctor or court are not included in the count. **Required Written Excuses** - There will be a **two (2) day limit** to submit any excuse; this includes excuses provided by the medical profession, court systems, or anyone else in a capacity to excuse absenteeism. This time frame will begin immediately following the last day of the absence.

PHYSICIAN EXCUSES

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

PHYSICAL EDUCATION

This school will honor notes from parents for students to be excused from gym for a very limited period, normally, not to exceed one day. A note from a family physician must be presented to the office, if for some reason; a student cannot participate in physical education for any continued length of time.

TARDIES

If a student arrives late to school between 8:30-10:00 a.m. he/she must report to the office with their parents and be signed in. Disciplinary measures will be administered for excessive tardies.

OTHER ABSENCES

Students arriving after 9:00 AM Grades 5-12 will be counted one half (1/2) day absent, or leaving before 1:00 PM will also be counted one half (1/2) day absent. Students in Grades K-4 arriving after 10:00 AM or leaving before 2:00 PM will be counted one half (1/2) day absent.

EARLY DISMISSAL

Early dismissal is discouraged. Even the last few minutes of the school day are devoted to instruction, important reminders, and a review of homework assignments. Parents are urged to make doctor's appointments after school hours. If it becomes necessary for a student to be checked out of school, parents should report to the office and sign their child out. **Early dismissal is considered when a child leaves between 1:00-2:30 p.m. Grades 5-12 or 2:00-3:30 p.m. Grades K-4. This is counted as a tardy.**

EXCESSIVE ABSENCES -

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

Students with more than 130 hours of unexcused absences in a year or more than 65 hours during a semester may not receive academic credit for coursework. N/C (no credit) will be placed on the grade card and the cum-folder. In the elementary and middle school, no credit means the student has failed for the semester or year. Exceptions can only be made by appeal to the building principal.

NOTICES

A written notice reminding students and parents about the importance of regular school attendance and possible consequences for failure to attend school will be sent home at the following intervals:

- Nineteen and one half (19.5) hours in a school year
- Thirty-two and one half (32.5) hours in a school year

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

ABSENCE INTERVENTION TEAMS

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

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

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

ATTENDANCE APPEALS

Absences will be monitored each grading period. Students who exceed 32.5 hours per grading period must appeal those absences to the building principal the week following the end of the grading period or other deadline as announced by the building administration. **Six and one half hours (6.5) per quarter may be appealed.** If the appeal is granted, the student will attend a four-hour extended school session as assigned by the building administrator to make-up the absence. For extenuating circumstances, the building principal may accept an appeal at the end of the school year for any absences beyond the stated limits. To initiate an appeal, a student, parent and/or guardian must appeal in writing to the building principal. Students who exceed the absence limits and whose appeals are denied and those students who exceed the absence limits and did not appeal will receive the grade of either 63 or the grade the student earned in the class, whichever is lower for the grading period in question.

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

AFTER SCHOOL ACTIVITIES

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

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

SUSPENSIONS

Students will have one day plus the number of days of his/her suspension to make up and turn in any assignments that were assigned during the suspension period.

ATTENDANCE CONCERNS

STUDENT’S RESPONSIBILITY

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

PARENT’S RESPONSIBILITY

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

STUDENT VACATION POLICY

Students are required to complete a vacation policy application if they are going to be out of school for three (3) or more days (19.5 hours). This application must be picked up in the office, signed by the parent and student, and submitted to each of the student's teachers for the listing of assignments. The completed form, with each teacher's signature and assignments listed, must be submitted to the principal at least two (2) school days prior to the beginning of the absence. Vacation days must be approved by the principal to be an excused absence. A MAXIMUM OF FIVE (5) SCHOOL DAYS (32.5 hours) WILL BE COUNTED AS EXCUSED FOR VACATION DURING THE SCHOOL YEAR. Vacation days in excess of 5 days (32.5 hours) for the year will be unexcused and no credit will be given for assignments missed. Be aware that vacation days are included in the maximum number of days of permitted absences. Students are discouraged from taking vacations during state testing and exam days.

STUDENT CODE OF CONDUCT/DISCIPLINE

Ohio Revised Code #3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) specific rules of the Student Code of Conduct which were violated; (3) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents, and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or his parents may appeal any decision of the Fairfield Local School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 14 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion/suspension to Highland County Court of Common Pleas.

