

Student/Parent Handbook

Fayette Elementary School 2018-2019

INTRODUCTION

This handbook is provided to assist students and their parents with an understanding of the policies and procedures of Fayette Local Schools. Communication, support, and cooperation between home and school is vitally important for a student to have a successful school experience. Our purpose is to help prepare our students to meet the challenges of a successful adult life. It is the sincere desire of the entire staff to help our students develop skills in all academic areas, as well as proper attitudes, skills, and habits which will in turn enable them to experience a purposeful and enjoyable life.

We, at Fayette Local Schools, are very proud of our record and achievements of the many young men and women who have graduated from our school. It is our ultimate goal that students make the most of their potential while they are young and that they enjoy their years in school. This Handbook replaces all prior handbooks and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. Fayette Local School board policies are available at Fayettesch.org.

SCHOOL DAY

The school day at Fayette Elementary will begin at 8:00 AM and end at 2:50 PM. Children should not arrive at the building before 7:45 AM. There is no supervision if students arrive before that time and the school will not be held responsible for students. The school will not be responsible for supervision of children before this time. Problems between children at the bus stop are the parent's responsibility and should be reported to the police/sheriff department.

The bell at Fayette Elementary rings at 7:50. A warning tone will sound at 7:57 and the tardy tone will sound at 8:00. Any student arriving after 8:00 will be counted as tardy.

Any student arriving tardy or late should sign in at the elementary office. Students are required to be on time for each class. Tardiness is defined as a student not being in his/her assigned room when the tardy bell rings. The three minute passing time between classes is ample time to attend to personal needs and prepare of the next class. The three minute period is not intended as play time or break time.

1. Students tardy to school must sign in at the main office, and will be issued a pass to class.
2. If the student is delayed by a teacher, so he/she is late to class, that teacher will issue a pass to the student allowing that student into class without consequence (excused tardy). If the student is late to a class due to his/her negligence, the teacher will complete the appropriate tardy form for the office, for appropriate disciplinary action (unexcused tardy).

LEAVING SCHOOL

In order for a student to leave school during the school day, the student's parent must provide written or verbal permission. Before a student leaves school property the student must gain

permission from the principal or designee and sign out in the high school office. Work study students and blended learning students must have a schedule on file in the office and sign out when leaving the building.

All students released during the school day must be checked out in the office. **Children will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian. Such designation must be on file in the office.** If your child is released during the school day, time missed will count as an absence. Fayette Elementary utilizes a curbside drop off and pick up at the beginning and end of the day. Please do not park and leave your car in the pick up lane. Parents are asked to line up along the curb at 2:40 for pick up. Students will be escorted out to your vehicles in order. Students who are walking or riding bikes home will be dismissed after all vehicles have left curbside.

Students may ride bicycles or scooters to and from school. These must be parked in the school bike racks. Students are encouraged to use locks. Fayette School assumes no responsibility for lost, stolen, or damaged bicycles or scooters. Parents need to complete a permission slip that is kept on file in the office.

SECTION 1- GENERAL INFORMATION

IMMUNIZATIONS

Ohio State law requires certain immunizations against childhood diseases of all students, regardless of age, who attend a public or private school or a licensed day care center. On or before the fifteenth day of attendance, proof of the child's (a) full immunizations, (b) initiation of schedule of immunizations, or (c) certificate of exemption must be presented at the school

EMERGENCY MEDICAL FORMS

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must update the Emergency Medical Form for each child as required by state law. This form is kept on file. When your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately.

If any changes are needed on the Emergency Medical Form, please inform the school by sending in a note listing the needed changes. Parents are required to provide up to date and accurate information for the Emergency Medical Form. Legal proof of any household changes must be provided (i.e. divorce, custody, marriage, adoption, and name changes).

ADMINISTERING MEDICATIONS

The principal, or an appropriate person appointed by the principal, will supervise and secure the proper storage and dispensing of prescribed medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order or in the case of a non-prescribed medicine that the

appropriate dosages are given. This statement will be retained which complies with Ohio Revised Code

The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to school administration if any of the information originally provided by the physician changes.

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal.

