

FAIRFIELD HIGH SCHOOL 2012/2013

Fairfield High School
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Guidance Counselor: Deborah Mangus
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In case of emergency, please notify:
Name: _____ Phone: _____

Fairfield High School Fight Song

Love and honor to old F.H.S.
Our high school old and grand.
Proudly we shall ever hail thee,
Over all the land. Rah! Rah! Rah!

Dear old high school how we praise thee,
Sing joyfully this day.
Love and honor to old F.H.S.
Forever and a day.

Principal's Welcome

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

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

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

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

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. **Students are only permitted five (5) absences 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 7:30-9:00 a.m. Grades 5-12 or 8:30-10:00 a.m. Grades K-4), he/she must report to the office and sign in and get a pass to class. **Three tardies equals one unexcused day.** Disciplinary measures will be administered for excessive tardies. **ON THE 4TH TARDY HIGH SCHOOL STUDENTS WILL LOSE PARKING/DRIVING PRIVILEGES FOR THE REMAINDER OF THE QUARTER.**

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.** Three tardies are counted as one unexcused absence.

Excessive absences - Students with more than twenty (20) days of excused or unexcused absences in a year or more than ten (10) days during a semester will not receive credit. 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. These days are inclusive, but days or classes missed due to representing Fairfield Local Schools or certified doctor's/court excuses do not count toward the twenty days. Exceptions can only be made by appeal to the attendance building principal.

On the third (3) and fifth (5) day of absence (excused or unexcused), a form letter will be sent home stating the importance of school attendance and reminding parents of the 20 days limitation in a year and the 10 days in a semester. After the fifth (5) unexcused absence, the Southern Ohio Educational Service Center Attendance Officer will be notified. Referral to the Attendance Officer may result in an appearance in municipal or juvenile court.

On the twenty-first (21) day of absence in a year and the eleventh (11) day in a semester, a student will be at no credit status.

Attendance Appeals - Absences will be monitored each grading period. Students who exceed five (5) absences 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. **One day 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.

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 must be presented prior to the activity. Written documentation must be turned into the high school office during school hours.

Suspensions - If a student is suspended out of school, he/she will receive a "0" for assignments each day of the suspension period. It is recommended that the student complete all missing assignments during his/her suspension to keep current with the new information in class. Missing assignments that are made up during a suspension will not count towards credit but will keep students up to date. Students may make arrangements with the principal to pick up missed work for completion. Days of suspension do not count in the total toward loss of credit due to absences.

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.

Early arrival - Students are not to be dropped off for school prior to 7:15 am for 5-12 and 8:15 am for K-4. Students are not permitted to be

in classrooms or hallways unsupervised until their designated times. Failure to follow this procedure results in unsupervised students.

Afternoon Dismissal – Due to safety concerns, all children being picked up at the end of the school day must be signed out at the appropriate office. Parents are encouraged to not call after 3:00 p.m. (K-4) unless it is in case of an emergency, due to the confusion caused by late notification. No child will be allowed to enter the parking area unattended.

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.

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. This application must be picked up in the office, signed by the parent and student, and submitted to each of the student's teachers for the listing of assignments. The completed form must be submitted to the principal at least two (2) school days prior to the beginning of the absence. Vacation days must be approved by the principal to be an excused absence. A MAXIMUM OF FIVE (5) SCHOOL DAYS WILL BE COUNTED AS EXCUSED FOR VACATION DURING THE SCHOOL YEAR.

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

SENIOR EARLY RELEASE

Seniors may be allowed to leave school early (after 8th period) if they meet the following qualifications:

- A letter from the custodial parent requesting participation must be provided to the office and on file.
- The student must maintain 93% attendance rate, as per ODE standard.

- The student must not be failing any courses taken.
- Status for participation will be evaluated at interim and end of each grading period.
- The student must provide documentation that he/she is employed.

At any point in which the above conditions (qualifications) are not met the **privilege** of leaving school early will be revoked and the student will be required to stay at school until 2:30 p.m.

The principal or designee reserves the right to revoke this privilege if necessary.

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.**

The agenda will serve as the only recognized HALL PASS!

SEPARATION GUIDELINES FOR HIGH SCHOOL STUDENTS

We have three distinct educational wings to separate grades K-4 from grades 5-8 from grades 9-12. The following guidelines have been developed to maintain proper separation:

1. All teachers and staff in the building are to be treated the same as high school teachers and staff. 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. High school students are to remain in "high school" areas only. Remain in the high school academic wing during the school day except to go directly to and from the auditoria and gymnasium at the proper times.
3. Students are to remain in their assigned classrooms during class time except when excused via a signed agenda book.
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 high school side of the auditoria and not congregate in the entrance forum or offices.

