

# FREDERICKTOWN

L O C A L   S C H O O L S



**2019-2020**

## **STUDENT/PARENT HANDBOOK**

*Every day, everyone learning and adapting to excel in a changing world*

## FORWARD

Welcome to Fredericktown Local Schools! We have been planning for an exciting year and are eager to get started.

The Student Planner and Parent-Student Handbook have been designed to help students make the best of their educational experience at FLS. They provide the framework for conducting the business of education at Fredericktown Local Schools. The vision, mission, and belief statements on the back cover outline the high ideals which each of us strives for daily. They embrace the expectations of the district and community, as well as declare the core values of the FLS staff. Inside the handbook, various policies and procedures are detailed to assist students and parent(s) or guardian(s) with issues ranging from academic support and attendance procedures to grade cards and progress reports. Equally important is the Student Conduct Code, which details the standards for student behavior.

Upon receipt, each student and parent is responsible for the information contained in the handbook, including the Student Conduct Code. It is important to carefully review this document. The regulations have been adopted by the Board of Education are considered essential to maintaining a safe and fair learning environment. If questions or concerns arise which are not adequately addressed in the handbook, please contact the school for clarification.

We are honored to serve you, your family and the community. We look forward to working with you to make this a meaningful and enjoyable year. If each of us can learn to trust one another, be committed to being the best we can be, and strive to treat each other with dignity and respect there is no doubt we will meet the expectations of a changing world.

Proud to be a Freddie!

Fredericktown Local Schools Staff

FREDERICKTOWN LOCAL SCHOOLS  
111 Stadium Drive, Fredericktown, Ohio 43019

HS/MS Main Office: 740-694-2726

ES Main Office: 740-694-2781

FAX: 740-694-1294

[www.fredericktownschools.com](http://www.fredericktownschools.com)

### **HOURS OF OPERATION**

Middle School/High School: 7:45AM – 2:45PM

Elementary School: 8:45AM – 3:45PM

### **BOARD OF EDUCATION**

Jim Blanchard, President

Patty Miller, Vice President

Candi Gallagher

Todd McClay

Charles P. Streby

### **DISTRICT LEADERSHIP**

Thomas G. Shade, Interim Superintendent

Heather Darnold, Treasurer

Kristy Grimwood, Special Education/Testing Coordinator

Brenton Wolfe, Technology Coordinator

### **BUILDING LEADERSHIP**

Brent Garee, High School Principal

Matthew Caputo, Middle School Principal

Miguel Thompson, Elementary School Principal

Nathan Bellman, Athletic Director

Jim Nussbaum, Student Affairs Coordinator

**MS/HS Bell Schedule 2019-2020**

<b>REGULAR SCHEDULE</b>			
<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>TOTAL TIME</b>
Warning	7:40 AM		
1	7:45 AM	8:42 AM	0:57
2	8:45 AM	9:37 AM	0:52
3	9:40 AM	10:32 AM	0:52
MS 4 (Class)	10:35 AM	11:27 AM	0:52
MS 5 (Lunch)	11:30 AM	12:00 PM	0:30
HS 4 (Lunch)	10:35 AM	11:05 AM	0:30
HS 5 (Class)	11:08 AM	12:00 PM	0:52
6	12:03 PM	12:55 PM	0:52
7	12:58 PM	1:50 PM	0:52
8	1:53 PM	2:45 PM	0:52

<b>1 HOUR EARLY RELEASE</b>			
<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>TOTAL TIME</b>
Warning	7:40 AM		
1	7:45 AM	8:32 AM	0:47
2	8:35 AM	9:19 AM	0:44
3	9:22 AM	10:06 AM	0:44
MS 4 (Class)	10:09 AM	10:53 AM	0:44
MS 5 (Lunch)	10:56 AM	11:26 AM	0:30
HS 4 (Lunch)	10:09 AM	10:39 AM	0:30
HS 5 (Class)	10:42 AM	11:26 AM	0:44
6	11:29 AM	12:12 PM	0:43
7	12:15 PM	12:58 PM	0:43
8	1:01 PM	1:45 PM	0:44

<b>2 HOUR DELAY</b>			
<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>TOTAL TIME</b>
Warning	9:40 AM		
1	9:45 AM	10:24 AM	0:39
2	10:27 AM	11:02 AM	0:35
3	11:05 AM	11:40 AM	0:35
MS 4 (Class)	11:43 AM	12:18 PM	0:35
MS 5 (Lunch)	12:21 PM	12:51 PM	0:30
HS 4 (Lunch)	11:43 AM	12:13 PM	0:30
HS 5 (Class)	12:16 PM	12:51 PM	0:35
6	12:54 PM	1:29 PM	0:35
7	1:32 PM	2:07 PM	0:35
8	2:10 PM	2:45 PM	0:35

<b>2 HOUR EARLY RELEASE</b>			
<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>TOTAL TIME</b>
Warning	7:40 AM		
1	7:45 AM	8:24 AM	0:39
2	8:27 AM	9:02 AM	0:35
3	9:05 AM	9:40 AM	0:35
6	9:43 AM	10:18 AM	0:35
MS 4 (Class)	10:21 AM	10:56 AM	0:35
MS 5 (Lunch)	10:59 AM	11:29 AM	0:30
HS 4 (Lunch)	10:21 AM	10:51 AM	0:30
HS 5 (Class)	10:54 AM	11:29 AM	0:35
7	11:32 AM	12:07 PM	0:35
8	12:10 PM	12:45 PM	0:35

**ELEM Bell Schedule 2019-2020**

- 8:40AM - Warning Bell
- 8:45AM - Classes begin
- 3:40PM - Walkers / Car Riders Dismissed
- 3:45PM - Bus Riders Dismissed

## 100.01 ATTENDANCE

### General Policies

One of the keys to success in school is regular attendance. Parents have a responsibility to ensure their children are in attendance every day school is in session. Regular attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility. Students who attend class regularly generally achieve higher grades, enjoy school more, and are more employable after leaving school. Even though students may make up written work missed because of absence, they may never be able to replace the educational, social, and cultural contacts, which are received only through actual classroom participation. Since participation is a vital factor in all courses, excessive absences from class may result in loss of credit for that course. (Please see specific policy below.)

Suspected cases of truancy will be investigated immediately. Truancy will be reported to the courts for proper action if a solution cannot be reached quickly and satisfactorily at the building level.

Compulsory Education - Regular attendance is essential to satisfactory academic performance. Under the compulsory education laws of the State of Ohio, every child between the ages of six (6) and eighteen (18) must attend school.

Excused Absences - The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education and are adhered to by Fredericktown Local Schools.

1. Personal illness of the student (A doctor's excuse stating for what days specifically the student should be excused from school may be required by the school for every absence over 72 hours. Once a doctor's excuse is required, it is required for all absences for the remainder of the year).
2. Illness in the home (student must be 14 years of age or older).
3. Quarantine of the home by local health officials.
4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence).
5. Observance of a religious holiday (consistent with the student's established creed or belief).
6. Alternate learning experience approved in advance by an administrator. Must be submitted 1 week prior to absence.
7. A maximum of two (2) college visits for juniors and seniors to take place during the regular school year. These are extensions of the school day and are not counted in the attendance record. **These absences must be approved five days in advance.** Instances of less than five days will be decided on a case-by-case basis by the principal. The returning student must bring written verification from the college administrator indicating the time and date of the visit. No approval will be given for college visitations in the month of May unless requested by the college/university.

**Only the administration can authorize absences from school. An explanation for an absence by the parent or guardian of a student does not constitute an authorized absence.**

Unexcused Absences - include days of shopping, haircut and beauty shop appointments, babysitting, and other absences not listed as excused.

## 100.02 ATTENDANCE PROCEDURES

### Reporting Absences

1. Parents are permitted to excuse students for up to 72 hours of absences before a doctor's excuse is required.
2. Once a student has accumulated 72 hours of absences a doctor's note is required for any additional absences in order to be excused. Doctor's excuses do not count toward the 72 hour limit. The 72 hours may be accumulated through excused absences, unexcused absences, or a combination of both. Parents will receive written documentation through the mail when their child has 30 hours of unexcused absences, 42 hours of unexcused absences and 72 hours of unexcused absences.
3. Calling the school. The morning of the absence, a parent or guardian should inform the office of the absence and the reason.
4. First day back to school. The student must report to the office for an admit sticker before proceeding to his/her first class.
5. Documentation. An absence note signed by the parent or guardian or physician must be presented to the office within three (3) days of the student returning to school. The office will determine if the reason stated is an excused or unexcused absence. This information will be communicated to the classroom teachers through the proper channels. Please indicate the dates of the absences and the reason. Failure to produce an acceptable note from a parent or guardian within three (3) school days following an absence

will result in an unexcused absence.