A student may be allowed to use over-the-counter medication upon the written authorization of the parent. The parent must complete an Authorization for Non-prescribed Medication and Treatment and submit it to the school office for filing in the student's record. All non-prescribed medication must be secured and dispensed in the school office.

CONTROL OF CASUAL -CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Fulton County and State Health Departments.

DIRECTORY INFORMATION (Family Education Rights and Privacy Act)

In 1974, the Federal Government passed the Family Education Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student education records. Without prior written permission, only the parents, legal guardians, authorized school staff, and in appropriate circumstances, state and federal officials who have a legitimate educational purpose, have access to the educational records of Fayette Local Schools. Under this law and School Board policy, parents and legal guardians are entitled to the following rights:

1. The right to inspect and review their children's educational record.
2. The right to seek or correct parts of this record if they believe it to be inaccurate or misleading.
3. The right to limit disclosure of information contained in the record.
4. The right to file a complaint if there is violation of the law.

As permitted under the FERPA, the following information has been designated by the Fayette Local Board of Education as "directory information". This permits our school to use this information without prior written consent if, and only if, it is used to publish student yearbooks, programs for athletic teams, performing groups, and graduation ceremonies, as well as to publicize the academic awards and honors of individual students.

1. The student's name.

2. The student's class (i.e. first, seventh, twelfth, etc.).
3. The student's extracurricular activities.
4. The name of the school the student currently attends.
5. Achievement awards and honors.

6. Weight, height, and position on athletic teams.

If any parent, guardian, or student over the age of eighteen years wishes that any or all of the items listed above not be used for the purposes stated, please advise the school principal in writing within one week of enrollment.

SCHOOL SUPPLIES AND FEES

The Fayette Board of Education provides all basic texts at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no questions of responsibility at the end of the year. All books, including ones from the library, lost or damaged during the year must be paid for according to the nature of the loss.

There may be a charge for workbooks, special reading materials, Chromebook usage, etc. for the school year.

Please pay the full amount of your child's fees as soon as possible.

Report cards and extra cafeteria ala carte items may be withheld/denied for failure to pay school fees, and/or lunch charges. These charges will continue to accumulate from year to year until paid. No diploma shall be delivered to a graduating senior, nor shall any transcripts be made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full. Students will be prohibited from participating in commencement exercises unless payment has been received.

VALUABLES

Students should not bring valuables (i.e. jewelry, clothing, or large sums of money) to school. The school cannot be responsible for the loss of such items. Missing items should be reported immediately to the Principal who will in turn file a report with the proper authorities if necessary. Students in possession of missing or stolen items will be assigned disciplinary action.

CAFETERIA SERVICE

Fayette Local Schools operates a closed lunch. No student attending Fayette Elementary School is allowed to leave the school grounds during their lunch period

Birthday Celebrations

Students are NOT PERMITTED to bring party invitations to school for distribution. Parents should not send birthday treats to school without contacting your child's teacher first for approval. Please do not send balloons, flowers, and gifts to school, as they will not be delivered to the student unless someone is picking up the student after school.

Students will continue to receive a birthday certificate and pencil from the School Official or designee

VISITORS

All persons who are not faculty, staff members, or students currently enrolled at Fayette are to report to the central office upon entering the building during the school day and state their reasons for being in the building or on school grounds. A pass will be issued to anyone who has authorization to visit a student or teacher. Students will not be permitted to bring non-Fayette students to school unless a special visitation day with another school is arranged and prior permission is granted by the School Official or designee in advance. It is our desire to maximize student learning. This can be done by minimizing interruptions.

FIRE AND TORNADO DRILLS

Fire and tornado drills are required by the State of Ohio law and are an important safety precaution to guard against injury and life threatening situations. Fayette Local Schools will follow these state requirements.

SEVERE WEATHER AND EMERGENCY CLOSING

In case of severe weather such as snow, fog, ice, etc., the official announcement of school closing and delays; Fayette Local Schools will use an Instant Alert System. Parents that register for the Instant Alert System will be contacted by email or telephone – whichever you request – in regards to school related emergency announcements.