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.
7. No high school students shall be permitted in the Middle School or Elementary areas without permission from the High School Principal or his designee.

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. NO Leggings/spandex alone – other acceptable shorts must be worn over them.
6. Pajamas are not permitted.
7. Shoes must be worn at all times. Slippers are not permitted.
8. Clothing with holes, cut or torn above the knee are not to be worn to school. Excessively worn, torn or ripped clothing is unacceptable, as are pants that excessively baggy and/or drag the floor.
9. Headgear, scarves, caps, hats, headbands, and sunglasses are not to be worn in the building.
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 when students arrive in school.
14. Clothing advertising alcohol, drugs, or tobacco, and clothing with obscene, profane or *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: colored hair, facial paint, body piercing – except for ears, etc... The wearing of "gang colors," hate symbols, etc. on clothing or on a student's person is strictly prohibited.
16. In keeping with our desire to create a business-like atmosphere students with tattoos must keep these tattoos covered up with clothing or other means approved by the principal.
17. Undergarments must be worn and must be covered by outer garments and not visible.
18. 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.
19. Shoes are to be worn at all times in the building. Open toed shoes, (sandals, flip flops, etc) are not appropriate foot wear for the gym, labs, and shop areas.
20. 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, nostrils, cheeks, tongues or lips."
21. All decisions regarding the dress and appearance code will be decided by the principal or his 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 High School. Therefore, we jointly would appreciate your cooperation in the proper adherence of the established "dress code".

FIELD TRIPS

All school sponsored field trips are approved through the office, and supervised by school personnel. Student responsibility is the same as in a classroom. Students must meet a "passing grade" performance in classes that absence will occur in order to be granted permission to attend a field trip. 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.

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.
- **Cell phones are not to be used during school hours.**
- **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.**

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.

STUDENT COMMUNICATION

Students are encouraged to discuss concerns and proposals with class officers, "Student Council Members," and the staff. These groups represent the direct communication link with administration and should be used for that purpose. Better understanding of issues by students is the result of good communication.

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

GRADES

Interim grade notices are issued 4 ½ weeks into each grading period. Those students receiving an "F" in any class at this time will have their interim report mailed home to their parents. Any student receiving a failing grade at the interim period or on their report card due to missing assignments will be monitored on a weekly basis for missing assignments. If the missing assignments are not turned in by noon on Thursday they will receive a Friday school the following day to complete their missing work. 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.

GRADING SCALE

A	4.0 Points	95-100	Superior work
A-	3.66 Points	93- 94	Excellent work
B+	3.33 Points	90- 92	Excellent/Good work
B	3.0 Points	86- 89	Good work
B-	2.66 Points	83- 85	Good/Above average work
C+	2.33 Points	80 -82	Above average work
C	2.0 Points	76- 79	Average work
C-	1.66 Points	73- 75	Average/Below average
D+	1.33 Points	71- 72	Below average
D	1.0 Points	67- 70	Needs improvement
D-	.66 Points	65- 66	Almost failing
F	0 Points:	0 - 64	Failing

- The semester average is found by counting each marking period twice for four fifths of the grade and the exam as one fifth. This gives a total of five grades to average for the semester.
- **Incomplete:** Assignments should be completed by the end of the grading period unless there are extenuating circumstances excused by the classroom teacher and/or principal. At the discretion of the teacher, all grades thereafter will become "F" and calculated into the student's average. Students have 10 days to make up work to change an "I" to the earned grade.

GRADE LEVEL CLASSIFICATION & GRADUATION REQUIREMENTS

FOR GRADUATES OF 2013

- GRADE 9** – Completion of grade 8
GRADE 10 – 5 Units of credit and 1 year attendance
GRADE 11 – 10 Units of credit and 2 years attendance
GRADE 12 – 15 Units of credit and 3 years attendance

21 UNITS OF CREDIT, These requirements include:

ENGLISH	4 CREDITS
SOCIAL STUDIES	3 CREDITS
SCIENCE	3 CREDITS
MATHEMATICS	3 CREDITS
HEALTH	½ CREDIT
PHYSICAL EDUCATION	½ CREDIT
COMPUTER (DATA PROC)	1 CREDIT
ELECTIVES	6 CREDITS

The Ohio Dept. of Education requires 1 credit in one of the following areas: Fine Arts or Business Technology or Foreign Language.

IN ADDITION TO THE ABOVE THE FOLLOWING HOURS OF COMMUNITY SERVICE WILL BE MET.

