

Fairfield Middle & High School

Student/Parent Handbook

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INTRODUCTION

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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 development of every student's maximum potential: academically, physically, socially, and emotionally. We are committed to providing opportunities which will assist the students in making self-directed, realistic, and responsible decisions when solving problems that may confront them in our multicultural, ever-changing world.

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

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

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

The teachers, administrators and support staff believe that the most effective way to promote appropriate student behavior is through the implementation of school-wide (PBIS) behavior expectations for students. Students will be taught how to be respectful, be responsible, and be kind at Fairfield Middle/High School. Students will be held to high expectations and be held accountable for their actions and choices. Students will be recognized for meeting behavior and academic expectations through a variety of school-wide programs.

**Be Kind
Be Respectful
Be Responsible**

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ACCESS TO STUDENT RECORDS (Board Policy: JO)

The educational interest of the student requires the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The Fairfield Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes the collection of the following student records, in addition to the membership record required by law:

1. Observations and rating of individual students by professional staff members acting within their sphere of competency;
2. Samples of student work;
3. Information obtained from professionally acceptable standard instruments of measurement;
4. Authenticated information provided by a parent or adult student concerning achievements and other school activities which the student wants to make a part of the records; and
5. Rank in class and academic honors earned. (Fairfield High School)

In all cases, permitted student records shall be objectively based on personal observation or knowledge of the originator.

Student records are available to the parent, guardian, student, and certain other persons in accordance with District procedures. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted.

Except for directory information, no names or personally identifiable information regarding a student, shall be released to any person, other than the student or his/her parents/guardians, without the written consent of the parents/guardians; or, if the student is eighteen (18) years of age or older, the written consent of the student, except a person acting in his/her capacity as an employee of this District or of the State or Federal government may be permitted administrative use of public school records. The records of a student may be transferred to an educational institution for legitimate educational purposes.

The Board has designated a student "directory information" (which may be released without the aforesaid permission) a student's name, address, telephone number, date and place of birth, major field or study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received.

The Board authorizes the administration to forward educational records on request to a school in which a student of this District seeks or intends to enroll (in accordance with the Ohio Revised Code).

ACCIDENTS

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

ACTIVITIES FOR FMS AND FHS STUDENTS

FMS:

Basketball	Band	Robotics Club	Cross County
Cheerleading	Choir	Spelling Bee*	Drama Club
Track & Field	Girls' Volleyball	Student Council	Academic Team*
			*if offered

FHS:

Basketball	Band	iBelieve	Bowling
Cheerleading	Choir	Cross Country	Drama Club
Track & Field	Girls' Volleyball	Student Council	Soccer
JRC (Renaissance Club)	Science Club	Spanish Club	Academic Team

ANNOUNCEMENTS

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

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (Board Policy: JFCF and JFCF-R)

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

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying, harassment, and intimidating behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other student(s) /school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Bullying, harassment and intimidation means (a) any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) Causes mental or physical harm to the other student; (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or (b) Violence within a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

In addition, such behaviors are prohibited anywhere off school grounds where the hazing/bullying and/or dating violence was planned or precipitated at school or any school sponsored activity.

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

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - a. Posting slurs on websites, social networking sites, blogs, or personal online journals;
 - b. Sending abusive or threatening emails, websites postings or comments and instant messages;
 - c. Using phone cameras to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
 - d. Using websites, social networking sites, blogs, or personal online journals, emails, or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to the 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 the person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. Informal Complaints: Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.
3. Anonymous Complaints: Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.
4. False Complaints: Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.
5. Retaliation: Students are prohibited for retaliating under any circumstances against other students who make complaints pursuant to this policy.

Intervention Strategies:

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.

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. Non-disciplinary 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 a basis for disciplinary action.

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

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

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

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

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

Reports to the Victim and his/her **Custodial** Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the **custodial** parent/guardian of the victim of the findings. 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.

COMPLAINTS

SEXUAL HARASSMENT: 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 and signed. The complainant and the principal along with the staff member will discuss the basis of the complaint.

ATHLETIC ACTIVITIES PARTICIPATION

An athletic handbook is available to all athletes. The rules are in conjunction with this handbook. Remember, athletics are a privilege, not a right. To be eligible to participate in one or more of the District's co-curricular or extracurricular activities providing s/he meets the eligibility criteria established in the Middle School Handbook with a minimum of 4 academic credits and the High School Handbook with a minimum of five (5) academic credits.