6. 30 hours of absences due to personal illness. Any student who has been absent for a period of 30 hours or more of consecutive absence due to personal illness must present a note from a physician before he/she is given an excused absence for hours missed. An exception to this procedure may be made when the parent or guardian has contacted the office and explained the nature of the illness.

### **Make-up Work for Excused Absences or Tardiness**

1. It is the responsibility of the student to request make-up work from each of his/her teachers.
2. The student must make-up work in a timely fashion. Usually, students have two (2) days to make-up missed work for each day of absence, not to exceed five (5) days.
3. Exceptions to this general rule would be when a test, project or assignment had been announced prior to the student's absence and no new materials were presented during the absence period. The student would be expected to take the test the first day upon returning to school.
4. REQUEST FOR SPECIAL ABSENCE - see school secretary for special absence form. The form must be completed by student and accompany parent note first then turned into building principal. **These absences must be approved 5 days in advance.** (see page 7 for guidelines)
5. If an absence is anticipated as long term, the parent of the student is encouraged to call the office and make arrangements for homework to be sent home.
6. Homework grades may not be lowered if the:
  - a. absence is excused.
  - b. student has not exceeded the maximum number of days under the attendance policy.
  - c. work is completed in the acceptable time limit. The individual classroom teacher may extend the suggested make-up time if he/she feels the situation warrants such.

### **Incomplete Grades**

1. A grade of incomplete (I) may be given by a teacher at the end of the 1st, 2nd, or 3rd grading period. An incomplete grade indicates the teacher is allowing the student extra time to complete that period's assignments.
2. Incomplete grades are given only after consultation between the teacher and the student prior to the end of the grading period for which the (I) is to be received.
3. It is the student's responsibility to contact the teacher to determine what work needs to be done and by when it must be done.
4. Any incomplete (I) grades not changed to the permanent grade by the 10th day of the next grading period that a student is present will automatically become an "F".

### **Chronic Tardiness to School**

The following disciplinary action may be taken due to excessive school tardiness:

1. At 3 Tardies the student is issued a 1 hour Friday School.
2. At 6 Tardies the student is issued a 2 hour Friday School.
3. At 9 Tardies the student is issued a 4 hour Friday School.
4. Any additional Tardies the consequences will be at the discretion of administration.

\* The accumulation of tardies will be reset each 9 weeks.

### **Truancy**

1. A student will be considered habitually truant if the student is absent without legitimate excuse for 30 or more consecutive hours (5 unexcused days), for 42 or more hours in one month (7 unexcused days) , or 72 or more hours in one school year (11.5 unexcused days).
2. A student is considered to have excessive absences if the student is absent without legitimate excuse for 38 or more hours (7 days) in one school month, or for 65 or more hours (11 days) in one school year.

### **Attendance Intervention Plan (AIP)**

1. Once a student reaches the total hours of 65 without legitimate excuse or 30 consecutive hours, parents will receive a phone call and written notice informing them of their student's attendance issues and a meeting will be requested at that time. If there is no response a third attempt to set a meeting time will occur. This will occur within a 7 day time period.
  - a. Once the meeting is scheduled (with or without parents) the Attendance Intervention Team (AIT) will create an attendance plan and place the student on attendance probation.
  - b. If the parents do not come to the meeting the AIT will determine if Children Services will be contacted.
  - c. At the conclusion of the probation meeting, the parent will receive a copy of the plan and sign off on the agreement. If

parents do not attend they will be sent the plan through the mail.

- d. Once the attendance plan is in place the 60 day probation period will begin. Truancy can be filed before day 61 if there is a blatant attempt by the student to disregard the attendance plan. On day 61 truancy will be filed if attendance patterns have not changed.
2. If a student reaches the total hours of 65 without legitimate excuse or 30 consecutive hours within the last 21 days of school, an attendance plan will be put into place, however, probation will start over summer break and continue into the fall. If the plan is not followed then truancy will be filed on day 61.
3. Some consequences that may occur, but not limited to, during attendance probation:
  - a. Loss of extracurricular activities such as dances, sporting events, etc.
  - b. Loss of Field Trip privileges
  - c. No parking pass/driving privileges.

### **Emergency Medical Treatment, Illness and Injuries During School**

1. A student who is too ill to remain in class is to report DIRECTLY to the main office after asking permission from the teacher.
2. Students who are ill will be sent home with the approval of school personnel. The ill student will be cared for in the office until the parent arrives.
3. While the school recognizes there are times when a student may become ill, receive an injury, or become upset requiring a temporary time-out in the office, such occurrences should not become habitual.
4. A student's absence from class when in the office will be counted toward the maximum number of absences per class allowed by the attendance policy.
5. A student is considered ABSENT from class when in the office or guidance office for a full class period unless the counselor or principal has specifically sent for the student.

### **Absences Within the System**

1. Absences due to approved school field trips, required activities, counselor appointments, disciplinary consultations and the like, shall not be considered as absences within the limits of the attendance policy, provided that the teacher, counselor, or administrator who requires the presence of the student properly notifies the classroom teacher or with the proper pass provided by the administration.
2. Students who wish to be absent from a class for in-school meetings, college or career speakers, or similar reasons must clear the absence with their teachers in advance.
3. Students are responsible for having work completed upon their return to class, provided they were aware of the assignment prior to being absent.

### **Suspensions**

In-School Suspension and Out of School Suspension do not count towards the maximum number of absences allowed in the attendance policy.

### **Special Absences Request Guidelines**

1. Occasionally, a student may request a special consideration for absence. The student MUST:
  - a. Not have exceeded the maximum number of absences as outlined under extended absences.
  - b. Receive a Special Absence Request Form from the office.
  - c. Have the parent or guardian complete and sign the form.
  - d. Have each teacher's signature and comments.
2. Return the completed form to the office five (5) days prior to the intended absence.
3. Make-up assignments will be given upon the student's return to school.
4. The final decision to approve the Special Absence Request Form will be determined by the Principal.

### **Late Arrival or Early Dismissals**

Board Policy - 5230 (O.R.C. 3313.20, 3313.64) It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

1. Advance written notice by parent: As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal.
2. Justifiable reasons shall be determined by the building Administration.

### **Custodian Limitations**

If one parent has been awarded custody of the student in a divorce settlement, the parent in custody as defined in statute (O.R.C. 3313.64) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will assume that the student may be released into the care of either parent. No student shall be released from school to anyone whose signature authorizing such custody is not on file in the building.

### **Medical Disability**

No student who has a medical disability, which may be incapacitating may be released from school without a person to accompany him/her.

### **Early Dismissal Procedure**

When a child must leave early, the following procedure must be followed:

1. A note must be sent or a phone call made from the parent/guardian stating the reason and time for dismissal. At this time, the parent/ guardian may give the school permission to release the student to a relative/family friend (the name of the person picking up the student must be stated).
2. The office is to be informed at the beginning of the school day (if possible).
3. The student must check out through the office before leaving school. (Failure to do so may result in disciplinary action)
4. The parent/guardian must come to the office to check out the student if a note was not sent from home.
5. The student must bring an additional note from the parent/doctor's office etc. for readmission to school upon the student's return. This is in ADDITION to the original note.

### **Limitations to After-School Activities the Day of Absence**

Half Day Rule - If a student is absent more than one-half (1/2) of the day, he/she is ineligible to participate in any school activity that day. The student should be in attendance the half-day (1/2) nearest the activity. If you feel there is an extenuating circumstance please see administration.