- CLASS OF 2013—15 HOURS
 CLASS OF 2014 AND BEYOND—20 HOURS

FOR GRADUATES OF 2014 AND BEYOND

21 UNITS OF CREDIT, These requirements include:

ENGLISH	4 CREDITS
SOCIAL STUDIES	3 CREDITS
SCIENCE	3 CREDITS
MATHEMATICS	4 CREDITS
HEALTH	½ CREDIT

PHYSICAL EDUCATION	½ CREDIT
COMPUTER (DATA PROC)	½ CREDIT
FINE ART	1 CREDIT
ELECTIVES	6 CREDITS
COMMUNITY SERVICE	20 HOURS

Fairfield High School is a four year (9-12) educational institution and therefore requires graduates to attend four years. There are no procedures for a student to graduate in less than four years, except in very rare instances when a student is much older than his/her classmates or other extenuating circumstances and the student has passed all five parts of the OGT Tests.

GUIDELINES FOR SCHEDULE CHANGES

Planning a schedule for the next school year is a difficult task and situations may occur requiring a change in that schedule. These schedule changes, however, have a serious effect on class size, teacher assignments, and the overall master schedule. Therefore, student schedule changes must be made sparingly and only after careful consideration of anticipated outcomes. Students and parents are urged not to plan a program with the idea that it can be altered at a later date.

- Any student interested in making a schedule change must meet with the guidance counselor.
- The counselor will consider the request; fill out an add/drop slip if permission is granted or give written reason if not granted. No schedule change is complete until a parent all teachers involved have signed the add/drop slip and it has been returned to the guidance office.
- Students are expected to remain in all classes until notified of change from the guidance office.
- Courses may not be added after 5 days from the first day of class for all classes.
- A student may request and be granted permission to drop a course up through the 5th day after the first day of class for all classes and have that class erased from his/her records.
- After the 5th day of a class, a student will receive a WF (Withdrawn Failing) grade unless a contract has been established.

- A grade of WF is calculated as a failing grade. This failure is included in the computation of the student's GPA (grade point average) and will be on the student's final transcript.

HONOR ROLL

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

HONOR SOCIETY

The "Honor Society" is a national student organization for juniors and seniors requiring a point average of 3.25 for entrance. Each student must also be evaluated by faculty members in the areas of scholarship, leadership, character, and service for entrance.

ACADEMY OF SCHOLARS

The "Academy of Scholars" is an organization for students in grades 9-12. To be a member of this organization a student must achieve a 3.5 grade point average for the first three grading periods of a given school year, must be enrolled in letter graded courses that total 3 credits, must earn no 9 weeks grade lower than a B-, must earn no exam grade lower than C-, must have been enrolled at Fairfield by the beginning of the second semester. Since all colleges will be on a semester system, beginning in 2012-2013 school year full-time PSEO students are not eligible.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian is the student in a graduating class who earned an honors diploma or career/technical honors diploma and has the highest cumulative GPA. The Salutatorian is the student in a graduating class who has earned an honors diploma or career/technical honors diploma and has the second highest GPA.

COLLEGE VISITATIONS

Each student will be excused up to four (4) planned college visits in their high school career. A form must be completed and turned in at least one day before the scheduled visit in order to be approved for an excused absence. If procedure is not followed the day will be counted unexcused. This form is available in the guidance office or the school

web site. Visits will not be excused during "count week"- the first week in October.

TRANSCRIPTS

Transcripts of pupil's grades will be mailed upon request to the proper agencies, colleges, or training schools. Requests for transcripts must be made through the guidance office.

POST—SECONDARY ENROLLMENT OPTIONS

Eligible students have an opportunity to participate in the Post-Secondary Options Program. The program allows eligible students to take courses at a nearby college and receive high school and college credit for the courses. Interested students should see the guidance counselor for more information (including rules and regulations) prior to March 30 of the year before the enrollment. Books must be returned to the guidance office following each quarter. Students are responsible for the purchase price of any book(s) not returned.

OHIO GRADUATION TEST

Students will be required to pass the OGT (Ohio Graduation Test) to graduate from high school. This test will be administered in the spring of their sophomore year and twice yearly thereafter. Students will have up to six opportunities to pass the test before the end of their senior year. Every opportunity for remediation should be pursued.

October 22-26—testing for juniors and seniors

March 11-15—testing for all sophomores and all juniors and seniors who need to pass a part(s)

June 17-28 (Exact dates TBA)—intervention and testing for all sophomores, juniors or seniors who need to pass a part(s)

ACT

This test is used by colleges to aide in the admission process. It can be taken by students at any grade level, but is highly recommended that students who are considering college take the ACT in December of their junior year. Registration materials are available in the guidance office. Fee waivers are available in the guidance office for students who qualify to receive free lunch.