ATTENDANCE POLICY

It is important that students attend school each day. 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 eighteen (18) years of age. It is the desire of the Fairfield Local School District Board of Education to ensure that students attend school regularly to obtain optimum benefit from their days in school. Since one of the criteria established by the Ohio Department of Education for determining whether school districts are excellent or deficient is the attendance rate, the Fairfield Local School District Board of Education directs the District Administrators to develop a uniform set of rules, to be coded in the student handbook, to require regular school attendance.

Absences: Each time a student is absent from school or late to school, it is the parent's responsibility to call the school before 8:30am (Grades 6-12) to provide an acceptable excuse for the student's absence. If no call is received, we are required, as part of the Child Abduction Law, to call the student's home or parent's work to confirm the student's absence. Students are only permitted 32.5 hours absence per quarter. This includes both excused and unexcused absences. Students will be permitted 5 excused days per quarter with a written excuse from parent/guardian and/or doctor's note.

Required Written Excuses: There will be a two (2) day limit to submit any excuse; this includes excuses provided by the medical profession, court system, 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 physical education class for a very limited period, normally, not to exceed one day. A note from a family physician must be presented to the office, if for some reason, a student can not participate in physical education for any continued length of time.

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

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 1:00-2:30pm. This counts as a tardy.

Excessive Absences: This District utilizes various interventions and strategies to encourage student attendance, including referral to an attendance officer.

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

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

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

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

Absence Intervention Teams: Under State law, a student becomes a "habitual" truant if

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

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

Attendance Appeals: Absences will be monitored each grading period. Students who exceed 32.5 hours of absence per grading period may appeal those absences to the building principal the week following the end of the grading period or other deadline as announced by the building administration. Six and one half (6.5) hours 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.

STUDENT VACATION POLICY:

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

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

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

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

ATTENDANCE CONCERNS

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 6-12 . 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 – Students staying after school – Students are NOT permitted to stay after school unless approved by the 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.

AUDITERIA

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

RESPECTFUL	RESPONSIBLE	KIND
*Use Quiet Voices *Use Manners *Wait In Line *Value Personal Differences	*Keep Area Clean *Dispose of Trash *Return Trays to Window *Walk to Lunch *Ask to Leave the Cafeteria Area *Cell Phones Out of Sight	*Invite Others Into Your Group *Help Each Other Clean Up *Use Manners: Please and Thank You!

BACKPACKS

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

BUSES/PICK-UP & DROP-OFF

The school day begins when a student gets on the bus and ends when they exit the bus at the end of the day. Students are expected to exhibit appropriate behavior on the bus including during field trips and extracurricular activities. Consequences may be issued or bus privileges may be lost if behavior issues arise.

CODE OF CONDUCT

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

1. On district school grounds during or immediately before or immediately after school hours; or
2. On district school grounds at any other time; or

3. Off district school grounds at a school sanctioned activity, function, or event.
4. On a district school transportation at any time

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

1. Alcohol/Drugs/Narcotics

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

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

2. Abuse of Others

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

- **Bullying** is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of people. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to indirect behaviors like spreading rumors, causing social isolation, or psychological isolation.
- **Sexual Harassment** is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Inappropriate touching of self or others will not be tolerated. Comments including, but not limited to, remarks about sex organs, sexual orientation, and direct solicitation will not be tolerated. Such conduct is a violation of school and district policies and will be handled through the school's disciplinary code. Disciplinary action will depend upon the severity of the conduct and may include but is not limited to the following: warning, detention,

alternative learning center, Saturday school, out of school suspension, recommendation for expulsion, and/or police referral.

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

3. **Aiding and Abetting**

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

Filming and/or distribution of a fight - no student shall film a fight and distribute the footage over electronic means to others.

4. **Assault/Fighting**

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

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

5. **Attendance**

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

6. **Cheating and Plagiarizing**

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

7. **Damage to Property**

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

8. **Noncompliance**
No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.
 - Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.
9. **Disrespect**
No student shall be disrespectful to any school employee or adult. No student shall be disrespectful towards another student. A student shall not direct toward a school employee or other student(s) words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well.
10. **Disruption of School/Bus**
No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to any lawful mission, process or function of the school district. Neither should a student urge other students to engage in such conduct. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting-off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything disrupting the learning process may be classified as disruption of school. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "Bus Regulations" for a complete list of bus rules.
11. **Dress and Grooming**
Failure to abide by reasonable dress and appearance codes set forth in the "Dress Code" section of this student/parent handbook may result in discipline consequences. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the Administration, is reasonably related to or represents gang like activity. This also includes all improper and suggestive dress. This also includes all improper and suggestive dress. Please read the "Dress Code" section for complete details.
12. **Extortion/Shakedown**
No student shall use force, intimidation, undue or illegal power to obtain money or personal property from another student.
13. **Failure to Serve Detention and/or Friday After-School Detention**
No student shall skip or refuse to take detention or other properly administered discipline.
14. **Forgery, Removing or Altering Student Records and/or Office Forms**
Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record

custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs. No student shall falsify information given to school authorities. This includes violation of the Board's Internet/Network Acceptable Use Policy as defined in this handbook.