## **101.01 ACADEMIC POLICIES**

### **Enrollment**

1. A child may enter kindergarten if he or she is five years old on or before August 1.
2. All students must have received immunization or vaccination against certain specified diseases according to Ohio state laws.
3. A physical examination by the family physician is required.
4. A dental examination by the family dentist is required.
5. Every student at the time of enrollment in the district must present a legal birth certificate or proof of birth within 14 days of enrollment and, if applicable, up-to-date custody or guardianship papers indicating the name of the person having custody or guardianship. Failure to provide such proof may result in the child being excluded from school.
6. Verification/proof of residence in the Fredericktown School District is required.
7. Upon request of a parent, the requirement of mandatory kindergarten may be waived by the district's pupil services committee in the case of a child who is at least six years of age by the 31st of July of the year of admittance and who demonstrates to the satisfaction of the committee that he/she possesses the social, emotional, and cognitive skills necessary for first grade.
8. Please contact the office of the Superintendent for information about open enrollment.

### **Grading**

1. Progress reports will be issued each nine weeks.
2. Report cards will be issued at the end of each nine-week period.
3. Interim reports will be sent home with students each grading period.
4. The Primary (K-3) progress report will not use letter grades to report pupil progress. However, letter grades will be given the third and fourth nine weeks to third grade students.
5. Students under suspension may complete all work missed while under suspension. All work is due upon first day of return from suspension for full credit.
6. Students in Grades 4-12 will be evaluated on their achievement in class using this scale:

GRADING SCALE		
LETTER GRADE	PERCENT RANGE	QUALITY POINT VALUE
A+	98-100	4
A	93-97.9	4
A-	90-92.9	4
B+	88-89.9	3
B	83-87.9	3
B-	80-82.9	3
C+	78-79.9	2
C	73-77.9	2
C-	70-72.9	2
D+	68-69.9	1
D	63-67.9	1
D-	60-62.9	1
F	0-59.9	0

## 101.02 EARNING YOUR DIPLOMA FROM FHS

### Credit Requirements – 21 Credits

English – 4 Credits

Math (including Algebra 1, Geometry, and Algebra 2) – 4 Credits

Social Studies (including World History, US History, and Government) – 3 Credits

Science (including Physical Science and Biology) – 3 Credits

Health - .5 Credit

Physical Education – 2 Semesters, .5 Credit or Exemption

Electives (Personal Finance .5 Credit and Art 1 Credit) – 6 Credits

*\*\*see additional handout regarding a state honors diploma and/or graduating with honor\*\**

### **AND**

**You must meet one of the below three options:**

**1. Ohio's State Tests**

Earn at least 18 points on seven end-of-course tests, which are tests you complete after you've finished a high school course.

Students must have a minimum of 4 points on English tests, 4 points on math tests, and 6 points total between science and social studies tests. Once the default minimums have been met, the additional required points may come from any of the categories. These tests take place each winter and/or spring, and each of the seven tests is worth 1 to 5 graduation points. End of course tests are:

Algebra 1

Geometry

English 1 (English 9)

English 2 (English 10)

American Government (Government)

American History (U.S. History)

**2. Industry Credential and Workforce Readiness**

Earn a minimum of 12 points by receiving a state board approved, industry-recognized credential or group of credentials. This applies to KCCC students.

**3. College and Career Readiness Tests**

Earn "remediation free" (which changes each year) scores in English and math on the ACT or SAT. Currently, students must earn a 22 on both math and English portions of the ACT to meet this criteria.

### High School Course Changes

- Each year, students will receive a copy of their next year schedule for verification by the first week in May. Please review both first and second semesters. For any changes, a drop/add form must be submitted and returned to the Guidance Office by the last day of

- the current school year.
2. After the last day of school, only the following changes will be allowed during the first five days of the next school year and the first three days of the second semester. (A \$25 Fee is will be assessed)
    - a. Upgrading your schedule – adding a class in place of study hall
    - b. Dropping a class because of “no” study hall
    - c. Level change – teacher recommendation only
    - d. A sound educational reason as evaluated by the Guidance Counselor and/or Building Administrator
  3. Students are encouraged to take courses and an academic load that will keep them challenged. Parent consultation and the approval of the Guidance Counselor or Principal will be requested before course changes may occur.
  4. A full-time student is required to take six courses per year (6.0 credits) whether or not those credits are needed for graduation. There may be exceptions with College Credit Plus.
  5. Students may have no more than 1 study hall per day.
  6. Students will receive a “DF” (Drop/Fail) grade for courses after the first three weeks of school. They will be assessed a \$25.00 fee, a “DF” will appear on their transcript, and this will count in determining their GPA. The exception to this is approved level changes. Exceptions may be made for extenuating medical circumstances.

### **Academic Recognition**

1. The Fredericktown Schools use two types of scholastic honor rolls for grades seven through twelve. The honor and merit rolls are compiled at the end of each grading period. The honor roll designation recognizes students earning a quarterly GPA of 3.9 or above. The merit roll designation recognizes students earning a quarterly GPA of 3.00 – 3.89. In calculating the overall average, all courses will be used and one-quarter and one-half credit classes count only one-quarter and one-half the value, respectively, of full credit subjects. Grades will be carried out to the hundredths place.
2. The valedictorian shall be the graduate(s) who has/have the highest cumulative GPA at the end of the eighth semester. The salutatorian shall be the graduate(s) who has/have the second highest cumulative GPA at the end of the eighth semester. For both distinctions, students must take a minimum of four honors/AP/CCP courses from any of the four content areas (math, English, science and social studies) to be eligible. For both distinctions, a minimum ACT/SAT score of 27/1210 is required. Co-valedictorians and/or co-salutatorians may be selected where there are slight differences in GPAs occurring as a result of either weighted or unweighted classes and/or where other factors or circumstances exist, which an administrative committee determines relevant in making such decisions.
3. For graduates, cumulative GPA will determine class rank. All students earning the same GPA shall receive the same class rank. GPA will be figured using final course grades and be computed to the hundredths place.
4. To recognize academic achievement, students with a 3.7 GPA or higher will be recognized as “with honor” and will receive a cord for graduation. A student must take at least one Honors/AP/CCP class to be considered for an honors cord.

### **Gifted Services**

The Fredericktown Local School District is committed to addressing the unique needs of its students and willingly shares responsibility with parents to develop the full potential of our young people. We believe that every student is entitled to appropriate academic challenge. The district recognizes that students with unique abilities may require differentiated learning opportunities in order to reach their full potential. To identify gifted students, the district conducts district-wide testing in grades 2 and 4. Teachers and parents may submit referrals for students at other grade levels for small group or individual testing.

A variety of learning options are available to gifted students in the district. At the elementary level, gifted students at a grade level may be clustered into one or more classrooms, with the classroom teacher(s) providing appropriately differentiated instruction. Academic acceleration is also available for elementary students with demonstrated need. At the middle school level, advanced academic courses are provided in mathematics and language arts. The high school offers a menu of rigorous learning options, such as honors courses, Advanced Placement courses, dual enrollment, and college credit plus (CCP).

### **Promotion and Retention**

1. The principal is responsible to pass, fail or conditionally place in the next grade all pupils under his/her jurisdiction. In case of doubt, he/she will confer with the local superintendent. Certain general rules that need to be observed are as follows:
2. Retention will be considered for Grades K-5 when:
3. Grades K-2: A student who fails or is below grade level in reading or math.
4. Third grade students who do not pass an ODE Reading Achievement test will need to have successful intervention/ remediation in order to be considered for promotion to fourth grade.
5. Grades 4-5: A student who fails or is below grade level in two of the following subjects: language arts, math, science, and social

- studies.
6. Other factors to be considered: pattern of attendance; study skills/work habits; previous number of retentions; past psychological and/or achievement testing; physical size; and age.
  7. Verification of credit for correspondence courses and other materials/credits used for graduation purposes is the responsibility of the student. All course work or credit verification must be given to the guidance counselor 5 full school days before graduation, if the student is to be included in the graduation program. If credit verification is received after this five-day limit, the student's name will not appear in the graduation program but the student may be given the opportunity to participate in the graduation ceremony.

### **Withdrawals**

1. If a student is planning to transfer to another school or to withdraw for other reasons, the parent must report this to the principal. Students are required to be in attendance at their current school until the transfer between districts has been completed.
2. Only when all accounts are paid and all school property is returned will a transcript of grades and other personal data be released.
3. Students who are eighteen or older may withdraw without a parent's signature, or with superintendent signature. All students under the age of 18 must have a work permit and parent approval to withdraw. They will be reported to the Ohio Bureau of Motor Vehicles and students may lose their driver's license until they turn 18.