Also these announcements can be heard over the local radio/TV stations. During the course of the school day, weather conditions may develop that may cause roads to become treacherous. In such cases students will be returned to their homes as soon as busses become available. When such conditions are evident, parents will be notified thru Instant Alert System.

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are in use throughout the building and school grounds and on some buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

PERSONAL ELECTRONIC DEVICES

Use of personal electronic devices is at the discretion of the teacher. Use of electronic devices that disrupt the educational process during the school day is prohibited. The device may be confiscated. Acceptable Use Policy is always in effect.

SECTION II - ACADEMICS

FIELD TRIPS

Participation on a field trip is a privilege provided to the students by Fayette Local School District. All school rules apply during these trips as well as the policies and procedures established by the teacher and the Elementary School Office. Students must remain with the teacher/sponsor during the trip.

GRADING PROCEDURE

Fayette Local Schools has four grading periods of approximately nine weeks. Two nine weeks grading periods constitute a semester. Grade cards are issued to students approximately one week after the conclusion of each grading period.

Grading Scale: 100-90 = A 89-80 = B 79-70 = C 69-60 = D Below 60 = F

The use of plus and minus is at the discretion of the teacher. (Plusses and minuses however, are discarded in the computation of a student's GPA).

Progress Reports/Conference

Student grades are accessible at all times for parents and students to review. Parents and teachers are encouraged to contact one another and schedule a conference during the teacher's conference period if there are concerns or questions about a student's progress. Paper copies are available on request.

Report Cards

Students are responsible for giving report cards to parents/guardians. Report cards will not be issued until all fines/fees are paid. These may be paid in the office.

Honor Roll (5-6)

Honor Roll Awards are given each grading period. Honor Roll requirements include that a student receives all A's or B's in each subject area. Year End Honor Roll requires that students receive all A's or B's in each subject on the final grade on their report card.

PERFECT ATTENDANCE

Perfect attendance is defined as having no absences or tardies for the year. Tardies are earned through students arriving late for school or for leaving school early. Perfect attendance for work study and blended learning students will follow their pre-approved schedule.

A Perfect Attendance Award is given to any student who has had "0" tardy days and "0" absent days each grading period. There is also a Year End Perfect Attendance Award given to any student who has had "0" tardy days and "0" absent days during the entire school year.

HOMEWORK

Homework policies are determined by the individual instructor, and will be distributed at the beginning of each course.

COMPUTER TECHNOLOGY AND NETWORK

Fayette Local School encourages technology use which facilitates current communication methods, the exchange of information, and the use of computer equipment in pursuit of the District's curricular, instructional, technological, and research goals as a means to further student education. We are pleased to offer students of Fayette Local School access to the District's electronic network, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by incorporating the benefits of advanced technology use within classrooms, therefore giving students opportunities for resource sharing, innovation, and communication. Acceptable Use Policy is always in effect.

Electronic Mail

The District's student email system is part of the curriculum and intended for communication between students and teachers. Email access is for educational purposes only. Students are given Google Education email accounts as needed, which are restricted to email transmissions within @fayettesch.org , @students.fayettesch.org and those deemed necessary by school officials. Email files should not be considered private. School Official or designee may review email content to maintain system integrity and monitor responsible use. Students are expected to respect the rights of others within the use of the email system, be responsible at all times, and follow all related policies while using the student email system.

Chromebooks

A student may be issued a school owned 1 to 1 Chromebook for his\her access to the Internet and\or apps as installed on the device, for educational purposes, including access and work done on school grounds, as well as off school grounds, if applicable. Students must also adhere to guidelines set forth in Fayette's Chromebook Guidelines and Procedures

LIBRARY POLICY

Fayette students may borrow as many printed items as they wish to be responsible for, unless they have overdue books or owe outstanding fines. These obligations must be taken care of before new materials can be checked out. All materials may be checked out for two weeks. Materials may be renewed by presenting them at the desk for renewal.

Lost/damaged items will be billed to parent. Receipts will be issued when items are paid.