15. **Gambling**

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

16. **Hazing (State Law)**

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

17. **Leaving School Property**

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

18. **Loitering/Off Limits**

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

19. **Public Display of Affection**

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

20. **Electronically or Battery Operated Items**

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

21. **Sales**

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

22. **Student Activities**

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

23. **Suggestive, Obscene, Lewd and Violent Materials**

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

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

24. **Theft/Possession of Stolen Property**

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

25. **Transportation**

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

Students shall not sit in cars, vans, trucks, etc, at any time during the school day. Students are not permitted to go to their cars during the day unless approved by a building administrator. Students are to park in the designated area (not in the faculty parking lot or in the front of the school.) Due to traffic and buses having the right of way, all drivers will need to be patient upon arrival and dismissal. **Driving to school is a privilege not a right.**

26. **Unauthorized Publication (Non-School Sponsored)**

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

27. **Usage/Possession of Tobacco**

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

On July 20, 1988, a state law prohibiting tobacco use by students went into effect. Students in Ohio's public schools are not permitted to smoke, use tobacco, or possess tobacco during any school-supervised activity. The tobacco ban will apply to such areas and activities as: school buildings, school grounds, school buses, school field trips and

extracurricular activities including all athletic events and social activities. Administrators may operate on the basis of suspicion and/or obvious circumstances.

28. **Weapons and Instruments**

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

*See the "Weapon Violations" section of this student/parent handbook for more detailed information.

29. **Other Violations**

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

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

30. **Exceeding Consequence Limits**

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

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

CONSEQUENCES OF MISCONDUCT

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

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

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

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

Code Descriptor	1st Violation	2nd Violation	3rd Violation
<u>Alcohol, Drugs, Narcotics</u> #1 (Dependent Upon Severity)	<ul style="list-style-type: none"> A. FS, or 1-10 day(s) OSS B. Notify parent/guardian C. Recommend expulsion D. Notify police if illegal E. Referral to an alcohol, drug, and/or narcotics intervention program 		
<u>Over-the-counter Medications</u> #1	A. ISR	<ul style="list-style-type: none"> A. FS B. Notify parent/guardian 	A. 1-10 OSS
<u>Abuse Of Others</u> #2 (Dependent Upon Severity)	<ul style="list-style-type: none"> A. Verbal Warning, Parent/Student conference, DT, ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Notify police if illegal 	<ul style="list-style-type: none"> A. ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Notify police if illegal 	<ul style="list-style-type: none"> A. 1-10 OSS B. Notify parent/Guardian C. Possible Recommend for expulsion D. Notify police if illegal
<u>Aiding/Abetting</u> #3	Disciplined according to the consequences given for the rule being violated.		
<u>Assault/Fighting/ Inappropriate Or Unauthorized Contact</u> #4 (Dependent Upon Severity)	<ul style="list-style-type: none"> A. DT, FS, ISR, or 1-10 OSS B. Notify parent/Guardian C. Possible recommendation for expulsion D. Notify police 	<ul style="list-style-type: none"> A. FS, ISR, or 5-10 OSS B. Notify parent/guardian C. Possible recommendation for expulsion D. Notify police 	<ul style="list-style-type: none"> A. 10 OSS B. Notify parent/guardian C. Possible recommend for expulsion D. Notify police
<u>Tardiness To School</u> (Per Semester) #5	<ul style="list-style-type: none"> A. 3-Warning B. 5-Lunch DT C. 7-ISR D. 9-FS 		