## **102.01**

### **SCHOOL LUNCH PROGRAM**

1. The school lunch program is operated on a non-profit basis and is designed to give students the benefits of an adequate lunch. The school will charge \$2.35 for lunches for students in Grades 1-5 and \$2.60 for lunches for students in Grades 6-12. Adult lunches cost \$2.60. Milk charges will be \$.50 per half pint for milk not purchased with a lunch. All prices are subject to revision.
2. Milk tickets for 40 one-half pints of milk may be purchased by students in Grades K-3 for \$20.00.
3. Parents are discouraged from bringing fast food to school as a treat for their child.
4. Some families find it hard to pay for their children's lunch. If you cannot afford to pay the full price or think your child is eligible for a free lunch, please complete the application form distributed to every family during the first week of school.
5. A closed lunch period will be conducted for students in all buildings. Students will not be permitted to leave school grounds without permission from the building principal. Students may not leave school grounds in a vehicle unless permission has been obtained from the building principal.
6. Students leaving school grounds in a vehicle without permission are subject to appropriate disciplinary action (detention, suspension, or expulsion). The school cannot provide supervision for students leaving school grounds and is not responsible for students who do so.
7. Food and/or drink in the library, computer labs, gymnasiums and all classrooms are prohibited. When appropriate, teachers may make special arrangements to have drinks and food in their classroom or commons.

## **103.01**

### **STUDENT RECORDS: ANNUAL NOTIFICATION DIRECTORY INFORMATION**

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

Examples include but are not limited to:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

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

If you do not want the Fredericktown Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks from the beginning of school, or within two weeks of the student's enrollment in school. The Fredericktown Local Schools have designated the following information as directory information:

- Student's name
- Student's address
- Student's date of birth
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's height and weight if a member of an athletic team

## 104.01 STUDENT CODE OF CONDUCT

### **PART 1: Rights and Responsibilities**

#### **Philosophy**

1. Proper student behavior is necessary to establish a desirable learning environment. Rules and regulations are needed to provide students, teachers, administrators, and parents guidelines designed to encourage proper and consistent student behavior.
2. Student discipline is regarded as a shared responsibility. Staff and parents who work together will provide the greatest benefit to students. Parents who work with the school staff to resolve discipline problems ensure that acceptable levels of student discipline are maintained in our school and in our community.
3. Parental awareness, understanding, and support of school staff who administer necessary student discipline are essential if an orderly climate is to be maintained in our school. The concept of shared responsibility is based upon the belief that many student discipline problems may be resolved with parental help, support, and influence. Parents are encouraged to contact teachers to seek assistance and resolve individual student discipline problems when appropriate.
4. The role of the school official and teacher is *in loco parentis* relative to the student. School officials must often make decisions which protect the health and well-being of all students, while at the same time safeguarding individual rights.
5. To provide guidelines for proper student behavior, the following rules and regulations are to be observed. Failure to do so will result in disciplinary action.
6. The district will not assume responsibility for student conduct before and after school when the student is off school grounds or is not transported in vehicles approved by the school.
7. Examples given in the various rules are not intended to be exhaustive.

#### **Parent Responsibility**

1. Parents need to be involved in their students' education at all levels, kindergarten through senior high school levels. The following list of expectations is held by the school for the parents/guardians of our students:
2. Parents are expected to contact the school and to speak directly with the teacher or principal about any concern or matter that the parent believes is important to the academic or social welfare of students.
3. Parents are expected to become knowledgeable about their students' progress in school. Grade reports are periodically sent home and parents are encouraged to contact teachers at school and if necessary, arrange parent-teacher conferences to become aware of their student's progress. Grades may be checked by parents at any time utilizing a website provided by the district. Check with the Guidance office for details.
4. Parents are expected to encourage their students to complete homework assignments and to provide students with a supervised time period and place at home so assignments may be completed.
5. Parents are expected to inform the school about changes in address, phone numbers, or special information about a student concerning medical, social, or custody issues that may affect the student at school.
6. Parents are expected to share responsibility for their student's discipline and academic progress in school. Parents may be the positive influence needed to assist the school staff when discipline or academic concerns arise.

### **PART 2: Code of Conduct**

#### **Rule 1 – COMPLIANCE WITH DIRECTIVES**

Students shall comply with directives, requests, and orders of teachers, substitute teachers, tutors, educational aides, bus drivers, principals, and other appropriate school personnel.

#### **Rule 2 - INSUBORDINATION**

Students are expected to show proper respect for all employees of the Fredericktown Schools. First names, nicknames, and disrespectful language or gestures are unacceptable. Insubordination, talking back, or otherwise failing to show respect or follow a directive will result in disciplinary action. This includes misconduct by a student that occurs off school property and is directed at a district employee or the property

of a district employee. Failure to comply with disciplinary procedures shall constitute insubordination.

**Rule 3 – PROFANITY/ABUSIVE LANGUAGE**

Use of profanity, vulgarity, obscene actions or gestures, or possession of obscene materials are unacceptable on school property or at school sponsored activities away from school property.

**Rule 4 – INAPPROPRIATE PHYSICAL and/or MENACING BEHAVIOR: HARASSMENT**

A student shall not act or behave in such a way as could cause physical injury, or the threat of physical injury, to another person. A student shall not engage or participate in the harassment in any form (physical, psychological, racial, religious, sexual, verbal, non-verbal) of another individual or individuals.

**Rule 5 – DISRUPTION**

A student shall not by use of violence, force, coercion, harassment, threat, deception, or any other means, cause disruption of or obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption may include unusual dress and appearance or dress code violation, excessive public display of affection, being in an unauthorized area, distribution of unauthorized or unapproved publications on school property, setting unauthorized fires, making bomb threats, strikes or walkouts, inappropriately setting off fire alarms, use of fireworks, continually or intentionally causing a disturbance, fighting, gambling, engaging in gang related activity, etc.

**Rule 6 – HARMFUL SUBSTANCES**

The possession, use, sale, transmission, concealment or consumption of any alcoholic beverage, tobacco or drug of abuse, or controlled substance in any form will not be permitted on the school grounds at any time or during the time students are en route to or from school activities. Examples of drugs of abuse include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, crack or any substances which modify behavior. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. Students shall not possess, use, transmit, sell or conceal any drug abuse instrument or paraphernalia at any sponsored activities away from school property. No student shall attempt to engage in any of the conduct described in this rule.

**Look-A-Like Drugs/Tobacco Products**

1. No students shall possess, use, sell, transmit, conceal, consume or attempt to possess, use, sell, transmit, conceal or consume any counterfeit or look-alike drug. As used in this policy counterfeit drug means:
2. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization or the owner of rights of such trademark, trade name, or identifying mark.
3. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
4. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
5. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution or price for which it is sold or offered for sale.
6. Example: Under our conduct code provisions a student could, for example, be disciplined if the student were caught boasting of possessing marijuana while in fact possessing only oregano. Furthermore, if a student is observed passing an otherwise lawful item to another student which a principal, upon inspection, determines that a reasonable person would believe to be a controlled substance because of its size, shape, or color (the obvious example, of course, being a fake marijuana cigarette), the student could, in fact, face school disciplinary action.

**Rule 7 – FORGERY/CHEATING/PLAGIARISM**

No student shall use or attempt to use the work of another without crediting the source, including electronic sources. Students shall not forge or attempt to forge the work of another or falsely use or attempt to use the name of another to falsify items, dates, grades, addresses or other data on school forms or school related materials. Students shall not allow others to use or copy their schoolwork. Students shall not misrepresent their work or test performance by using material or information that is not authorized in an assignment or test situation. The administration will make a recommendation to the teacher regarding the appropriate punishment for the student in class. Such a recommendation may include, but is not limited to:

1. A zero for that assignment, and/or the opportunity to redo the assignment (first referral), with the opportunity to issue further consequences for the violation to include: detention, In-school Restriction, Friday School or Out-School Suspension.

**Rule 8 – FALSIFYING REPORTS**

Falsifying of information given to school officials, forging of school or school-related documents, misleading school personnel or turning in false fire, tornado, bomb, or other alarms is considered a violation of the student code of conduct.