SECTION III - STUDENT ACTIVITIES

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

EXTRA CURRICULAR ACTIVITIES

There may be outside activities sponsored by other groups than the school. Students are encouraged to take part in events; however, students need to remember that school work comes first. The school and outside agencies will work together in the best interests/needs of our students.

During an Out-Of-School Suspension a student may not participate in or attend any school activities until after the students has returned to regular classes for one full school day.

Section IV FULTON COUNTY UNIFORM TRUANCY PROCEDURES Serving Fulton County Schools

The Statutes governing School Attendance are very specific and leave little option for School Authorities to excuse children from school. Parent notes/phone calls will be accepted to excuse up to 30 hours of absence per semester. A medical statement from a doctor will be required by the Attendance Officer for absences totaling more than 30 hours during any one semester (60 hours during the school year). Extenuating circumstances may be considered on a case by case basis for exceptions to this rule. Appeals should be made to the student's school principal.

A. DEFINITIONS

1. EXCUSED ABSENCES

- Medical excuse written by a doctor or school nurse;
- Legal excuse by a court;
- Limited absence by parental note, accepted by the school in accordance with local board policy. (County policy, 30 hours in a semester/60 hours in a year.)

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness; Illness in the family; Quarantine of the home; Death of a relative; Work at home due to the absence of parents/guardian; Observance of religious holiday; Medical or dental appointment. RC 3321.04. Parental notes for these reasons (except when medical notes are provided) and for fair, vacation, hunting, personal, etc. are limited to 30 hours per semester/60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

2. UNEXCUSED ABSENCES

- Truant: any absence from school without permission;

- Any absence by parental note not accepted by the school in accordance with local board policy;
- Any absence by parental note not approved by the Attendance Officer, including, but not limited to, more than 30 hours in a semester or 60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

3. HABITUAL TRUANCY - RC2151.011 (B) (18) in Sub H.B. Bill 410 now defines habitual truancy as a school age child who is absent without a legitimate excuse for:

- 30 or more consecutive hours
- 42 or more hours in one month
- 72 or more hours in a school year

4. SCHOOL MONTH - consists of four school weeks.

5. SCHOOL YEAR - begins the first day of July of the calendar year and ends the 30th day of June of the following calendar year.

6. UNRULY CHILD (RC 2151.022)

- Any child who does not subject himself to the reasonable control of his parents, teacher, guardian, or custodian, by reason of being wayward, or habitually disobedient;
- Any child who is habitually truant from school.

7. DELINQUENT CHILD (RC 2151.02 (E))

- Any child except a juvenile traffic offender, who violates any law of this state or the United States, or any ordinance or regulation of a political subdivision of the state that would be an offense if committed by an adult.
- Any child who violates any lawful order of the court made under this chapter, including a child who violates a court order regarding the child’s prior adjudication as an unruly child for being a habitual truant.
- Any child who violates any lawful order of the court.

8. TARDINESS

As a result of the new definition for habitual truant in RC 2151.011 (B) (18) in Sub H.B. Bill 410, any issue of tardiness shall be covered by the student’s hours of attendance.

9. ABSENCE INTERVENTION TEAM (RC 3321.191 (C) (2))

Each school district is responsible for establishing an Absence Intervention Team. Membership in the Absence Intervention Team is specified by statute RC 3321.191 (C) (2) (c) & (d). Schools with less than 5% chronic absenteeism percentage are exempt from the requirement of establishing an Absence Intervention Team. RC 3221.19 (E)

10. SCHOOL

A “school” is defined as a brick and mortar building, virtual online, or any other assigned educational program.

B. UNEXCUSED ABSENCES

The School is expected to assign a student to an Absence Intervention Team when a student is habitually truant and make a referral to the Attendance Officer. Students, who have a substantiated history of truancy and/or have been referred to the Attendance Officer during the prior school year, should have attendance monitored closely. Referrals on students with prior attendance issues should be made to the Attendance Officer in a timely manner. (A listing of these students is provided to the home school at the end of the previous or start of the new school year.)

After receiving a referral, the Attendance Officer will notify the student and his parents of the compulsory school attendance laws. A written notice to parent and child and warning letter will be given at a home visit, or mailed to them by the Attendance Officer. Parents are advised that all further absences will require an acceptable written excuse (medical if warranted).