2012-2013 Test Dates:
September 8, 2012

Deadlines:
August 17, 2012

October 27, 2012
December 8, 2012
February 9, 2013
April 13, 2013
June 8, 2013

September 21, 2012
November 2, 2012
January 11, 2013
March 8, 2013
May 3, 2013

Fairfield Local School District ~ Plagiarism Policy

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source ([MLA Handbook for Writers of Research Papers](#). Third Edition.)

Fairfield Local Schools will only accept Modern Language Association (MLA) or American Psychological Association (APA) format for writing assignments.

Plagiarism includes, but is not limited to the following:

- taking someone else's assignment or portion of an assignment and submitting it as one's own,
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source,
- presenting the work of tutors, parents, siblings, or friends as one's own,
- submitting purchased papers as one's own,
- submitting papers from the Internet written by someone else as one's own,
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not.
- self plagiarism (using one paper for multiple assignments).

Violation	Procedure	Penalty
1 st offense	The teacher informs the principal, meets with the student, and makes parent/guardian contact.	1) Opportunity to re-write assignment for half credit. 2) Documented

		plagiarism in student's file.
2 nd offense	The teacher informs the principal, meets with the student and the parents/guardian.	1) "0" credit for the assignment 2) Documented plagiarism in student's file.
3 rd offense	The teacher informs the principal, meets with the student, parents/guardian, and guidance counselor.	1) "0" credit for the nine weeks (quarter) 2) Documented plagiarism in student's file.

CREDIT FLEXIBILITY

Selecting a Fairfield High School approved Educational Option

A student may choose to participate in any of the following alternate means to earn credits: on-line coursework, off-site summer school, correspondence school, dual enrollment, distance learning, Post Secondary Enrollment Options. A student who selects this option must first complete a Credit Flexibility Proposal. Some of these options may require the student to meet admission standards at the university or other educational option provider. Final grades and credits will be recorded on the student's transcript and calculated in the student's GPA and class rank.

Flexing out of an existing Fairfield High School course

This option exists for a student who believes he/she is ready to demonstrate proficiency of all of the Academic Content Standards required in a Fairfield High School course. A student who selects this option must complete a Credit Flexibility Proposal and a Credit Flexibility Plan. The Credit Flexibility Plan will outline the way the student plans to demonstrate proficiency. This may include, but is not limited to, taking Fairfield High School Exams for the course, completing written essays and research papers, developing examples of subject area projects, and other items as specified in the proposal agreement. The Fairfield High School teacher of record will evaluate the student's work. Final grades and credits will be recorded on the student's transcript and calculated in the student's GPA and class rank.

Creating a Flex Plan for a new course

This option is for a student who wishes to develop a plan to study a topic of interest that is not offered at Fairfield High School. A student who selects this option must first complete a Credit Flexibility Proposal and a Credit Flexibility Plan. The Credit Flexibility Plan will list and describe goals and objectives, Ohio Academic Content Standards, methods of instruction, timeline for learning and assessment measurements for the new course. The Fairfield High School teacher of record will evaluate student work. Final grades and credits will be recorded on the student's transcript and calculated in the student's GPA and class rank.

Credit Flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study available for a particular subject and tailor the learning time or conditions needed. In these ways, students can customize aspects of their learning around more of their interests and needs. Credit Flexibility Options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Fairfield High School.

Credit Flexibility Requirements:

1. A written plan will be developed by the student with the input of the parent/guardian, principal, school counselor, and the Fairfield High School teacher of record
2. Grades will be reported to the Guidance Office and will be recorded on the student's transcript.
3. Where a teacher of record is required, the individual must be a Fairfield High School teacher who is licensed by the State of Ohio in the subject area for which credit will be awarded.
4. All requests for credit flexibility must be made in advance. No credit will be awarded on a retroactive basis.
5. The teacher of record must submit a grade at the end of each quarter. This grade will be reported on the student's grade card and will be used to determine athletic eligibility.

6. On-line Flex-Credit opportunities outside of the Virtual Learning Academy will be the financial responsibility of the student.
7. Approved Flex-Credit Plans will follow the same timeline in regards to dropping a course.

Credit Flexibility Application Procedures:

1. The student will obtain the necessary Credit Flexibility form(s) from the Guidance Office and will return the completed form(s) to his/her counselor.
2. Once the student has submitted the plan a conference will be scheduled with the parent/guardian, student, potential teacher of record, school counselor and principal.
3. The student is responsible for completing all assignments agreed upon in the Credit Flexibility Plan in order to earn grades and credits. A student who does not complete the requirements by the agreed upon due date will earn an F for the course which will be reported on the official transcripts.
4. All proposals for Flex Credit Plans must be submitted to the Guidance Office by May 1st of the preceding year.
5. All Credit Flexibility Plans must be approved by the last day of school in the year preceding the proposed plan.