It is the policy of Fairfield School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Fairfield Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below are subject to expulsion, suspension, emergency suspension, alternative school placement, TAP, parental contact, referred to legal authorities, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or employees, or such conduct causes a substantial disruption of the educational processes of the Fairfield Local Schools or creates a reasonable expectation that a substantial disruption would occur. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of the suspension or expulsion. If the community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or the parent.
- d. Any failure to complete community service in a timely manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and

student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

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

The types of conducts prohibited by this Code of Regulations are as follows:

1. Damage or destruction of school property, property of the school employees, or property of other students, on or off of the school premises.
2. Damage or destruction of private property on school premises or in the areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting/Horseplay.
6. Skipping Class.
7. Chronic misbehavior, which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, harassing, humiliating, menacing or indicate an intent to cause harm to the person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name/calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited. Hazing, bullying, and sexual harassment of any kind are also prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to the school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school-related documents.
15. Cheating or plagiarizing.
16. Gambling.
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, pipe tobacco, a clove cigarette, chewing tobacco, snuff, dip, bidi (beedi), waterpipe (hookah) tobacco, electronic cigarettes (e-cigarettes), and personal vaporizers or using tobacco in any other form or possession of smoking paraphernalia to include pipes, nicotine gels and dissolvables, paper, matches, lighters, etc.
23. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.)
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing or being under the influence of any drug or possessing drug paraphernalia to include instruments, objects, papers, pipes, containers, etc.
26. Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device or cameras without expressed written permission of administration.
27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any type.
28. Cursing.

29. Use of indecent or obscene language in oral or written form.
30. Possession or publication of obscene, pornographic or libelous material.
31. Placing of signs or slogans on school property without the permission of the proper school authority.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school premises during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property during school hours without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration or the Board of Education. This includes the prohibition of all clothing, jewelry signs, etc., which at the discretion of the administration is reasonably related to or represents gang or gang like activity.
40. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
41. Turning in false fire, tornado, bomb, disaster, or other alarms.
42. Presence on school property with a communicable disease.
43. Failure to abide by the rules and regulations set forth by the administration for student parking.
44. Disobedience of driving regulations while on school premises.
45. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
46. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
47. Any disruption or interference with school activities.
48. Willfully aiding another person to violate school regulations.
49. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extra-curricular activity.
50. Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
51. Violation of any Board rule, regulation or policy.
52. Violation of state student mandates, including but not limited to, required immunizations.
53. Failure to pay tuition or other approved charges.
54. Violation of the Board's internet/network acceptable use policy.
55. Possession of other person's property without permission.
56. Leaving class without permission.
57. Any act, attempt, conspiracy, or aiding in the commission or concealment of any act which would violate state or federal law.
58. Causing or inducing panic.
59. Indecent Exposure.
60. Lying or blatant dishonesty.
61. Improper use of social media and/or texting while on school grounds.
62. Inappropriate use of cell phones while on school grounds.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying, harassment, and intimidating behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing 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. Bullying, harassment and intimidation means (a) any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) Causes mental or physical harm to the other student; (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or (b) Violence within a dating relationship. 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 e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop. In addition, such behaviors are prohibited anywhere off school grounds where the hazing/bullying and/or dating violence was planned or precipitated at school or any school sponsored activity.

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 "cyber bullying"), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, 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, e-mails 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.

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.

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.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

5. Retaliation

Students are prohibited for retaliating under any circumstances against other students who make complaints pursuant to this policy.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the **Custodial** Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the **custodial** parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from **new or** additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her **Custodial** Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the **custodial** parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the **custodial** parents **or guardians** of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the **custodial** parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

FRIDAY SCHOOL GUIDELINES

The following regulations will be observed during Friday School:

- Friday School will be observed beginning at 3:30 p.m. and lasting through 6:30 p.m. Students must report to the office when school is out at 3:30 p.m. so they may be taken to the appropriate location. Students are permitted to bring a snack to eat in the office prior to reporting to Friday School.
- Students are to study or read – NO SLEEPING ALLOWED.
- NO TALKING
- Students may be excused ONCE during the three-hour period to use the restroom. Only one student will be allowed to leave the room at one time. There will be no other breaks.
- If students do not bring enough material to keep them busy, the teacher may assign work to complete.
- Attendance will be taken. Those who fail to attend may receive one-day suspension if prior approval from the office was not given.
- The dress code will be enforced.
- If a student, with parental permission opts not to serve the Friday School they will receive more severe punishment at the discretion of the principal and/or designee.