**Rule 9 – DANGEROUS WEAPONS or INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switchblades, brass knuckles, explosive devices, laser pointers, etc., or any instrument other than a weapon that a reasonable person would believe to be a weapon because of its similarity in shape, size, color, markings, labeling, or packaging. Included in this prohibition would be the use of chemicals and gas, mace, smoke bombs, matches, lighters, and other incendiary devices, etc.

**Rule 10 – INAPPROPRIATE DRESS**

Students shall refrain from dressing or appearing in a fashion that: (a) interferes with the student's health or welfare or that of others; or (b) causes disruption or directly interferes with the educational process, (see also 121.01 Dress p.30, and Code of Conduct Rule 1)

**Rule 11 – DAMAGE, DESTRUCTION, THEFT, or UNAUTHORIZED REMOVAL of PROPERTY**

The theft or damage of, or aiding other persons in the theft or damage of, school or personal property or any attempt to assist others to steal or damage property is strictly prohibited and will result in disciplinary action.

**Rule 12 – COMPUTER, NETWORK, and INTERNET USAGE**

1. Use of cell phones or any other electronic device is prohibited when class is in session unless authorized by the teacher and/or administrator. Students may use their cell phones during their lunch period. Please note that school telephones are available for emergency use by students.
2. Students are responsible for all information, pictures, text messages, movies, etc. contained within their cell phone. Referral to local law enforcement may occur if material contained within cell phone/electronic device warrants such a referral. Fredericktown Schools are not responsible for lost or stolen cell phones or other personal electronic devices.
3. The use of cell phones and other devices with camera features is prohibited in locker rooms and bathrooms at all times, including before and after school. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited. Posting such pictures on the Internet or any public forum violates policy and may be met with immediate school discipline and/or referral to local law enforcement.

**Rule 13 -- OUT OF ASSIGNED AREA**

Presence in areas during school hours or outside of school hours where a student has no reason without permission of the proper school authority. This includes leaving school property, after arrival to school and/or leaving school premises during school hours without permission of the proper school authority.

**Rule 14 -- FALSE ALARM, INDUCING PANIC**

Turning in false fire, tornado, bomb, disaster, or other alarms or inducing panic by any other means.

## **104.02 DISCIPLINE PROCEDURES**

**Routine Discipline Procedures**

1. The Fredericktown School's Discipline Code will apply to all students in the school district and will typically be applied progressively. The guidelines for action in consideration of certain types of misbehavior will not always be the same for each student, depending on the age of the student and the specific misbehavior.
2. In all cases, both the provisions of this policy and court action may be used. All incidents at school involving a criminal offense may be reported to the police.
3. Individual teachers must establish their own classroom rules in accordance with the guidelines approved by the Administration.
4. Students may be assigned After School Intervention, Friday School, or Suspension may follow any offense, depending upon the particular circumstances involved.
5. Parents may be contacted by phone or mail regarding the questionable behavior of students.
6. School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours or on school property. Such investigation may be conducted for the purpose of maintaining an orderly school operation, or for protecting the health and safety of students. In a criminal investigation school officials will permit police officials to interrogate a student during school hours with the school official or a representative of the school being present for such interrogation. In a child abuse investigation school employees will cooperate with children's services interrogations that occur during school hours as required by law.
7. An In-School Suspension may be used at the discretion of the principal or attendance coordinator in place of out-of-school suspension if adequate facilities, staff, or finances are sufficient to provide for a school day detention and that punishment is deemed appropriate.
8. Before/After School Detention may be assigned by teachers as discipline with the approval of the building principal. School staff such as teachers, administrators, or aides will supervise the detention. Parents will receive at least one day's notification or parental agreement of any assigned detention. A student who fails to serve a detention will either receive additional detention time or may be subject to suspension for insubordination. Parents are responsible for making transportation arrangements for all students who are assigned an after-school detention/intervention.
9. Friday School and/or detention for students will be held at designated times during the school year. School staff such as teachers, administrators, or aides will supervise. Parents will receive notification of any assigned Saturday detentions or Friday School. A student who fails to serve a Saturday detention or Friday School may receive additional detention time or may be subject to suspension for insubordination. Parents are responsible for making transportation arrangements for students to and from detention and from Friday School.
10. Students may be assigned by the building principal to the Learning Center in lieu of out-of-school suspensions.

11. For the various types of misbehavior the following disciplinary measures will be considered at the discretion of the staff/administration in dealing with inappropriate behavior by students. This is a list of possible measures, but not necessarily in the order of implementation.
  - i. Student/staff member conference
  - ii. Student/principal conference
  - iii. Detention (School day/Before or after school)
  - iv. Written work
  - v. In-school suspension
  - vi. Working – such as removing marks from walls, furniture, lockers, etc.
  - vii. Suspension (from school/school activities/school bus)
  - viii. Expulsion
  - ix. Student/staff member/principal conference
  - x. Notify police/juvenile authorities
  - xi. Monetary restitution for loss or destruction of school property
  - xii. Teacher/parent conference
  - xiii. Principal/parent conference
  - xiv. Parent notification
  - xv. Search
  - xvi. Assignment of the student in the county schools' Knox County Learning Center
  - xvii. Reschedule and reassignment of classes
  - xviii. Other reasonable disciplinary measures as deemed necessary
  - xix. After School Intervention
  - xx. Friday School
  - xxi. Community service

### **104.03 EIGHTEEN YEAR OLD STUDENTS**

Students that have reached the age of 18 prior to graduation continue to be subject to all school rules.

### **105.01 GANG ACTIVITY**

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the Fredericktown Local Schools. Gangs or gang activity create an atmosphere where violations of policies and regulation as well as Ohio laws may occur. Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

### **106.01 STUDENT SAFETY**

#### **Inside Building**

1. Halls: No running, pushing, shoving, tripping, horseplay, throwing of any objects at any time. Students are to walk normally and quickly to their destination. Students are to stay to the right whenever possible.
2. Restrooms: Students are not to run, trip, shove, push, or throw any objects while in the restrooms. Serious injury could result. Students are not to swing on pipes or stalls as injury could result. There shall not be any loitering in restrooms.
3. Classrooms: Students are not to run, push, shove, trip, or throw any objects in the classroom. Students are not to tilt chairs as serious injury could result from a fall.
4. Gymnasium: Students are not to push, shove, trip, or throw objects of any kind unless so instructed by the teacher in charge. Follow all safety precautions as outlined by staff so that the environment of the gym and locker room is as safe as possible. Use all gym equipment in the proper manner as instructed by the teacher in charge. Students using athletic facilities are to be under the supervision of an adult.
  - a. Locker room: Students are not to push, shove, trip, or throw objects of any kind. There shall not be any profanity/abusive language in the locker room. Any infringement of handbook policy may be subject to removal of students from locker room

privileges.

5. Commons: Students are not to run, push, shove, trip or throw any objects at any time. Exercise caution around the tray return areas so as not to trip or slip. Stay away from all equipment unless authorized by appropriate personnel to be near or to use it.
6. Gum is not permitted in grades K-5.

### **Outside Building**

1. Snowballs and sliding on ice and snow will not be permitted on school grounds.
2. During recess, the use of hardballs, spiked shoes, "wheelie" shoes, football helmets and pads, skateboards, rollerblades, sleds, boomerangs or any other play equipment, which could lead to injury of students, will not be permitted. In case of doubt, check with the office.
3. Students are normally expected to go outside for the entire recess period.
4. Reasonable and safe behavior is to be exhibited on the playground, around the building in general, and in the bus loading areas so as to prevent injury to all students.

## **107.01**

### **HARASSMENT/SEXUAL HARASSMENT/SEXUAL VIOLENCE**

#### **General Statement of Policy**

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title IX of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Ohio State Law. Sexual violence is a physical act of aggression that includes sexual purpose. Sexual harassment is also a violation of Title IX of the educational amendments of 1972. This prohibits any person from being excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of sex in any educational program receiving federal money. Title IX requires that every school district appoint a Title IX coordinator responsible for receiving and processing complaints of sexual harassment policy, as well as implement a grievance procedure for Title IX compliance. It is in the spirit of this procedure that this policy is written.

1. The policy of the Fredericktown Local School District is to maintain a learning and work environment that is free from harassment and violence.
2. It shall be a violation of this policy for any student or employee of the Fredericktown Local School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.
3. It shall be a violation of this policy for any student or employee of the Fredericktown Local School District to be violent to a student or employee.
4. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment, sexual harassment, violence, or sexual violence, and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee or the School District.