LOCKERS

- Lockers are owned by the Fairfield Board of Education. The board authorizes entrance to lockers by the administration at any time deemed necessary.
- It is recommended that all valuables (including money) be kept at home, except lunch money. If you must bring them to school keep all valuables on your person, or locked in your locker.
- Lockers must be kept locked when not in use.

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).

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.

STUDENT SHOW OF AFFECTION

There is to be no show of affection between students other than holding hands.

INSURANCE

Students have the opportunity to apply for school insurance directly from the company. This is not compulsory. Athletic insurance is part of this program and is also optional.

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.

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. The One Call Now calling system will also be used. Please do not call the school unnecessarily.

DRIVING REGULATIONS

- All students will be asked to register their name, make of car, and license number in the principal's office. All cars need a parking permit which can be obtained from the high school office. Cars shall be parked, locked, and not driven again until the end of the school day. All vehicles parked on school property are subject to search by authorities and/or school personnel if the need is determined.
- Students are not to be in a car or in the parking lot without permission at any time during the school day. All vehicles must be parked within a parking space (yellow lines).
- Twenty (20) MPH speed limit on school property will be strictly adhered to and (10) MPH) in the parking lot at all times.
- Violations of school rules in a car are treated the same as in the school building.

- Any reckless driving, or driving violations will result in loss of driving privileges and other discipline as deemed necessary by the Principal or his designee.
- Any student receiving 3 unexcused tardies to school in a 9 week grading period will lose their Fairfield High School parking permit until the beginning of the next grading period.

LOSS OF DRIVER'S LICENSE OR DRIVER'S PERMIT

A student is subject to suspension of his/her driver's license or permit by the State Bureau of Motor Vehicles for any of the following reasons:

- 10 days in succession of unexcused absence from school.
- More than 15 days unexcused absence in a semester.
- Suspension or expulsion related to drug and alcohol use or possession.
- Dropping out of school. (subject to guidelines of law.) The notification of the Ohio Bureau of Motor Vehicles is required by law when any of the conditions listed above exist. The suspension of license is for 90 calendar days, unless the student becomes 18 years of age or graduates from school. During the period of suspension, no unexcused absences will be permitted or the license suspension may be extended for an additional 90 days.

WORK PERMITS

- All students under age eighteen working a full or part time job are required to secure a work permit from the district office.
- When all parts are completed, they should be presented to the district office secretary for the issuance of a work permit.

CLASS OFFICERS

- Class offices include: president, vice-president, secretary, treasurer and news reporter.
- Class officers are chosen by each class in the fall of the year to represent their respective class during the current school year.
- In order to become a class officer a student must petition and be elected by the members of his/her class.
- A student may be disqualified from holding an office if they have not maintained a passing average in all of their classes for the first three nine week grading periods.
- Students may hold only one class office or Student Council position at a time.

DANCES

- All dances must be approved by the Principal.
- There will be at least seven (7) chaperones for each dance, three (3) faculty and four (4) parents.
- Conduct and rules will be the same as during school hours, -- no alcohol, no tobacco and no smoking permitted on all school property.
- Breaking the rules could cause suspension from all co-curricular activities for the school year.
- Civil authorities will be on hand for all dances.
- **Appropriate attire**
Dresses cannot be too revealing in the front/back/sides or slit too high (above fingertips) or inappropriately "see through". They may be strapless or off the shoulder if they meet the other criteria.
- **Dance style**
There will be no provocative or lewd dancing:
 - No dancing that could result in the injury of yourself or others
 - No sexually suggestive dancing
 - No moshing/slam dancing
- Any Fairfield student bringing a non-Fairfield guest to a dance must complete a Guest Application Form and turn it in to the office. The Guest must be at least a Freshman in High School and no older than 20 years old. Photo identification must be presented upon entry to the dance.
- Chaperones will determine what is appropriate or disrespectful.
- Any student or guest not following the rules may be asked to leave the dance.

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.

AUDITERIA

The auditeria, 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 auditeria while eating or carrying food. All food and drink is to be consumed in the auditeria area ONLY.
7. Students may only eat school lunches or sack/ packed lunches from home.
8. Students may play basketball in the Grandle Gymnasium when they finish their lunch until the bell rings. Students must stay in the auditeria or gymnasium during their lunch period. Students must have permission from the lunchroom monitor to leave the designated areas.