AFTER SCHOOL DETENTION

The following regulations will be observed during after school detention:

- After School detention will be observed beginning at 3:30 p.m. and lasting through 4:30 p.m. on Tuesdays and Thursdays. Students must report to the office when school is out at 3:30 p.m. so they may be taken to the appropriate location.
- Students are to study or read – NO SLEEPING ALLOWED.
- NO TALKING
- If students do not bring enough material to keep them busy, the teacher may assign work to complete.
- Attendance will be taken. Those who fail to attend may receive a Friday School.
- The dress code will be enforced.

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

SEXUAL HARRASSMENT

A student shall not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities. Any complaints must be discussed with the Principal. A formal record of these proceedings will be maintained. Further justified complaints will result in disciplinary action leading to suspension, expulsion, etc.

PROHIBITED ITEMS

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

- | | | |
|----------------------|--|--------------------|
| * Knives | * Laser pointers | * Chains |
| * Music devices | * Lighters/Matches | * Look alike guns |
| * Water bottles | * Squirt Guns | * Electronic games |
| * Tobacco Products | * Studded accessories | * Stun Guns |
| * Drug Paraphernalia | * Piercings (other than ears and nostrils) | * Tasers |

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

*A knife is defined as including but not limited to a cutting instrument consisting of a sharp blade fastened to a handle. *Cellular phones may be kept in a student's locker; however, they must be turned off. All cellular phones found disrupting class or ringing in a student's locker will be confiscated and given to the principal.

DRESS AND APPEARANCE CODE

We believe that the way you look influences the way you think and act. Clothing worn to school should be comfortable, clean, and conducive to a business-like atmosphere. Any form of dress or grooming that constitutes a threat to health, safety, or interferes with the educational process will not be tolerated. ***Students will be expected to conform to a reasonable dress standard, which will be considered to be acceptable to the Fairfield community.*** No clothing or hair style should be worn in such a way as to be disrespectful to the school, the staff, other students or the nation, or to attract undue attention to one's self, or to be immodest or controversial, or to disrupt the educational process.

The following list outlines specifics we feel must be observed:

1. Students are to be clean and well groomed in relation to their personal hygiene.
2. Hair is to be neat and clean and a natural human color.
3. Tight-fitting and extremely short skirts will not be worn. Skirts are to be of a *reasonable length*.
4. Shorts are permissible at any time of the year as long as they are not excessively tight (no biker shorts) and they must be of a reasonable length.
5. Jeggings/Yoga Pants/Leggings/Spandex may be worn tastefully with a shirt that extends to mid-thigh.
6. Pajamas are not permitted.
7. Shoes must be worn at all times. Slippers are not permitted.
8. Clothing that is excessively worn, torn, ripped or that which is indecent in nature is unacceptable, as are pants that are excessively baggy and/or drag the floor.
9. Headgear, scarves, caps, hats, headbands, and sunglasses are not to be worn in the building. Girls may wear headbands to keep their hair back.
10. Long or heavy coats, capes, clothing with large pockets, etc. that could be used to conceal contraband or dangerous items are not to be worn. Coats are to be in lockers or hung up during the school day. Students who consider the building to be cold should wear sweaters, sweatshirts or an over shirt. The only exception to this would be a suit coat or blazer.
11. "Muscle" shirts or "tank tops" are prohibited. Shirts must extend four fingers width on the shoulder for girls, boys must wear sleeves. Crop tops, mesh shirts, muscle shirts or basketball jerseys are not to be worn unless they have a shirt underneath them or another shirt over them.
12. Excessively tight fitting, low neck, suggestive or bare midriff styles are not to be worn. NO bare midriffs.
13. Waist pouches, gym bags, backpacks, etc. must be placed in lockers or in designated areas in the classroom when students arrive in school.
14. Clothing advertising alcohol, drugs, or tobacco, and clothing with obscene, profane or inappropriately *suggestive language or pictures* are not to be worn.