#### **Sexual Harassment/Sexual Violence Defined**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education, or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.
4. Any harassment/sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.
5. Sexual harassment may include, but is not limited to:
  - i. Verbal harassment or abuse
  - ii. Subtle pressure for sexual activity
  - iii. Inappropriate patting or pinching
  - iv. Intentional brushing against a student's or an employee's body
  - v. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
  - vi. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
  - vii. Any sexually motivated unwelcome touching
  - viii. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose

## **Reporting Procedures**

1. Persons who believe they may have been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District employee as designed by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal or guidance counselor of each building in the school district. The report is given to the building principal or guidance counselor.
2. In each building, the building principal or guidance counselor(s) is responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the principal must notify Children's Services if the complaint is between a minor and an adult. If the complaint is between minors of similar age, an investigation shall ensue and a written report by the building principal shall be made to the superintendent and notification given to the parents of the students involved. The recommended procedure, as set forth in the disciplinary code, will be followed.
3. Submission of a complaint or report of harassment, sexual harassment, or sexual violence will not affect the individual's future employment, grades or work assignments.
4. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary actions when the conduct has occurred.

## **Investigation and Recommendation**

1. By authority of the School District, upon receipt of a report or complaint alleging sexual harassment or sexual violence, an investigation shall be initiated immediately. The investigation will be conducted by school district officials (administration, counselors) and/or Children's Services. The investigating party shall provide a written report on the status of the investigation, within 10 working days, to the superintendent of schools.
2. In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incident occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.
3. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
4. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

## **School District Action**

1. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate, based on the results of the investigation.
2. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.
3. Reprisal - The School District will discipline any individual who retaliates against any person who reports alleged harassment or sexual violence, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
4. Right to Alternative Complaint Procedures - These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges, initiating civil action or seeking redress under state criminal statutes and/or federal law. This action must be taken within six months.
5. Sexual Harassment or Sexual Violence as Sexual Abuse
  - a. Under certain circumstances, harassment or sexual violence may constitute sexual abuse under Ohio law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.
  - b. Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Ohio Statutes and School District policies.
  - c. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence, and prevent its recurrence.
  - d. If the Superintendent is the subject of the complaint, the report shall be submitted to an alternate individual as designated by the School Board.
  - e. If the principal is the subject of the complaint, the report shall be submitted to the Superintendent.

## 108.01

### ANTI-BULLYING/HAZING POLICY

No administrator, faculty member, volunteer, or other employee of the school district shall encourage, permit, condone, or tolerate any bullying/hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any bullying/hazing. Bullying/Hazing is defined as an act of coercing another, including the victim, to do any act of initiating into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

**Consequences for Bullying/Hazing** - \*Administrative consequences will vary upon evidence from each case.

1. Step 1: Sent to Principal, First Time - School expectations and rules are reviewed and emphasized. Conflict resolution and problem-solving conference is held with student involved. Communication will be made home by administration upon conclusion of investigation. Student is informed of potential consequences. All students involved may be subject to school required safeguards.
2. Step 2: Sent to Principal, Second Time- Progressive discipline will be used based on findings.

## 109.01

### SCHOOL CANCELLATION AND DELAYS

An announcement will be made over local radio and TV stations and through the district calling system if school will be cancelled because of weather or other reasons. This announcement should be expected before 6:30 a.m. Announcements will be placed on the district website: [www.fredschoools.com](http://www.fredschoools.com).

During the course of the school day, weather conditions may develop that would cause roads to become quickly impassable. In such a case, we will return the students to their homes as quickly as possible. Again, Mount Vernon (WMVO-AM 1300, WQIO-FM 93.7, or KISS FM 98.3) radio stations will carry the announcement and it will be noted on the district website: [www.fredschoools.com](http://www.fredschoools.com) and school calling system.

## 110.01

### VISITING SCHOOL

Parents are welcome to visit classrooms during school hours with prior approval from the teacher. Please stop in the office to sign-in and get a Visitor name tag. Since the first two weeks and the last two weeks of school are the most difficult for teachers, we urge parents to refrain from visiting classes during these two periods. Upon arrival at the building, please go to the office before going to the classroom.

## 110.02

### VIDEO SURVEILLANCE

The school grounds are under 24 hour video surveillance and are intended to preserve the safety and security of the students. They are used at the discretion of the administration and are not intended to be viewed by the public due to security and confidentiality reasons.

## 111.01

### EMERGENCY DRILLS

**FIRE:** Fire drills are required every month with no notice given to the students. Directions are posted in each room as to which door to exit. Students are to leave quietly and in single file. All windows in the rooms are to be closed, as well as the door. Students are to walk to the assigned area and stand with their class until the signal is given to reenter the building. Teachers are required to take attendance once their class is clear of the building to insure that all students are accounted for. The building principal or the fire departments are the only authorized individuals to initiate a fire signal. Any unauthorized use of the fire warning system will be immediately reported to the local police and fire officials.

**TORNADO:** Tornado drills are required monthly during the spring months. A bullhorn will be available in case of a power failure. On the signal, students shall go to the assigned area. Teachers will take attendance once the safe area is reached, and shall report any discrepancies to the building principal. A PA announcement will signify the return to the classrooms.

## 112.01

### FIELD TRIPS

As a part of the educational program of the school, students are taken on field trips. Written permission of the parent is required before students are allowed to participate in such a trip. All trips are supervised. Parents chaperoning field trips are not permitted to bring other children with them on the field trip. With a minimum of a day's notification to the cafeteria, sack lunches will be available for purchase.

Liability concerns require students to travel to and from any school-sponsored trip in school-sanctioned vehicles.

### **113.01 FEES**

Fees may be charged for lab equipment, workbooks, supplies, participation, and other items. Fees should be paid in the office when students receive their schedules, or as soon as possible at the beginning of the school year. Fees accumulate throughout a student's K-12 school career (unpaid fees incurred in elementary, latchkey, and middle school carry over to high school). Transcripts (grades and credits) will not be issued or sent for students who owe fees or replacement charges, nor will they receive their diploma during graduation ceremonies.

**Students may not be permitted to attend prom, senior trip, or graduation practice until all fees are paid in full.** Replacement charges will be assessed to students for lost/damaged textbooks and board-owned materials, uniforms, and/or equipment.

School owned textbooks are furnished free to the student. The individual student must purchase materials such as workbooks or notebooks. Books must be returned in satisfactory condition with allowance for reasonable wear. Lost or damaged books must be fully paid for by the pupil.

### **114.01 USE OF AUTOMOBILES ON CAMPUS**

Students who wish to drive vehicles to school must register them with their building principal and submit a written parental statement granting such permission. The vehicle must not be moved during the school day unless permission is given by the principal. Students are not permitted in the parking lot during the school day unless permission is granted by the principal. The school reserves the right to revoke the driving privileges of any student who does not exhibit the qualities of a good driver and citizen. **SCHOOL OFFICIALS RESERVE THE RIGHT TO INSPECT THE INTERIOR OF ANY VEHICLE PARKED ON SCHOOL PREMISES WHEN THEY HAVE REASONABLE GROUNDS TO DO SO. CARS PARKED IN VIOLATION OF REGULATIONS WILL BE TOWED AT THE OWNER'S EXPENSE.** Students must park in designated student parking areas, behind the High School, or in the triangular gravel lot.

### **115.01 LOCKER SEARCHES**

All lockers and other storage areas provided for student use remain the property of the district. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. (See Ohio Revised Code.) No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

### **116.01 CONTAGIOUS DISEASES**

To protect the ill student from further complications, and to protect other students from disease, the Fredericktown Local Schools will follow the recommendations of county and local health authorities by requiring students having or suspected of having certain contagious diseases, to secure a statement from a physician stating the degree of the contagious disease and a recommendation regarding school attendance. The school nurse will be involved in these decisions. School or local health authorities will determine when the student may return to school. Examples of these include, but are not limited to, the following diseases or conditions: impetigo, ringworm, scabies, conjunctivitis (pink eye), diphtheria, polio, hepatitis (yellow jaundice), scarlet fever, and pediculosis.