Fairfield High School has a closed lunch policy, which means that no student shall be permitted to leave the building to go elsewhere for lunch.

STUDY HALL

- A pupil must realize that the study hall teacher’s first duty is to keep order so that all pupils may study.
- Permission to speak or work with another person may be granted only by the study hall supervisor.
- Each student must bring school work daily to work on.
- Upon entering study hall, a pupil must be seated for attendance check. The teacher will then give permission to leave.
- The study hall teacher shall have the right to determine if the student may leave his/her seat.

VISITOR TO THE BUILDING

Parents are always welcome at Fairfield High 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. Students are not permitted to bring visitors to school.

COMPLAINTS

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.

COMPLAINTS DIRECTED AT STAFF MEMBERS: Any complaints brought to the attention of the school administration must be placed in writing. The complainant and the principal along with the staff member will discuss the basis of the complaint.

AFTER SCHOOL ACTIVITIES

- All rehearsals, practices, and meetings must be supervised by a faculty member.
- Pupils not under supervision of school personnel should be out of the building by 2:45 p.m.
- All social events must be posted on the school calendar in the main office at least one week before the event (preferably earlier).
- All social events sponsored by school groups conclude by 11:00 p.m. An exception will be the Homecoming Dance and Senior Prom.
- All rooms used must be left in the condition found, and all borrowed property must be returned within 24 hours after the event. The sponsoring group will be held responsible for any disorder and damage.

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Conduct that will reflect favorably upon the participants and Fairfield High School should ALWAYS be displayed. Good conduct and good sportsmanship reflect positively on the student's/schools' image. Misbehavior at a contest or other event is subject to the School Discipline policy. Students who are suspended from school may not attend extra-curricular activities.

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.

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.

The rules to be followed on the bus include the following:

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 will result in a bus suspension.

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 can result in the suspension of bus privileges.

LEAVING THE SCHOOL GROUNDS

No student may leave the school building without permission from the high school principal or designee, and then only in the case of an emergency or illness. The student must then sign-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.

COMPUTER/TECHNOLOGY USAGE

Students will ONLY use school computers and technology for school/learning related purposes as specifically directed by teachers and staff. Other usage could be subject to severe discipline.

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 your agenda book signed by the study hall monitor. If you leave before the bell, you must have your agenda book signed so you may go 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 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 or MORE 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.
6. Respect should be shown at all times for others and for items in the library.

RULES FOR LIBRARY BOOKS/MAGAZINES

General:

- A total of three items may be checked out at a time for middle and high school students and two for elementary students.
- Middle school 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.
- Any student wishing to use the MORE library lending program must have returned a signed permission form.

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

Magazines:

- May be checked out for one week by middle 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.

Overdue/Damaged/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 unrepairable will be charged the full price of the book.

- There is a five day grace period for any lost AR card. There is a \$1 cost for the replacement of the card.
- There will be a \$1 charge for replacement bar codes and stickers for Middle and High School students.

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 possible. 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

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.

MEDICATIONS (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.

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.

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.

AFTER SCHOOL DETENTION GUIDELINES

The following regulations will be observed during After School Detention:

- After School Detention will be observed beginning at 2:30 p.m. and lasting through 3:30 p.m. on Tuesdays and Thursdays. Students must report to Room 306 in the high school wing to serve the detention.
- 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.
- 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 the detention.

- Detentions may be rescheduled one time for a valid reason. Parents must contact the office requesting the change.

FRIDAY SCHOOL GUIDELINES

The following regulations will be observed during Friday School:

- Friday School will be observed beginning at 2:30 p.m. and lasting through 6:30 p.m. Students must report to the office when school is out at 2:30 p.m. so they may be taken to the appropriate location.
- Students are to study or read – NO SLEEPING ALLOWED...
- NO TALKING
- Students may be excused ONCE during the four 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.

INTERSCHOLASTIC ATHLETICS

- Fairfield is a member of the "Southern Hills League" which is made up of ten (10) schools: (Eastern Brown, Fayetteville, Lynchburg Clay, Manchester, North Adams, Peebles, Ripley, West Union and Whiteoak). The "Lions" participate in ten (10) interscholastic sports for students.
- The Ohio High School Athletic Association requires students to maintain passing grades in at least five, one credit courses.
- Students are required to be in attendance at least ½ day to participate/practice for activities except as approved by the Athletic Director/Principal.
- Athletic insurance is part of the school insurance program and is optional.