	E. 11+ --At the discretion of the administration		
<u>Truancies</u> #5	A. Notify parent/guardian B. Warning, DT(s), ISR, FS, or 1-10 OSSRecord as unexcused; refer to truancy officer for compliance C. File Charges		
<u>Cutting Class</u> #5	A. DT (after school), ISR, or FS	A. ISR or FS	A. ISR or OSS
Code Descriptor	1st Violation	2nd Violation	3rd Violation
<u>Excessive Absences</u> #5	A. See County Attendance Policy above		
<u>Cheating/Plagiarizing</u> (Dependent Upon Severity) #6	A. 1st offense handled by teacher B. Notify parent/guardian C. Notify office to document incident D. Possible loss of grade E. 1-10 OSS F. Possible recommendation for expulsion	A. Notify parent/guardian B. Meeting with parent/guardian and teacher C. Detention or ISR or FS D. Possible loss of credit or alternative assignment E. 1-10 OSS F. Possible recommendation for expulsion	A. Notify parent/guardian B. 1-10 OSS C. Loss of credit D. Possible recommend for expulsion
<u>Damage To Property</u> (Dependent Upon Severity) (Deletion Of Computer Files,	A. Restitution B. DT, ISR, FS, or 1-10 OSS C. Notify parent/guardian	A. Restitution B. DT, ISR, FS, or 1-10 OSS C. Notify parent/guardian	A. Restitution B. 1-10 OSS C. Notify parent/guardian D. Notify police

Knowingly Introducing Viruses) #7	D. Notify police E. Possible recommendation for expulsion	D. Notify police E. Possible recommendation for expulsion	E. Recommend expulsion
<u>Non-compliance</u> (Dependent Upon Severity) #8	A. Verbal warning, DT, ISR, FS, or 1-10 OSS B. Possible recommendation for expulsion	A. DT, ISR, FS, or 1-10 OSS B. Notify parent C. Possible recommendation for expulsion	A. ISR, FS, 3-10 OSS B. Notify parent/guardian C. Possible recommend for expulsion
<u>Disrespect</u> (Dependent Upon Severity) #9	A. Verbal warning, DT, ISR, FS, or 1-10 OSS B. Possible recommendation for expulsion	A. DT, ISR, FS, 1-10 OSS B. Notify parent/guardian C. Possible recommendation for expulsion	A. ISR, FS, 3-10 OSS B. Notify parent/guardian C. Possible recommendatio n for expulsion
Code Descriptor	1st Violation	2nd Violation	3rd Violation
<u>Disruption Of School/Bus</u> (Dependent Upon Severity) #10	A. Warning, DT(s), ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Removal of bus privileges D. Recommend expulsion E. Notify police		
<u>Dress And Grooming</u> #11	A. Request change of clothes, send home as an unexcused absence, or ISR B. Repeated violations will result in progressive discipline		
<u>Extortion/ Shakedowns</u> (Dependent Upon Severity) #12	A. Notify parent/guardian B. ISR, FS, or 1-10 SS C. Notify police	A. Notify parent/guardian B. 5-10 OSS C. Notify police	A. Notify parent/guardian B. 10 OSS C. Possible recommend for expulsion D. Notify police
<u>Failure To Attend Office Detention</u> #13	A. DT, ISR, or FS	A. ISR or FS	A. ISR or FS

<u>Failure To Attend Friday School</u> #13	A. 2 FS, ISR or OSS B. Notify parent/guardian	A. 2 FS, ISR, or OSS B. Notify parent/guardian	A. 2 FS, ISR, or OSS B. Notify parent/guardian
<u>Forgery/Removing Altering Records/ Inappropriate Use Of Computer Programs</u> #14	A. Notify parent/guardian B. DT, ISR, FS, or 1-10 OSS		
<u>Gambling</u> #15	A. Warning, DT(s), ISR, or FS	A. Notify parent/guardian B. DT, ISR, FS, or 1-3 OSS	A. Notify parent/guardian B. ISR, FS, or 1-5 OSS
<u>Hazing</u> (Dependent Upon Severity) #16	A. Notify parent/guardian B. DT, ISR, FS, or 1-10 OSS C. Possible recommendation for expulsion	A. Notify parent/guardian B. ISR, FS, or 1-10 OSS C. Possible recommendation for expulsion	A. Notify parent/guardian B. 1-10 OSS C. Possible recommendation for expulsion
<u>Leaving School Property</u> #17	A. DT, ISR, FS, or 1-10 day OSS B. Notify parent/guardian C. Possible notification of Police	A. ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Possible notification of Police	A. ISR, FS, or 1-10 OSS B. Notify parent/guardian C. Possible notification of Police D. Possible recommend for expulsion
<u>Loitering/Off Limits</u> #18	A. Warning, DT ISR, or FS	A. DT, ISR, FS, or 1-3 OSS B. Notify parent/guardian	A. DT, ISR, FS, or 1-10 OSS B. Notify parent/guardian