### **116.02 EMERGENCY MEDICAL AUTHORIZATION**

Emergency medical authorization forms are distributed to parents annually as well as to the parents of newly enrolled students. The form gives parents or guardians the option of authorizing emergency medical treatment for a pupil who becomes ill or is injured at school or a school activity.

### **116.03 ADMINISTERING MEDICINE TO STUDENTS**

Before students will be permitted to take medication during school hours the Medication Request and Authorization form (online or office) must be completed. The form will be available in the office of each school building. It is required each new school year, when changes occur in medication, and for over-the-counter non-prescription medications.

The State of Ohio Department of Health regulates and publishes guidelines for the administration of medications by school personnel. The medication must be brought in and taken home by the parent; students are not to carry medications themselves. Asthma inhalers and emergency allergy medications are exceptions. The medication to be given is appropriate for the student; i.e. only non-aspirin-containing medication. The medication must be in its original container or prescription bottle. The Medication Request and Authorization form must be filled out by parent and stored with the medication to be given. To eliminate the need for the midday dose of medication please consider giving medications to students before school, after school, after supper and before bedtime. It is necessary to have parent's permission for all non-prescription medications to be administered at school. For school personnel to dispense medications, the parent must provide the following information in writing:

1. Request that the medication be administered
2. Name of student who is to receive the medication
3. Name of the non-prescription medication
4. Possible side effects
5. Reason the student is to receive the medication
6. Dosage
7. Start and stop dates
8. Number of times the medication is to be given

## 117.01

### STUDENT SERVICES

1. School Psychologist - A professionally trained psychologist is employed for educational assessments. Contact the school for information.
2. Speech and Language - The school district employs a therapist who is specifically trained in the detection and correction of speech and language problems. Speech and hearing screening tests will be given to all the elementary students and to as many other students as necessary. After testing is completed, the therapist will enroll in speech/language classes those students who qualify.
3. School Nurse - A registered nurse directs our school health program. This program includes maintaining health records and conducting screening tests such as scoliosis screening in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. Students with possible problems are referred to a physician or eye specialist. Parents should see their family doctor or eye specialist as needed. Parents are urged to inform the school of any student health difficulty that could affect performance at school.
4. Athletic Policies - The Board of Education recognizes the value to the students of the district and to the community of a program of interscholastic athletics for students as an integral part of the total school experience. Athletic eligibility for students will follow all OHSAA guidelines as well as policies adopted by the Board of Education and policies contained in the Student Athlete Handbook.

## 118.01

### DISTRICT TRANSPORTATION

#### Bus Expectations and Rules

1. Students are subject to discipline that includes suspension of bus privileges by the building principal for up to ten days for rule violations or conduct considered a danger to persons or property or a threat to the safe operation of the school bus. The superintendent may revoke a student's riding privileges for up to 80 days for severe infractions. Parents are responsible for arranging their child's transportation to and from school when their child's riding privileges have been suspended or revoked.
2. Bus drivers will contact parents about a student's violation of a bus rule. The driver may or may not give a student a warning before reporting a rule infraction and contacting the parent. Bus drivers will keep written documentation of warnings, rule infractions and other behavior notations on students.
3. The second time a student breaks a bus conduct rule, the bus driver will contact the building principal and file a report with the bus supervisor and the principal. The principal will decide the appropriate disciplinary action.
4. After the third time a student breaks a bus conduct rule, the bus driver and building principal will discuss the bus incident and a bus incident report will be filed. The principal will normally suspend a student's bus privileges after the third bus conduct infraction. All other infractions may also result in suspension of bus privileges.
5. A student's bus privileges may be suspended at any time after a bus rule infraction if such is recommended by the bus driver, transportation supervisor or special education transportation aide and is deemed appropriate by the building principal. The due process procedures of the Student-Parent Handbook shall apply to suspensions, expulsions and emergency removals.

#### Bus Conduct and Safety Regulations

The bus driver is responsible for the orderly conduct of the students. Therefore, students are under the authority of and directly responsible to the driver. They shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation

are permissible. Disorderly conduct or refusal to submit to the authority of the bus driver shall be sufficient reason for refusing transportation.

Bus drivers shall report in writing to the principal all rule violations or conduct that justify immediate removal, suspension or expulsion.

Other rules and regulations are:

1. Follow directions the first time they are given.
2. Keep all parts of your body and all objects inside the bus.
3. Keep hands, feet, and objects to yourself.
4. Stay in your seat while the bus is in motion.
5. The use of foul language or gestures will not be tolerated.
6. No eating or littering.
7. Animals will not be permitted on the bus.
8. There must be silence at all railroad crossings and other places of danger as specified by the driver.
9. No loud talking.
10. Cross at least 10 feet in front of the bus.

Students shall go promptly to the bus when dismissed from school. When discharged from a bus they should go directly to their home. Students' conduct that poses a safety hazard in a loading zone are subject to disciplinary action. Pupils must go directly into the school building after their bus unloads. Students who transfer to the KCCC bus must go directly to the KCCC bus after departing from home bus. Students must have a permission note approved by the principal to ride a bus other than the regular bus.

Weapons or other potentially dangerous items or substances are not permitted on school buses, in accordance with Ohio Revised Code.

### **Bus Route Procedures**

1. It is important to clarify the bus route assignment procedures in the interest of establishing a consistent and fair manner of treating all child care arrangements, which will exist during a given semester.
2. A parent who is a district resident may request to have a student picked up and dropped off at the parent's residence or picked up and discharged at another residential location within the district providing that the student is both picked up and discharged at the same residential location. The parent may make a residential bus stop location request at any time. However, for logistical reasons the school bus routes may be adjusted either at the beginning of a semester or at a time convenient for the bus route additions to be made, or whichever is deemed appropriate by the superintendent or transportation supervisor.
3. If a child is picked up at a residence in the district, the student must also be discharged at that same residence because the established bus route is determined by that pick-up/discharge residence. The residential location of the a.m. or p.m. bus stop will be regarded as the primary bus stop for a student.
4. A student may only be discharged or picked up at a secondary bus stop if the secondary bus stop is on an established bus route and prior arrangements are made with the transportation coordinator. (A secondary bus stop is one other than the primary residential a.m. or p.m. bus stop.)
5. Buses will travel side roads from main bus routes to pick up students in the morning only if they live over 1/4 mile from the main road or route. When returning home, students will be expected to walk if they live less than 1/2 mile from the main bus route unless severe weather conditions exist. In that case, buses will deliver those students home who live over 1/4 mile from the main bus route. Private lanes are not counted when figuring the distance. Also, turnarounds for buses must be available.

### **Special Bus Arrangements**

According to school policy, students normally may ride only their assigned bus and only to their own residence. However, there are special circumstances or emergencies which may arise that prompt special bus arrangements to be made. Parents are reminded that they must present a request to either a building principal or the transportation coordinator 24 hours in advance if they want their student to ride a bus other than the assigned bus, and only in special circumstances or emergencies will such permission be granted. Please call the transportation coordinator at the bus garage (694-2826) between 6:30 a.m. – 9:00 a.m. and 2:30 p.m. – 5:00 p.m. if you have questions about the regulations.

### **Emergency Removal From Bus**

Any student who poses a danger to persons or property or a threat to the safe operation of the school bus may be temporarily excluded from riding the bus by either the transportation coordinator or the building principal, providing that the parents are notified of the action as soon as possible and of the reason supporting the temporary arrangements. A hearing shall be held as soon as practical but no later than 72 hours after removal. This removal may be for a period of up to ten school days.

# **SUBSTANCE ABUSE POLICY**

## **Philosophy Statement**

The Fredericktown Board of Education recognizes the serious problem of alcohol/drug abuse and dependency facing our society and further recognizes that our community is not immune to this problem. Health problems of youth are primarily the responsibility of the home and community, but schools share the responsibility because chemical dependency problems interfere with school behavior, learning and the fullest development of the student.

The Fredericktown Board of Education strongly supports implementation of programs and policies that are designed to accomplish the following:

- To educate the students, staff and community about chemical abuse and dependency.
- To prevent involvement with drugs and alcohol
- To work supportively with those affected who are willing to seek help

If a student's behavior and/or achievement indicates possible use of chemical substances, designated school personnel shall share this concern with the family and student involved.