EXTRACURRICULAR PARTICIPATION CODE OF CONDUCT

Fairfield Local Schools offers many extracurricular activities designed to provide a well-rounded educational program. When a student agrees to participate with an athletic team, that student has made a decision to commit his/her self to that activity and to abide by the rules and regulations set forth by the school administration and coaches as adopted by the Fairfield Board of Education. NOTE: PARTICIPATION IN ANY EXTRA CURRICULAR ACTIVITY IS A PRIVILEGE NOT A RIGHT!

Those making such a commitment are expected to act in a manner which will not discredit their team, school, family, community, or themselves. Should the rules and regulations be broken, certain penalties shall come into effect in keeping with the adopted policies.

The following conduct is expected of students participating in extra curricular activities:

Academic Standing

A. **Minimum "C-" Average:** All students participating in extra curricular activities must maintain at least a "C-" (73% pr 1.66) average in all courses in which they are enrolled and receiving credit. A student receiving below a "C-" average in all courses taken during the eligibility period will receive a warning letter from the principal's office. A conscious effort between the Athletic Director, coach and principal will be maintained in order for the student to stay on top of their academic coursework. If after the first warning a student is falling below the "C-" average, then a study table will be set up by the respective player's coach, athletic director and the principal.

B. **Units of Credit:** All students must carry a minimum of 5 units of credit (or equivalent) in order to participate in extracurricular activities per OHSAA rule 4-4-1.

C. **Eligibility Periods:** (Definition) For the purposes of academic eligibility, there will be an eligibility period after each nine weeks grade is checked. Should a student not be passing their five units of credit throughout a nine week grading period, they are ineligible for the next nine week grading period, five days after the nine weeks grades have been reported.

D. **Grade Checks:** (Duration) Each athlete's grades will be checked periodically every three weeks by the Athletic Director. These grades will then be reported to the respective coaches so that there may be a joint effort between the coach and athlete to help them maintain their grades throughout a given season.

E. **Conditions of Ineligibility:** During the period of ineligibility, a student shall NOT be permitted to dress or travel with the team, be seated with the team at a game or participate with the team or group at any planned performance or public competition. However, the student shall be permitted to practice with the team at the coach's discretion.

F. **Applicability:** FFA, FCCLA, Band, Choir and School Yearbook are considered co-curricular activities, and are therefore exempt from some of the requirements.

G. **Post-secondary Option Students:** Students electing to enroll in PSEO must be certain that the faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when Fairfield's grading period is over, and the student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Full time PSEO student athletes must take a minimum of 13 quarter hours or semester hours each term. PSEO student athletes should be in frequent communication with the guidance counselor.

H. Special Eligibility Concerns for Athletes:

As Fairfield Local Schools is a member, in good standing, of the Ohio High School Athletic Association (OHSAA), we follow all athletic rules and regulations prescribed by the OHSAA. Therefore, all athletes must maintain OHSAA standards, academic and otherwise, in order to remain eligible.

1. All athletes, including cheerleaders, MUST have a current physical exam card on file in order to participate in practices and events. Physicals are good for one calendar year from the the date they are obtained. (EXCEPTION: If student obtains a physical examination between May 1 and June 1, that physical will be good for not only a calendar year, but the entire school year.
2. It is highly recommended that any athlete considering participating in college level athletics

upon graduation from high school consult with both the guidance counselor and athletic director to become knowledgeable of special college entrance and eligibility requirements for such participation.

I. School Attendance:

1. School attendance by student athletes is expected to be maintained in a positive manner throughout the school year. Emergencies will undoubtedly arise throughout the year, but it is ANY STUDENT'S responsibility to attend school on a regular basis.

a. Any student who is absent for a full day will be ineligible from participation unless there is prior approval from the principal and/or athletic director.

b. Any student who comes to school late before the 10:44 A.M. bell (4th period), must present a written excuse to the principal and/or athletic director in order to be approved for practice and/or that evening's contest.

c. Any student who comes to school after the 10:44 A.M. (4th period) bell will be ineligible from participation in that evening's activities unless there has been prior approval from the principal and/or athletic director.

J. **School Discipline:** Students wishing to have the privilege of participating in extracurricular activities have the responsibility of maintaining a good discipline standing in school. In the event a student exhibits conduct for which he/she is to be denied participation, the student will not be permitted to practice or participate until the denial period has been terminated.

K. Dress Code

a. All athletes will be encouraged by their coaches to dress alike at home and away events prior to the participation in their contest.

b. All athletes with visible tattoos must have them covered when participating in an athletic event.