Copies of correspondence initiated by the Attendance Officer to the parent/guardian concerning a student will be sent to the school attended, as well as the home district school, if different, and should be filed with student’s records.

School Resource Officers (SRO) working within districts are to make timely written report to the Attendance Officer documenting any contact with a student, his guardian or parent concerning alleged truancy, so that due process can be completed by the Attendance Officer.

The Attendance Officer initiates all truancy actions with the appropriate court, ONLY after unsuccessful completion of the Absence Intervention Plan. RC3321.16 (B)

C. PROHIBITION R.C. 3313.68

A student shall not be suspended out of school as a disciplinary action for truancy. Students who are found to be truant or unexcused from school should be assigned to the Absence Intervention Team, prior to any involvement with the juvenile court. The Attendance Officer will determine when to refer families for Mediation, or, with prior Juvenile Court approval to Juvenile Court Diversion.

D. GRADE PROMOTION AND RETENTION POLICY RC 3313.609 (Senate Bill 55)

(A) As used in this section:

(1) “Truant” means absent without cause.

(2) “Academically prepared” means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

(B) The board of education of each city, exempted village, local and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than 10% (100 hours) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

E. MEDIATION

Shalom Ministries will be providing Mediation Services to schools on a selective basis. The program will be reserved for students with problem attendance, not previously involved with the court system.

Students under age 10, and their parents, may be referred for Mediation services when absences become excessive. Principals should contact the Attendance Officer to request that Mediation be scheduled. The Mediation will be held at student's school, facilitated by a trained mediator. (Mediations may be limited in number per district due to staffing and funding constraints.)

F. DIVERSION: UNRULY/DELINQUENCY TRUANCY COMPLAINT

The Juvenile Court is offering a Diversion program for habitually truant students. The goal of the Diversion Program is to avoid a permanent juvenile record for students.

In addition to a formal complaint filed by the Attendance Officer, students habitually truant may be directly referred, with prior Juvenile Court approval, to the Juvenile Court Diversion Program, by the appropriate school district or school pursuant to RC 3121.191 (C) (2) (b). This informal referral from the school district or school may be considered part of any Absence Intervention Plan.

Those students failing the Truancy Diversion offered by the Juvenile Court may be brought officially before the Juvenile Court on the original complaint of unruly or delinquency, or a formal complaint filed by the Attendance Officer for those unsuccessful informal referrals.

- 1. Diversion I:** First time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion I hearing. School is notified of this hearing, but is not mandated to attend. The Probation Officer will explain the complaint, and what is expected of the student/parent in order to complete Diversion 1. (i.e. attend school daily, be on time, and obey all school regulations, and a tour of the Northwest Ohio Juvenile Detention Training and Rehabilitation Center.) **If Diversion I is successful, student does not have a juvenile record.**

Should Diversion I fail (student continues to be truant/unexcused), school will notify Attendance Officer, who in turn will notify chief probation officer to schedule Diversion II, if appropriate.

- 2. Diversion II:** Second time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion II hearings. Student is placed on unofficial probation for 60 days, is required to tour the Northwest Ohio Juvenile Detention Training and Rehabilitation Center within 30 days of not previously completed, and must attend two office visits with probation officer. **If Diversion II is successful, student avoids a permanent Juvenile record.**

Should Diversion II fail (student violates any terms of the unofficial probation) the student is referred to the Juvenile Court for formal action before the Judge.

- 3. MEDICAL EXCUSES:** Once a student enters any Diversion, OR has appeared before the Juvenile Court and is under Court Order to attend school, all absences must be documented by a Medical Excuse. If no medical note is provided, absence may be entered as Unexcused, and

reported to the Attendance Officer and/or Probation Officer. **NOTE: Only written medical excuses (signed by a doctor) and legal proceedings (requiring student's attendance in court) are legitimate, excused absences recognized by the Juvenile Court.**

- 4. GOALS:** The goals of the Diversion Program are: To quickly and efficiently deal with juveniles and swiftly administer justice; To allow youth to acknowledge responsibility for his/her actions with appropriate consequences; To provide the youth and family with needed resources; and to prevent further involvement with the juvenile justice system.