Code Descriptor	1st Violation	2nd Violation	3rd Violation
<u>Public Display Of Affection</u> (Dependent On Severity) #19	A. Warning, DT, ISR, or FS	A. Warning, DT(s), ISR, or FS B. Notify parent/guardian	A. Warning, DT(s), ISR, FS, or 1-10 OSS B. Notify parent/guardian
<u>Electronics</u> #20 (Including Pictures/Filming Without Permission)	A. Warning, Confiscate, student must pick-up in office, DT, ISR, FS, and/or 1-10 OSS B. If necessary, electronic device turned over to the Local Law Enforcement	A. Confiscate, DT(s), Parent/Guardian must pick-up in office, IRS, FS, and/or 1-10 OSS B. If necessary, electronic device turned over to the Local Law Enforcement	A. Confiscate, ISR, FS, Parent/Guardian must pick-up in office, and/or 1-10 OSS B. If necessary, electronic device turned over to the Local Law Enforcement
<u>Sales</u> #21	A. Notify parent/guardian B. Warning, DT(s), ISR, FS or 1-10 OSS C. Possible notification of police	A. Notify parent/guardian B. ISR, FS, 1-10 OSS C. Possible notification of police	A. Notify parent/guardian B. FS, ISR, or 1-10 OSS C. Possible recommendation for expulsion D. Possible notification of police
<u>Student Activities</u> #22	A. Parent/guardian notification and, if appropriate, restitution B. Warning(s), DT(s), ISR, FS, or OSS		
<u>Suggestive, Obscene Lewd & Violent Materials</u> (Dependent Upon Severity) #23	A. Confiscate B. DT(s), ISR, FS, 1-10 OSS C. Notify parent/guardian D. Possible notification of police	A. Confiscate B. ISR, FS, or 1-10 OSS C. Notify parent/guardian D. Possible notification of police	A. Confiscate B. ISR, FS, or 1-10 OSS C. Notify parent/guardian D. Possible notification of police E. Possible recommend for expulsion

Code Descriptor	1st Violation	2nd Violation	3rd Violation
<u>Theft/Possession Of Stolen Property</u> (Dependent Upon Severity) #24 Copyright Infringement And Unauthorized Copy Of Software	A. Notify parent/guardian B. Restitution, ISR, FS, and/or 1-10 OSS C. Possible notification of police	A. Notify parent/guardian B. Restitution and/or 1-10 OSS C. Possible notification of police	A. Notify parent/guardian B. Restitution and/or 1-10 OSS C. Possible recommend for expulsion D. Possible notification of police
<u>Transportation</u> (Dependent Upon Severity) #25	A. DT, ISR, FS, LOP B. Notify parent/guardian	A. DT, ISR, FS, LOP, OSS B. Notify parent/guardian	A. DT, ISR, FS, Possible Permanent LOP, OSS B. Notify parent/guardian
<u>Unauthorized Publications</u> (Non-school Sponsored) #26	A. Warning, DT, ISR, FS, or 1-10 OSS B. Confiscate C. Notify parent/guardian D. Possible recommendation for expulsion		

Code Descriptor	1st Violation	2nd Violation	3rd Violation
<p><u>Usage Of Tobacco/Smoking/Vaping And Possession</u> #27</p> <p>*Please Note, These Violations Are Cumulative Over A Student's Career In Each Building.</p> <p>*Student Athletes Are Subject To Additional Discipline As Defined In The Student Athletic Handbook.</p>	<p>A. 3 OSS</p> <p>B. Students will not be permitted to attend a school function on the school calendar.</p> <p>C. Students/parents may be required to enroll and attend in a tobacco/smoking awareness class</p>	<p>A. 5 OSS</p> <p>B. Students will not be permitted to attend any school function for a year.</p> <p>C. Students/parents may be required to attend additional support of enrollment in a tobacco/smoking awareness class</p>	<p>A. 10 OSS with recommend for expulsion</p> <p>B. Students will not be permitted to attend any school dances for the remainder of his/her high school career</p> <p>C. Student will be required to attend tobacco cessation classes at the expense of the student/parent before returning to school under any abeyance agreement</p>
<p><u>Weapons/ Instruments</u> (Consequence Dependent Upon Circumstance) #28</p> <p>Law Enforcement Agencies Will Be Notified Immediately</p>	<p>A. Notify parent/guardian</p> <p>B. Confiscate</p> <p>C. FS, ISR, or 1-10 OSS with possible recommendation for expulsion</p> <p>D. Notify police</p>		

DANCE RULES AND EXPECTATIONS

- School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. Students and their guests are expected to behave appropriately on the dance floor. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the middle/high school setting. Sexually explicit dancing such as grinding, or any other type of dancing or act which could be construed as vulgar or provocative is prohibited. NOTE: Violation of the dance conduct policy will result in removal from the dance and possible discipline. No refund will be given to students or guests who are asked to leave the dance.