15. Fads deemed to be demoralizing or a detriment to the basic philosophy of our school will not be tolerated (examples include but are not limited to: colored hair, facial paint, body piercing – except for ears, nostril etc... The wearing of "gang colors," or symbols, hate symbols or speech, etc. on clothing or on a student's person is strictly prohibited.
16. Undergarments must be worn and must be covered by outer garments and not visible.
17. Chains, safety pins, spikes, and other objects that are deemed dangerous and/or disruptive by the principal are not permitted in the student's possession.
18. Shoes are to be worn at all times in the building.
19. The following was approved and adopted by the Fairfield Local School District Board of Education on October 15, 2001. "Reasonably sized earrings are permitted to be worn in the earlobes. However, rings, studs, pins, jewelry, or other appliances are NOT permitted to be worn in any other body piercing, or otherwise attached directly to the body due to safety and/or classroom disruption concerns. This prohibition includes, but is not limited to, eyebrows, cheeks, tongues or lips." Studs only are permitted to be worn in the nostril.
20. All decisions regarding the dress and appearance code will be decided by the principal or his/her designee.

The following specific guidelines are to be followed by all students:

The school reserves the right to question the dress and appearance of any student and to require improvement before admission to class. In all cases of student dress, the principal's decision shall be final.

DRESS CODE VIOLATIONS

If there are any violations of the dress code, the student will be asked to change into appropriate attire, turn shirt inside out, wear another change of clothing, or be asked to leave the premises. If a student is sent home to change clothing or appearance, the time that they are gone from school is unexcused. The above policies are supported as being "acceptable" by the school board and faculty of Fairfield Local Schools. Therefore, we jointly would appreciate your cooperation in the proper adherence of the established "dress code".

BUS TRANSPORTATION

Each child who is **transported to or from a destination other than home is required to have a form filed with the school.** We will then forward a copy of this to the transportation department. This is used for any long-term alternate destination. **Parents are required to send prior written notice** to the building principal when there will be a short-term change in regularly scheduled bus transportation. **A student without a note will be sent home on his/her regular bus.**

Someone must be visibly present in order for the bus driver to release your child from the bus.

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

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

1. Students should be at their bus stop five (5) minutes ahead of scheduled pick up. The bus horn is used for extreme emergency circumstances. It is not to be used to notify parents that the bus has arrived.
2. Students must wait in a safe location clear of traffic and away from the bus stops. (Designated by the driver)
3. Behavior at the bus stop must not threaten life, limb or property of an individual.
4. Students must go directly to assigned seat so the bus may safely resume motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully. (Excessive noise-loud talking or laughter is prohibited)
7. Students must not use profane language or obscene gestures.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons and stated per doctor's note. (This includes chewing gum)
9. Students are not permitted to have tobacco, alcohol or drug products on the bus.
10. Students must not throw or pass objects, on, from, or into the bus.

11. Students may only bring articles on the bus that can be held on their laps. All balls, toys, pencils and other articles are to be in book bags.
12. Students must ride or board the bus at locations to which they have been assigned unless they have written parental permission and written approval of school personnel to do otherwise.
13. Students are prohibited from extending any part of their body out the bus windows. Spitting or throwing any object from the bus windows is prohibited.
14. Students must cross the street or road at least ten (10) feet in front of the bus and watch for the signal from the driver before beginning to cross.
15. Students are not permitted to transport animals, live insects or glass containers on the bus.
16. Students shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence. Weapons, matches, lighters, etc. are prohibited.
17. Students must be absolutely quiet at railroad crossings and places of danger as determined by the bus driver.
18. Parents are responsible for any damages or marking of the bus by students.
19. Horseplay/fighting may result in a bus suspension.
20. Assault on the bus driver, any employee, or student is prohibited.
21. Repeated violations will result in progressive disciplinary actions.

Violation of any of these rules is sufficient cause for the issuance of a report of misbehavior. The driver, in applying the rules fairly, can issue verbal warnings and assign seats prior to filing a written report. Disciplinary action resulting from the receipt of a written report shall be carried out by the building administrator. Repeated or severe misbehavior leads to progressive disciplinary actions.

AUDITERIA

The auditoria, besides being a lunchroom is also a place where good human relations can be developed. Here each pupil is expected to practice the general rules of good manners which one should find in the home. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are:

1. Students are not to run in the halls in order to try to get a better place in line. Do not pass other pupils headed for the cafeteria.
2. Students are to be orderly in line and are to remain in their places.
3. Observe good dining room standards at the table.
4. Leave the table and the surrounding area clean and orderly.
5. Replace chairs and put trash in the proper containers. All trays are to be carried to the disposal area by the students.
6. Do not leave the auditoria while eating or carrying food. All food and drink is to be consumed in the auditoria area ONLY.
7. Students may only eat school lunches or sack/ packed lunches from home.
8. Students must have permission from the lunchroom monitor to leave the designated areas.