G. DISPOSITION OF UNRULY CHILD (HABITUALLY TRUANT)

A student adjudicated a school truant and/or unruly child may be:

1. Placed on community control including probation. RC 2151.354 (A) (2)
2. Have license or learner's permit suspended. RC 2151.354 (A) (3)
3. Place the child in counseling or other appropriate programming. RC 2151.354 (C) (1)
4. Require parents of habitually truant student to perform community service, participate in a truancy prevention mediation program; and receive a warning that subsequent adjudication of the child as an unruly or delinquent child may result in a criminal charge against the parent, guardian, or custodian. RC 2151.354 (C) (2)

H. VIOLATION OF PROBATION/PENALTIES FOR STUDENTS

A student adjudicated a school truant and violating Official Probation, or Court Ordered school attendance by failing to attend school, may be:

1. Incarcerated up to 90 days at Northwest Ohio Juvenile Detention Training and Rehabilitation Center. RC 2152.19 (A) (3)

2. Placed in an out of home placement, such as a foster or group home. RC 2152.19 (A) (1)
3. Placed on official probation or have current probation terms modified. RC 2152.19 (A) (4)
4. Have license or learner's permit suspended. RC 2152.19 (A) (4) (1)

Schools must immediately report any unexcused absence of a student on probation to the Attendance Officer or Probation Officer assigned.

I. PENALTIES AGAINST PARENTS OR GUARDIANS OF HABITUALLY TRUANT STUDENTS

The Juvenile Court or court of competent jurisdiction may take action against parent, guardian, or person having care of the child as set forth in the Ohio Revised Code which may include, but not limited to:

1. Require the parent, guardian or other person having care of the child to participate in community service program or Truancy Mediation; RC 2151.354 (C) (2) (a) & (b)
2. Require the parent, guardian, or other person having care of the child to post a bond in a sum not exceeding \$500 with sureties to the approval of the court; RC 3321.38 (A)

3. If the parent is found contempt of Court for the first offense, fine the parent, guardian, or other person having care of the child up to \$250 and ordering the parent, guardian or other person having care of the child to serve not more than 30 days at the Corrections Center of Northwest Ohio. RC 2705.05 (A) (1)

4. If the parent is found guilty of contributing to the unruliness or delinquency of a child, fine the parent, guardian, or other person having care of the child up to \$1000 and ordering the parent, guardian, or other person having care of the child to serve up to 180 days at the Corrections Center of Northwest Ohio. RC2919.21 or 2919.24

5. In appropriate cases, charges of educational neglect may be brought by the Fulton County Department of Jobs and Family Services. RC 2151.03

J. COURT APPEARANCES

The School is responsible for delivering an up-to-date attendance record to the Attendance Officer on all days of a court proceedings. This record should indicate dates of excused absences and unexcused absences incurred by the student to date and show days of assignment of in-school suspensions. ***The Juvenile Court also requires a current copy of student's grades and any disciplinary referral to include detentions/Saturday schools served or owed.*** The school principal or administrator is ***required*** to attend official court hearings unless excused by the Juvenile Court. Attendance Officer will notify principal of date and time of hearing.

Section V Student Conduct

Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher(s) as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State mandated assessment test or other standardized test, the student should consult with the Guidance Counselor to arrange for administration of the test at another time

Vacations During the School Year

If parents choose to take their child on vacation during the school year, parents should call the school one week prior to the date of the vacation, so the teacher(s) can prepare work for the student. The decision as to how much of the work the student will be held responsible for will rest with the teacher(s). Five school days prior to leaving for vacation, the Leave of Absence Form must be completed.

STUDENT CODE OF CONDUCT

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

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

1. Act courteously to adults and fellow students
2. Be prompt to school and attentive in class
3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
4. Complete assigned tasks on time and as directed
5. Help maintain a school environment that is safe, friendly, and productive
6. Act at all times in a manner that reflects pride in self, family, and in the school

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. A teacher to communicate effectively with all students in the class and
2. All students in the class the opportunity to learn.