- Students and guests are to follow all rules and regulations in the High SchFairfield Middle/High School Code of Conduct.
- No Junior High or Middle School students are permitted to attend High School Dances.
- No High School students are permitted to attend Middle School Dances.
- All guests must fill out guest paperwork and submit to administration by the announced deadline. FHS Guest criterion:
 - A guest must be a currently enrolled high school student, OR;
 - If a high school graduate, the guest must be 19 years or younger AND an FHS alumni, OR;
 - If a non-Fairfield High School graduate 19 years or younger, the guest and FHS student must meet with an FHS administrator prior to the dance.

FMS Guest criterion:

- A guest must be a currently enrolled 7th or 8th grade student
- If a non-Fairfield Middle School student, the guest must complete the guest paperwork and submit to administration by the announced deadline.

DESTRUCTION OF SCHOOL PROPERTY

A student 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.

DETENTION POLICY

IN-SCHOOL DETENTION (Teacher and Office Detentions)

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

AFTER SCHOOL DETENTION

The following regulations will be observed during after school detention:

- After School detention will be observed beginning at 2:30pm and lasting through 3:15pm on Friday. Students must report to the High School Library
- Students are to study or read--NO SLEEPING ALLOWED.
- NO TALKING

- If students do not bring enough material to keep them busy, the teacher may assign work to complete.
- Attendance will be taken. Those who fail to attend may receive a Friday School.
- The dress code will be enforced.
- If a student, with parental permission opts not to serve the after school detention, they will receive more severe punishment at the discretion of the principal and/or designee.
- Students are not permitted to ride the elementary bus home after detention.
- Detentions may be rescheduled one time for a valid reason. Parents must contact the office requesting the change.

FRIDAY SCHOOL GUIDELINES

The following regulations will be observed during Friday School:

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

DISASTER DRILL (Fire, Tornado, Etc.)

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

DRESS CODE

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

Student dress and grooming practices shall not:

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

Specific dress and grooming restrictions include the following:

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

***With the changes in fashion and style, the administration reserves the right to determine if a violation of the dress code has occurred.

A student found to be in violation of the dress code would be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Fairfield Middle/High School Code of Conduct.

FOOD SERVICES

BREAKFAST

Breakfast is available to all students. The current price for breakfast can be found on our website. A reduced price breakfast and free breakfast are available to those students whose families qualify based on income levels. Breakfast will not be served on two-hour delay days.

LUNCH

Student lunches are provided in our cafeterias. Milk is included in the lunch price. Students may bring lunch money every day or parents may put money on the student's lunch account. The current price for a lunch meal can be found on our website. A reduced price lunch and free lunch are available to those students whose families qualify based on income levels. Fairfield Local Schools has a closed lunch policy, which means that no student shall be permitted to leave the building to go elsewhere for lunch.

MEAL CHARGES

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

Lunchroom Behavior:

- Courteous and appropriate behavior is expected at all times.
- Misbehavior will be dealt with according to the Code of Conduct.
- Chairs should not be moved around. Students are responsible to keep their area clean, push in his/her chair, and throw away all trash.
- No food or drink is to leave the cafeteria. It is the responsibility of the students to clean up any spills/messes they have created.
- Charging of meals is discouraged, but we understand emergencies happen. In the event your child comes to school without lunch money, a lunch charge will be given. Students will be permitted to charge three times. After three charges, students will not be permitted to charge a regular student lunch, but will be provided a peanut butter sandwich. Any remaining balance from charged meals at the end of the school year will be added to the student's school fees.
- Lunch prices can be found on the District website: www.fairfieldlocal.org

Visitors **must** have approval by an administrator to attend lunch **prior** to the visit. Friends of students who are not enrolled at FMS/FHS are **not permitted to deliver food for lunch**.

All lunches are to be eaten in the school cafeteria unless approved by the building administrator. Students are not permitted to leave the school building during the lunch period. Students are not permitted

GIFTED IDENTIFICATION

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

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

GRADE CARD DATES

Please visit the district website (www.fairfieldlocal.org) to see a listing of the important dates regarding grade cards.