- L. **Alcohol, Drugs, Tobacco Products:** Possession, distribution, use and/or abuse of alcohol, drugs, or tobacco products at **ANYTIME, IN OR OUT OF SCHOOL**, will result in denial of participation from that extracurricular activity and all other extra-curricular activities.
- c. **First Offense:** Denial of participation in 20% of season's games/meets/matches. Mandatory counseling and rehabilitation will be required also.
 - d. **Second Offense:** Denial of participation in 50% of season's games/meets/matches. Mandatory counseling and rehabilitation will be required also.
 - e. **Third Offense:** Denial of participation on any athletic team for the remainder of your career.

****Note,** if a student should admit themselves to DAP, Drug and Alcohol Prevention program, then they will be denied 10% of their season's games/meet/matches and will remain at step one should they be involved in drugs and alcohol again throughout their athletic career. This policy is inclusive throughout the student's four year academic career.

****PARENTS** will assume full costs and responsibility for finding an enrolling their child in a valid rehabilitation program.

****The** guidelines for extracurricular participation apply uniformly to all students that are active participants in any extracurricular activity at any time during the calendar school year. Denial of participation shall begin with the date the student is found in violation of the appropriate guideline, regardless of the student's present participation status.

****Practice-** A student MAY practice during the suspension/rehabilitation process. This will be left to the discretion of the coach and the Athletic Director on a case by case basis.

ATHLETICS AND SPORTSMANSHIP

Fairfield Local Schools offers a wide array of athletic activities for both high school and middle school students. All students are urged to participate on one or more of the athletic teams at some time during the school year. Your participation is an important part of your education and your contributions to the team can add to the rich athletic tradition of our school.

Students who wear the uniform of the Fairfield Lions must remember that they represent our school in the eyes of the public. Therefore, nothing less than the utmost in conduct and sportsmanship will be expected or tolerated. Failure to follow reasonable sportsmanship guidelines may result in the student's removal from the activity.

Fans and observers of athletic events are likewise expected to exhibit a high level of sportsmanship. Our visiting teams, their fans and athletic officials are our guests and should be treated as such. When we are the visiting team and fans, we should act in a manner that show respect for our host school and ourselves. In addition, we should always show respect for our country by standing and removing our hats whenever the National Anthem is played or sung.

Transportation To and From Events

Students, who are members of any team, are to be transported to and from all "away" school sponsored activities on school approved transportation, usually a school bus. The only exception to this rule is if the student rides home with his/her parent and then only with the express permission of the coach, athletic director or principal. Athletes **WILL ONLY** be released to their parents from an event.

HAZING AND BULLYING

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 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 bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-

sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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.

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.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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.

STUDENT CODE OF CONDUCT

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) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) 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 would unreasonably interrupt the educational processes of the Fairfield Local Schools. 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.

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.
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.
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, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form or possession of smoking paraphernalia to include 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. Students shall

be permitted to possess beepers, pagers and cellular telephones but are not permitted to use them during the school day.

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. Indecent exposure.

41. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

42. Turning in false fire, tornado, bomb, disaster, or other alarms.

43. Presence on school property with a communicable disease.

44. Failure to abide by the rules and regulations set forth by the administration for student parking.

45. Disobedience of driving regulations while on school premises.

46. 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.

47. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).

48. Carrying concealed weapons.
49. Aggravated murder.
50. Murder.
51. Voluntary manslaughter.
52. Involuntary manslaughter.
53. Felonious assault.
54. Aggravated assault.
55. Rape.
56. Gross sexual imposition.
57. Felonious sexual penetration.
58. Any disruption or interference with school activities.
59. Willfully aiding another person to violate school regulations.
60. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Juvenile Code.
61. 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.
62. 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.
63. Violation of any Board rule, regulation or policy.
64. Violation of state student mandates, including but not limited to, required immunizations.
65. Failure to pay tuition or other approved charges.
66. Violation of the Board's internet/network acceptable use policy.

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 | * Cameras |
| * Drug Paraphernalia | * Piercings (other than ears) | |

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.

* Students are not permitted to take photographs or recordings of any other student without permission from the principal.

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, ask your school's secretary for the Gifted Identification Packet or talk to the building Principal or Gifted Intervention Specialist.

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 Tom Dean at 780-2221 or 780-2977.

PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the 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 the academic quality of schools.
- B. Provide parents of participating students with information, in both written form and at meetings, that explains curriculum, assessments, and expected proficiency levels.

- C. Develop a school-parent contract that outlines how the school staff, the parents and the student will share 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 of the building principal.

TITLE I- PARENT'S RIGHT TO KNOW

In accordance with the requirement of Federal law, each school receiving Title I funds must notify parents that they may request specific information on the qualifications of the student's classroom teachers.

Parents shall be provided information of 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 policy #2261.02, may be received by contacting the superintendent or the 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 survey, analysis, or evaluation associated with a school program of 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/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 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 3304-14-01 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 and/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>