SEPARATION GUIDELINES K-4/5-8/9-12

Classes for grades K-4, 5-8 and 9-12 are located mainly in their own wing/wings. Each grade band has its own lunch period, recess, band, library, physical education classes, art and library in areas that may be shared by both grade bands. Students are not to be out of their assigned area unless they have a specific pass to be in that area. There is to be no unauthorized interaction between students from grades K-4, 5-8 and grades 9-12. The following guidelines have been established to maintain proper separation:

1. All teachers and staff in the building are to be treated with respect. Therefore, if you are given a reasonable directive by any district employee, whether at school or any school function, you are to respond to it properly and respectfully.
2. Students in grades K-4 are to remain in their assigned areas. Students in Grades K-4 **are not** permitted in the High School Wing at any time without the permission of the principal.
3. Students are to remain in their assigned classrooms during class time except when excused by the teacher.
4. Students are never permitted in "public" areas of the building other than during assigned periods except with specific permission of a teacher or principal.
5. During the lunch period students must remain on the Elementary side of the auditoria.
6. Students are not permitted to be in any area outside of the school building unless they are supervised or have permission from the principal or designee.

GENERAL EXPECTATIONS

AGENDA BOOKS

All students will be issued an agenda book at the beginning of the school year. This book is to be used to assist the student to organize his/her school day and to record all daily homework assignments. School rules are included in the agenda book. Students will receive one agenda book free of cost; **replacement books will be charged to the student at a cost of \$5.00 per book.**

DESTRUCTION OF SCHOOL PROPERTY

- A pupil who destroys or damages school property will be required to pay for it. Other consequences are listed in the Student Code of Conduct/Discipline Procedures.

DISMISSAL FROM CLASSROOM

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

EMERGENCY MEDICAL FORMS

Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations. This form will be sent home with your child the first day of school. It is very important that you fill it out completely, noting any health conditions, medical concerns, or current medications, and return it the next day. All information on this form will be used to guide our intervention in case of an illness, injury, or emergency at school. Parents are responsible for notifying the school, in writing, of any changes to the information on the Emergency Medical Authorization Form.

FEE WAIVER

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

FIELD TRIPS

All school sponsored field trips are approved through the office, and supervised by school personnel. Parent permission slips will be signed in advance. Students are required to travel to and from field trips by school vehicles. Parent chaperones are often needed for field trips. If parent chaperones are needed the classroom teacher will contact parents. Being a chaperone carries a great deal of responsibility and requires the full attention of the chaperone. Siblings and other small children may cause the chaperone to become distracted. For this reason, siblings and other small children are not permitted to attend school sponsored field trips. Field trips are a privilege not a right. Students may be denied the opportunity to participate due to previous discipline problems, misconduct or poor attendance.

FIRE/TORNADO DRILLS

Drills are required by law at regular intervals. Directions are posted in each room of the building for your safety. Proper behavior is expected at all times during these drills. Disciplinary action will result if misbehavior occurs during Fire/Tornado drills.

INSURANCE

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

LEAVING THE SCHOOL GROUNDS

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

LOST AND FOUND

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

MONEY RAISING PROJECTS

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

PARTIES

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

PLAYGROUND SAFETY AND ACCEPTABLE TEMPERATURE

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

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

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

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

PROCEDURE TO RESOLVE PARENT/TEACHER DISAGREEMENTS

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

SCHOOL FEES

School fees for students in grades K – 4 are \$25.00. Payment can be made by check or money order made payable to Fairfield Local Schools and turned in to the school office. All fees are expected to be paid by September 30. Report cards may be held for any student with unpaid fees.

SECURITY FOOTAGE

The Fairfield Local School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons. Security footage contains personal, identifiable information about students.

State and federal laws generally prohibit the release of this information, and the District has not designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians. Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

SEVERE WEATHER

In case of snow, ice, fog, extreme temperature, etc., official announcements for school closings may be heard over the local radio and TV stations. An automated calling system will also be used. Please do not call the school unnecessarily. Your child should also have an emergency plan in case school is dismissed due to severe weather. All students are required to have an "Early Release" form on file in the office. Parents are responsible for updating the form as needed.