GRADING PROCEDURES

Interim grade notices are issued 4 ½ weeks into each grading period. Interim reports are given to each student. Those students receiving an "F" in any class at this time will have their interim report mailed home to their parent/guardian. Any student receiving a failing grade at the interim period or on their report card due to missing assignments will be monitored on a weekly basis for missing assignments. 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 any time by accessing the Parent/Student Access website of Progress Book. Grade Report cards are issued the Friday following the end of each (4) grading period. 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
A-	3.66 points	93-94
B+	3.33 points	90-92
B	3.0 points	86-89
B-	2.66 points	83-85
C+	2.33 points	80-82
C	2.0 points	76-79
C-	1.66 points	73-75
D+	1.33 points	71-72
D	1.0 points	67-70
D-	0.66 points	65-66
F	0 points	0-64

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

HALLWAY EXPECTATIONS

Students must have a pass when in the hallways during class time. Time, date, destination, and a teacher's signature are necessary to be in the hallway. Students using cell phones while in the hallway during class time will be subject to consequences.

RESPECTFUL	RESPONSIBLE	KIND
*Quiet Voice *Use Manners *Keep Personal Items to a Minimum in lockers (Middle School) *Close Locker Gently	*Follow Common Traffic Patterns *Transition to the Next Location in a Timely Manner *Ask for Help, if needed *Walk *Cell Phones Out of Sight	*Respect Locker Partner and Neighbors *Keep Hallways/Locker Area Clean

HIGH SCHOOL CREDIT COURSE (Middle School Students)

Students that meet the criteria and are selected for 8th Grade Algebra I if completed, may receive 1.0 full year high school credit.

HONOR ROLL

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

ILLNESS AT SCHOOL

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

The student must be "signed out" in the office to go home. Students who fail to sign out or stay in the restroom without advising office personnel are considered skipping.

INTERROGATIONS BY LAW ENFORCEMENT

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where

parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.

2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. If a parent cannot attend or it involves a school-related incident, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a child from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.

LOCKERS

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

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

Lockers are to be kept locked at all times. Lockers and combinations are not to be shared. A student should not keep valuables in lockers. The school is not responsible for lost or stolen items. LOCKERS ARE NOT TO BE DEFACED IN ANY WAY AND THE STUDENT WILL BE HELD RESPONSIBLE FOR DAMAGES.

MEDICATIONS

State law prohibits school authorities from administering prescription or nonprescription 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 nonprescription 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 must bring the medication in and administer it to their child.

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

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

Communicable Diseases

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

Keep your child home from school if:

- Your child was sick with vomiting or diarrhea within the last 24 hours.
- Your child had a fever of 100 degrees or higher at any time within the last 72 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 redness. Please note: your child needs to see the doctor for medication and can return to school with treatment or doctor's 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 their nose and mouth when coughing or sneezing. Teach your child to cough or sneeze into their bent arm (inside of elbow).
- Teach your child to wash their hands often. Encourage good hand washing at school and at home. It's the best way to stop the spread of illnesses or disease!
- Use Tylenol or ibuprofen for fever. Do not use aspirin. It can cause Reye's Syndrome which can be fatal to your child.

PARKING

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

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

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

POSITIVE BEHAVIOR AND INCENTIVE SYSTEM (PBIS)

PBIS is a proactive approach to establishing the behavioral supports and social culture that is needed for all students in a school to achieve social, emotional, and academic success.

Fairfield Middle and High School Core Values: Respectful, Responsible, and Kind

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

PROGRESS BOOK

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

RESTROOMS

RESPECTFUL	RESPONSIBLE	KIND
*Quiet Voice *Use Manners	*Flush Toilets *Wash and Dry Hands *Return to Class in a Timely Fashion *Use Restroom Pass *Report Maintenance Issues to Teacher Promptly *Cell Phones Out of Sight	*Acknowledge Privacy Needs of Others

RESTRAINT AND SECLUSION

Per Ohio Revised Code, Fairfield Local Schools has Board Policy JP addressing restraint and seclusion. This policy can be found on the District website at www.fairfieldlocal.org.

SCHEDULE CHANGES

Students and parents should give careful consideration in developing a sound educational plan and an appropriate schedule prior to the end of the current school year. The student and parent are urged not to create a program with the idea that it can be changed later. Because schedule changes can have a serious effect on class sizes, teacher assignments and the overall master schedule, they will only be made for the exception, not the rule. Therefore, the general rule is NO SCHEDULE CHANGES. If in rare circumstances a student needs a schedule change, he/she must talk with his/her counselor within the first two weeks of each semester. It is the decision of the counselor whether or not such a change is in the best educational interest of the student. Students will be given the opportunity to review their

schedule choices prior to the last day of school to ensure that everything is as intended. This will be the last opportunity to make adjustments to course requests for the following school year.