DRESS CODE

School dress should ensure the health and safety of the student body, establish a positive learning environment which is free of distraction, and create a positive image of our students and our school. Any dress or grooming that violates these three principles and reflects adversely upon Fayette's students in comparison with commonly accepted styles of the times is unacceptable. Any student not attending a class, or needing to go home to change will be considered unexcused.

Specific rules and regulations cannot begin to cover all dressing and grooming styles and fads because they are constantly changing. The principal will make the final determination on any questionable dress code item as permitted by ORC 3313.665

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and /or participating in activities that are designed to intimidate another student will be disciplined.

Care of Property

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuable such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities is forbidden. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment, intimidation, or bullying behavior by any student/school personnel in the Fayette Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying" means any intentional written, verbal, electronic or physical act including electronically transmitted acts (Cyber-Bullying) i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel

more than once with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school buses and other school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including
2. placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation.

Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Students should report incidents of bullying, harassment, or intimidation to the counselor, principal, or a teacher.

SEXUAL HARASSMENT

The Board supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with this school system including, but not limited to the Board, Administration, Staff, and Students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

STUDENT DISCIPLINE CODE

This Code of Conduct is adopted by the Board of Education of the Fayette Local School District pursuant to Section 3313.66, Ohio Revised Code. It is expected that parents will support the teacher and reinforce the classroom rules and procedures. Each teacher will have consequences for classroom misbehavior which may include reprimand, isolation within the classroom, counseling, and the withdrawal of privileges. If a student's behavior repeatedly does not meet the expectations of the teacher, the teacher will attempt to enlist the help of the parent. If this is not successful in correcting the student's behavior, the following steps may take place until the problem has been corrected:

1. Student referred to guidance counselor for conference
2. Conference with School Official or designee, teacher, and student
3. Conference with parent, teacher, School Official or designee and student. At this conference, a plan to correct the student's behavior will be devised

4. Suspension from school. A student may be legally suspended from school for up to 10 school days.

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, alternative school reassignment, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/Use of Drugs and/or Alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug--related paraphernalia.

2. Possession/Use of Tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

3. Possession/Use of a Firearm

Bringing a firearm (as defined in the Federal Gun Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case by case basis by the Superintendent. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive the frame or receiver of any such weapon any firearm muffler or firearm silencer or any destructive device. Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Possession/Use of a Weapon

A weapon is any device that may be used for offensive, or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade

fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an Object as a Weapon

Any object that is used to threaten harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, chains, and jewelry.

6. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

7. Arson

This includes intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically Assaulting a Staff Member/Student/Person Associated with the District

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

9. Verbally Threatening (either orally, in writing or otherwise expressed) Staff Member/Student/Person Associated with the District

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct Against a School Official or Employee, or the Property of such a Person, Regardless of Where it Occurs

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

11. Misconduct Off School Grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district.

12. Extortion

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

13. Gambling

Gambling (i.e. playing a game of chance for stakes) includes casual betting, betting pools, organized -sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of School Work, Identification, Forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

15. Bomb Threats and Other False Alarms and Reports

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

16. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession/Use of Explosives and/or Fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a district vehicle or unauthorized access or activity in a district computer into district school or staff computer files, into a school or district file server, or into a network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the School Official or designee

19. Theft or Knowingly Receiving or Possessing Stolen Property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the School Official or designee. The school is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

21. Damaging Property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property.

22. Unauthorized Use of School or Private Property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

23. Persistent Absence or Tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court.

24. Refusing to Accept Discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or Abetting Violation of School Rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

26. Displays of Affection/Sexual Activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of Electronic Equipment

Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them "On" during the school day. This includes lunch periods and passing periods, as well as on school sponsored trips. "Using" refers to, not only the making and/or receiving of calls, but also using the item for any other purpose (i.e. sending text messages, taking pictures, making recordings, etc.). Students also may not use cellular telephones or ECDs on school property or at a school sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cellular telephones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. provided they are "off" and not just in vibrate or silent mode.