STUDENT COMMUNICATION

The principal promotes an "open door policy" for students and emphasizes two-way communication as key to facilitating harmony within the building.

STUDENT SHOW OF AFFECTION

- There is to be no show of affection between students.

TELEPHONE

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

TEXTBOOKS/FEEES

- All basic hard bound texts are loaned to students during the year. Pupils are responsible to pay for lost or damaged books.
- Pupils are required to pay fees for all workbooks, supplies, etc. required for use in a course.

VISITORS TO THE BUILDING

Parents are always welcome at Fairfield Elementary/Middle School, but we ask that they register in the office. The school policy is to accept only those visitors who have legitimate business at the school. All visitors/guests must register in the main office upon arrival. Visitors must wear a visitor's badge while in the school building. Teachers and staff have been instructed to question any adult in the building without a visitor's badge. To maintain the high quality of our educational program, we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes. Parents are not permitted to take students to classrooms in the morning without signing in at the office. Students and friends from other schools as well as younger or older siblings are not permitted to be in the building or on the grounds unless on legitimate business and have a visitor's pass from the office. The Board reserves the right to prohibit any persons from entering onto District property or attending District-sponsored events.

WITHDRAWAL OF STUDENTS

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

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

CLINIC/SICK ROOM POLICY

EMERGENCY MEDICAL TREATMENT

Parents and/or Guardians must complete and return an emergency medical form with all desired treatments for their child in case of emergency, as well as emergency contact names and phone numbers, including work numbers. Parents should update forms whenever changes occur.

HEALTH RECORDS

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

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

STUDENT ILLNESS

If a student becomes ill or is injured at school, he/she should report to the nurse as soon as practical. Minor first aid may be administered if indicated in the case of an injury. If a student has a temperature of 100 degrees or higher while at school, they will be sent home. For an illness or injury of any serious nature the parent will be notified. The local life squad will be contacted to transport the student to the hospital of choice in cases of serious illness or injury upon notification (or attempts to notify) the parent or other adult listed on the emergency medical form. Parents who prefer another method of dealing with their child's illnesses or emergencies must notify school authorities of their preferences in writing.

MEDICATION (ORC 3313.713)

State law prohibits school authorities from administering prescription or non-prescription drugs to students who are in their care unless specific procedures are followed. If your child must receive medication while at school, you must personally contact the school office to receive and complete the necessary forms. No prescription or non-prescription drugs are to be brought to school until the above guidelines are met. All required medications must be in their original, labeled container, delivered to, and stored in the nurse's office. If a child requires medication at school and does not have the appropriate form completed, the parent/guardian may bring the medication in and administer it to their child.

Keep your child home from school if:

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

When your child has a cold please remember:

- Give the school a telephone number where you can be reached if your child gets worse.
- Remind your child to cover nose and mouth when coughing and sneezing. Teach your child to cough or sneeze into their bent arm (inside of elbow).
- Teach your child to wash hands often. Encourage good hand washing at school and at home. It's the best way to stop the spread of illness or disease!
- Use Tylenol or ibuprofen for fever. Do not use aspirin. It can cause Reyes Syndrome which can be fatal to your child.

MEDICATION

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

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

COMMUNICABLE DISEASES

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

SPECIAL NOTICES

SPECIAL EDUCATION COORDINATION

The Director of Special Programs is the case manager for all special education referrals. Teacher or parent referrals may be made by contacting Mendy Hamilton at 780-2221 or 780-2977.

GIFTED IDENTIFICATION POLICIES

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

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

If you think your child would qualify for one of these programs, talk to the Talented and Gifted county coordinator, Kim Douglas at 393-1331.

PARENT PARTICIPATION IN TITLE 1 PROGRAMS

In accordance with the requirements of the federal law, programs supported by Title 1 funds must be planned and implemented in meaningful consultation with parents of these students being served.

This includes (but is not limited to):

- A. Establishment of a written policy of expectations for the involvement of such parents in the education of their children, including annual evaluation of this policy in improving quality of schools.
- B. Provide parents of participating students with information, in both written form at meetings that explains curriculum, assessments, and expected proficiency levels.
- C. Develop a school-parent compact that outlines how the school staff, the parents and the student will share the responsibility for academic improvement.
- D. Address the importance of on-going parent/teacher communication.