SCHOOL CLOSING

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

Facebook: Fairfield Local Middle School page, Fairfield Local High School Counseling Department page, and Fairfield Schools page

Television Channels 5, 9, and 12

School Messenger: Telephone and/or cell phone numbers given to Fairfield Local Schools.

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

SCHOOL FEE POLICY

Students are required to pay their school fees at the beginning of each school year. If the students have unpaid school fees at the end of the grading period, they will not be issued a report card. There will be an opportunity to pay for school fees at Open House and on the first day of school. Checks should be made payable to Fairfield Middle School or Fairfield High School. Students and/or parents(guardians) will be able to pay school fees in the offices throughout the school year. School fees can also be paid online through My School Bucks. Students will not receive report cards (quarterly) until school fees are paid in full or there has been a payment plan established. All fees must be paid to receive the final diploma and transcript. Fees are required to be paid in full for partial or full year attendance, including virtual and college credit plus enrollment.

To assist in keeping students' accounts in good standing, the Board encourages parents/guardians to pay for meals in advance by using the internet-based My School Bucks program (www.myschoolbucks.com) or by sending cash or a check into the school.

Make checks payable to: Fairfield Local Schools

- Send cash or checks into school in an envelope with the student's name on the front.

Balances remaining on the student's account will be carried over to the following school year.

SEARCH AND SEIZURE

When school administrators have reasonable suspicion to believe a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, or any illegal activity, a search of the student and his/her locker, electronic devices, desk and automobile will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or pocketbook, cell phone, locker, desk, or automobile, if such an automobile is parked on school grounds. If a student does refuse to be searched, they will be suspended for 10 days with a recommendation for expulsion.

All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice of their lockers and the contents of their lockers are subject to random search at any time, without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school rule. Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board of Education has established a zero tolerance for alcohol use. In addition, the use of canines, trained in detecting the presence of drugs or devices, will be used when the administration has reasonable suspicion illegal drugs or devices may be present in a school. This means detection shall be used only to determine the presence of drugs in locker areas and other places on school property, including student vehicles parked on school property, where such substances could be concealed. Canine detection is conducted in collaboration with local law enforcement authorities, and the Fairfield Local School District is not liable for damage sustained by the dogs to private property.

SPECIAL NOTICES

The following information can be found on our website:

- Child Find Policy
- Federal Funding
- Parent's Right to Know
- Family Educational Rights and Privacy Act (FERPA)
- Non-Discrimination Statement
- Locker Ownership
- Gifted Identification Policies
- Parent Participation in Title 1 Programs
- Student Privacy and Parental Access to Information
- Students Rights and Responsibilities

STUDY HALLS

Students must have academic work to do. Literature read in the study hall will be subject to limitations at the discretion of the teacher. No food or drink will be permitted during study hall. Study halls are not for socializing.

SUSPENSION AND EXPULSION PROCEDURES

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

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

A student or parent(s) 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 parent(s) 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 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 the 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.

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

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

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

TECHNOLOGY (Board Policy EDE: Acceptable Use)

Chromebooks: Students are issued a Chromebook to use during the school day. They are expected to follow the guidelines outlined in the Acceptable Use Policy. They are responsible for the care of the Chromebook much like they are any textbook they are issued. Fines and fees may be issued for any lost or damaged devices.

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

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

TELEPHONE CALLS

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

TEXTBOOKS

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

VALUABLES

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

VIDEO SURVEILLANCE

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

VISITORS

All visitors are required to report to the FMS/FHS office and have administrative approval to be in the building. All visitors must sign in and wear identification at all times while in the building. Students are not permitted to have non-parental/guardian visitors during the day or non-parental/guardian visitors during lunch. Parent/Guardians Visitations to Classrooms: Should a Parent/Guardian request to visit his/her child's class(es), this may be arranged by contacting the building administrator 24 hours prior to their visit. As always, Parents/Guardians are required to report to the main office upon entering and leaving the building. All visitors must sign in and out at the appropriate office.

WORK PERMITS

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

FAIRFIELD HIGH SCHOOL FIGHT SONG

**Love and honor to old FHS
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 FHS
Forever and a day!**

**SCHOOL COLORS
RED AND WHITE**

**SCHOOL MASCOT
LIONS**