First time violators of this policy are reported to the School Official or designee, who confiscates the device and holds it in the office until the end of the school day. Subsequent violations result in confiscation, loss of privilege and forfeiture of the device to the parent or guardian. The district assumes no liability if these devices are broken, lost or stolen.

28. Violation of Individual Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the school.

29. Violation of Bus Rules

Please refer to Section V on transportation for bus rules.

30. Interference, Disruption or Obstruction of the Educational Process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

31. Bullying, Other Forms of Aggressive Behavior and Dating Violence

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact student's educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing. This also includes electronically transmitted acts that a student or group of students exhibits toward another particular student(s) more than once. "Dating violence" is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's

dating partner. A "dating partner" is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

32. Fighting

This is defined as engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. The Board will not tolerate promoting or instigating a fight (i.e. contributing to a fight verbally or through behavior).

33. Possession of Pornography

Students shall not possess any form of sexually explicit material.

DISCIPLINE

It is important to remember that the school's rules apply on school property, at school sponsored events, on school transportation, and on property not owned or controlled by the Board but that is

connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff. Final Disciplinary decisions are at the discretion of school officials based on individual circumstances.

Classroom Discipline Plan

Each classroom uses a discipline system approved School Official or designee. Any student failing to follow classroom rules may receive a behavior referral.

School--Wide Discipline

The following consequences will be in force at all times for our students. Penalties for infractions, listed below in the order of severity, shall include but not be limited to:

1. Reprimand
2. Conference
3. Loss of recess and/or withdrawal of privileges
4. Detention - during lunch or after school
5. Saturday School
6. Emergency Removal
7. In-School Assignments
8. Suspension
9. Expulsion

Penalties shall be commensurate with the severity of the infraction. Consideration shall be given to the age of the student, circumstances, previous behavior and attitude. The School Official or designee has the final determinations of consequences.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent and/or School Official may remove the student from any curricular or

extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

Expulsion

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

The Superintendent shall initiate expulsion proceeding against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

LOCKER INFORMATION

Fayette Local School provides lockers for each student's use. These lockers are school property destruction or writing, either inside or outside, is prohibited, or will be dealt with according to the discipline code. Students will be responsible for cleaning.

Each student is assigned a locker at the beginning of the school year. Trading, moving into a locker with another student, and using an unused locker is prohibited. Students are to keep their assigned locker locked at all times.

All lockers are the property of the Fayette Local Board of Education and can be searched as deemed necessary by the administration. Section 3313.20, Ohio Revised Code, permits the search of any student's locker and the contents thereof if the School Official or designee reasonably suspects that the locker or its content thereof contains evidence of the pupil's violation of a criminal statute or school rule. Random searches of lockers may include the assistance of dogs trained to detect the presence of unauthorized materials

TELEPHONE

Students may not use the office phone for personal calls except in the case of an emergency and with office permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

DELIVERIES FOR STUDENTS

Deliveries made to school for students (such as birthday balloons, flowers, etc.) will be held in the office until the end of the school day. At that time, the student may pick them up in the office.

USE OF BUILDINGS AND EQUIPMENT

The building will be open during school hours. The Jr./Sr. High will be open daily from 7:50 a.m. to 2:50 p.m. Unless students are under the direct supervision of a teacher, coach, advisor, or administrator, they may not be in the building before or after these hours.

Students participating in a group activity should remain with the teacher or advisor in the designated area.

SECTION V – TRANSPORTATION

BUS RULES AND REGULATIONS

Riding the school bus is a privilege. The right to ride the bus depends upon good behavior and obedience to the rules. The Student Code of Conduct is in force while riding the bus. Improper conduct on the school bus may result in the privilege being denied.

After School Pick-up of Students

All students will be sent home as usual unless the office has been contacted by 1:00 or a written note is sent. If a note is sent for a student to wait, the student will be kept for ten (10) minutes. If no one has arrived the student will:

1. ride the bus home (if it has not already left)
2. walk home (if not a bus rider)

3. go to the office and call you (if a bus rider and the bus has already left)
4. if the child cannot reach you, the police/sheriff department will be called

Please note that time schedules and procedures contained within this student handbook are subject to change based on the needs of the building.