A complete copy of the above policy #2261.01 may be received by contacting the superintendent or building principal.

TITLE 1- PARENT'S RIGHT TO KNOW

In accordance with the requirement of Federal Law, each school receiving Title 1 funds must notify parents that they may request specific information on the qualifications of the student's classroom teachers. Parents shall be provided information on the level of achievement of their child/children on the required state academic assessments and timely notice if the student is assigned to a teacher who is not "highly qualified." A complete copy of the above #2261.02 may be received by contacting the superintendent or building principal.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required without prior written consent of his/her parents, to participate in any surveys, analysis, or evaluation associated with a school program or the District's curriculum in which the primary purpose is to reveal political, religious, sexual, or illegal affiliations or beliefs, legally privileged relationships or income. Parents have the right to inspect, upon request; a survey or evaluation created by a third party before the survey or evaluation is administered or distributed by the school to the student. Parents have the right to inspect upon request any instructional material used as part of the educational curriculum of the student. This **does not** include academic tests or assessments. A complete copy of the above policy #2416 may be received by contacting the superintendent or building principal.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The Board of Education recognizes that students possess not only their right to an education but many of the rights of citizenship as well. In providing students the opportunity for an education to which they are entitled, the Board

shall attempt to offer nurturing, counseling, and custodial care appropriate to their age and maturity. Attendant to these rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to proper constituted school authority, and compliance with the guidelines and rules of the district. A complete copy of the above policy #5700 may be received by contacting the superintendent or the building principal.

CHILD FIND (3301-51-03 CHILD FIND)

Each school district shall adopt and implement procedures that ensure all children below twenty-two years of age residing within the district who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated. This includes:

1. Children attending private schools, including parochial schools.
2. Highly mobile children.
3. Children who are suspected of having a disability and being in need of special education even though they are advancing from grade to grade.

Each school district shall give notice to inform the public of activities to identify children with disabilities

Each school district shall maintain an education management information system and submit data to the Ohio Department of Education pursuant to rule 3301.14.01 of the administrative Code.

The Ohio Department of Education and each school district shall examine child data submitted to the Department to determine if significantly disproportional based upon race is occurring in the district, with respect to identification an/or educational settings. If such is determined disproportional, identification practices will be reviewed and if appropriate, revised.

The collections of data used to meet the requirements of this rule are subject to the confidentiality requirements in rule 3301.51.04 of the Administrative Code.

The complete Child Find policy may be found on the Ohio Department of Education website:

<http://www.ode.state.oh.us>

MEAL CHARGES

The Board recognizes that on occasion, students may not have meal money, either in hand or on their pre-paid accounts. The intent of this policy is to insure compliance with State and Federal reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances.

The goals of the Fairfield Local School District's Food Service Department are:

- * to ensure that all students have a healthy meal and that no child goes hungry
- * to treat all students with dignity and confidentiality in the serving line regarding meal account status
- * to support positive and clear communication among staff, administrators, teachers, students and parents/guardians
- * to establish fair practices that can be used throughout the school district
- * to encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- * to establish a consistent practice regarding charges and collection of charges

To comply with State guidelines and maintain a system for accounting for charged meals, the Board shall abide by the following guidelines:

Negative balances remaining on student accounts will be carried over to the following school year. The student will not be allowed to charge a meal until this outstanding balance is paid.

Balances remaining on accounts of withdrawn students or graduating seniors:

1. Money will be transferred to siblings (if applicable)
2. Under \$5.00 balance will become property of Fairfield Local Schools Food Service Department
3. \$5.00 and over will be reimbursed to the parent/guardian
 - a. if a current address or phone number is not available for the parent/guardian, after one year, these funds will become the property of Fairfield Local Schools Food Service Department

All unclaimed funds after one year will become the property of Fairfield Local Schools Food Services Department.

Balances owed after a student graduates or withdraws are classified as delinquent debt and will be pursued for one year. After one year, the balance is reclassified as bad debt and the Treasurer will determine if the debt is uncollectable and must be written off. Records relating to those charges must be maintained in accordance with the record retention requirements (7 CFR 210.9(b)(17)).

Adoption date: November 20, 2017

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the "Fairfield Local Schools" receive a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office /
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the

amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
 - Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Fairfield Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Fairfield Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Fairfield Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want Fairfield Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Fairfield Local School District has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with our PIN, password, etc.