## **First Offense**

1. Students who, for the first time, are found to be in possession of drugs of abuse, controlled substances, look-alike or counterfeit drugs, drug paraphernalia, alcohol, or under the influence of drugs/alcohol will be suspended for 10 school days.
2. The administration will hold a preliminary hearing with the student to determine if the infraction is in the above category. If it is:
3. The administration will follow due process in suspending the student.
4. A parent or guardian will be notified within 24 hours regarding the violation and suspension.
5. There will be a referral to legal authorities.
6. The counselor will hold an intervention conference with the student and parents or guardian before the fifth day of suspension. A minimum of 3 days will be served.
7. At the intervention conference the counselor will refer the student and parents to an appropriate agency.
8. If the student and parent agree to evaluation and treatment. The remainder of the above suspension will be set aside. If one or the other refuses, school suspension will be reinstated. The school will not be financially responsible for any costs for evaluation/treatment.
9. If the student, parent or agency terminates the evaluation or treatment agreement before completion, suspension will be reactivated.
10. The student or parent will notify the school personnel when the student has completed or terminated evaluation/treatment, through presenting a certificate of completion to the administration.

## **Second Offense**

The same procedure will be implemented, with the recommendation of expulsion, if an evaluation/treatment option is not pursued.

## **Third Offense**

Expulsion

## **Severe Drug/Chemical Related Infractions**

For selling, supplying or transmitting drugs of abuse, controlled substances, look-alike or counterfeit drugs, drug paraphernalia, or alcohol, expulsion will be recommended.

## **Discipline and Extracurricular Codes**

This policy supersedes existing discipline policy codes and applies to all students who are recorded in attendance at the Fredericktown Middle and High School. This policy supplements the student discipline policy, guidelines for action for harmful substance, drugs, and alcohol section. Students who are in attendance at or participate in, extracurricular activities or school-related and school sponsored activities on and off of Fredericktown School District grounds are subject to all discipline and treatment provisions of this policy for any student found to possess, use, sell, or be under the influence of a drug of abuse, controlled substance, chemical/alcoholic substance/drug-paraphernalia, look-alike, or counterfeit drug. The extracurricular discipline code will be applied in connection with the provisions of this policy as it relates to code violation on school grounds or at school related and school sponsored activities and extracurricular activities.

## **120.01**

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises, then:

1. The Principal or Superintendent may remove the student from curricular or extracurricular activities or from the school premises.

2. A teacher may remove a student from curricular or extracurricular activities under the teacher's supervision, but not from the school premises altogether. Reasons for such removal must be submitted to the Principal by the end of the school day.
3. When emergency removal of a student occurs, then:
  - a. A hearing must be held as soon as practicable after the removal, but within seventy-two (72) hours after the initial removal is ordered.
  - b. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
  - c. The person who ordered, initiated, or requested the removal must be present at the hearing.

## 120.02 SUSPENSION

1. Before a student can be suspended for up to ten (10) days:
  - a. The Principal, Assistant Principal, or other designated administrator, or Superintendent must give the student actual written notice of the intention to suspend.
  - b. The student must have the opportunity to appear at an informal hearing before the Superintendent, Principal, or their designee to challenge the reasons for the intended suspension or otherwise explain their actions.
2. If it is determined, as a result of the hearing, that the student should be suspended, the following shall occur:
  - a. Within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student must be notified in writing. Immediate contact of the parent may be made by telephone.
  - b. The notice must include: (a) the reasons(s) for the suspension; (b) the right of the parent, guardian, or custodian to appeal the action to the Board of Education or its designee; (c) the right to be represented in the appeal; (d) the right to request that the hearing be held in executive session. Appeals must be made in writing to the Superintendent within 72 hours of the date of suspension.
  - c. Any work missed during out of school suspension may be made up during but it due the first day back from suspension.
  - d. A student may be required to serve an in-school suspension. When all of such a suspension is to be served in a school setting, no notice or hearing are required prior to the suspension.
  - e. The Superintendent may apply any or all of the period of the suspension to the following school year.
  - f. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.
  - g. Should any of the days of scheduled suspension be days when school is cancelled for any reason, the days of suspension that fall on days of school cancellation will not count as days of suspension, and those days will be re-scheduled to the next day(s) school is in session.

## 120.03 EXPULSION

Expulsion is any removal for more than ten (10) days. Only the Superintendent may expel a student. When the Superintendent finds it necessary to expel a student, the following procedures must be utilized:

1. Written notice must be given to the student and his/her parent, guardian, or custodian.
2. The notice must include: (a) written reasons for the intended expulsion; (b) the right of the student and parent, guardian, or custodian to appear before the Superintendent or his/her designee to challenge the expulsion or explain the student's action; (c) time and place of the hearing, which must not be less than three (3) no later than five (5) days after the notice is given, unless the Superintendent grants an extension. If an extension is granted, the Superintendent is required to notify the student and parent, guardian, custodian, or representative of the new time and place.
3. Written notification of the decision, and the right to appeal to the Board of Education, or its designee, is required. The notice must include: (a) the reasons for the expulsion; (b) the right to be represented in the appeal; (c) the right to request the hearing be held in executive session.
4. Expulsions may be imposed for up to eighty (80) days.
5. Expulsions of up to one year may be imposed for the following violations:
  - a. bringing or possessing a firearm on school property or at a school-related event regardless of where it occurs,
  - b. bringing or possessing a knife on school property or at a school-related event, regardless of where it occurs, and
  - c. any act committed on school property or at a school-related event that would be a crime if committed by an adult and that results in serious physical harm to persons or property.
  - d. Firearm shall mean any weapon (including a starter gun) which 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. "Destructive device" includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

- e. Knife shall mean a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.
6. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining in the school year. Under such circumstances, the Superintendent may apply any remaining part or all of the period of expulsion to the following school year.
7. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

## 120.04

### APPEALS OF SUSPENSIONS OR EXPULSIONS

A student, parent, guardian, or custodian may appeal a suspension or expulsion. Suspension by building principals shall be appealed to the Superintendent. Suspension by the Superintendent and/or expulsions shall be appealed to the Board of Education. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, guardian, custodian, or representative.

Outlined below are the specific appeal hearing procedures to be followed:

1. Introduction of purpose, legal rights, and hearing procedure.
2. Presentations of reasons for suspension/expulsion by the building administrator and/or superintendent or representative.
3. Presentation of reasons for appeal of the suspension/expulsion by student, parent, guardian, custodian, or representative.
4. Questions by superintendent and/or Board to either or both parties concerning the suspension and/or expulsion.
5. Closing statements by both parties.
6. A verbatim record of the proceedings.
7. Notification of the appeal decision will be sent to the person making the appeal.

## 121.01

### ACCEPTABLE USE POLICY FOR COMPUTER, NETWORK, AND INTERNET ACCESS

Fredericktown Local School District provides a variety of technology tools and networked computer access to all students and staff. With this access to sophisticated technology tools comes a responsibility on the part of the user to insure proper usage of these resources. The reason technology tools, networked resources, or personal devices are used on campus is to provide students and staff support for the teaching and learning process.

The district views technology as a tool to help increase productivity, achievement, organization, and learning opportunities. In order to maintain adequate resources for all members of the learning community, each user must be vigilant in their efforts to maintain the hardware and software associated with the campus. Each technology user will be held responsible for the following guidelines:

#### 1. **Acceptable Use:**

*Technology must be used to support education and research and be consistent with the objectives of Fredericktown Local School District. The computer network also supports the administrative and professional functions of the staff as well as efficiencies associated with electronic communication.*

Games are not considered an educational use of technology. Games may not be played when using technology on the Fredericktown campus with the following exceptions:

- Games that are created as part of an educational curriculum.
- Games that directly support current curricular objectives.

Use of any other organization's networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to:

copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.

Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Installation of software, freeware, shareware, and demos not owned or authorized by Fredericktown Schools is prohibited on district computers.

Staff members are assigned a campus email account. It should be understood that the primary purpose of this account is to conduct school business. The District understands that just as a US postal mailbox is able to receive paper mail from anyone, a staff member's e-mail mailbox can receive mail from anyone. Unsolicited mail (including spam) that is received by a staff member, in no way reflects appropriate or inappropriate use by that staff member.

## 2. Privileges:

The use of the Fredericktown Technology and Internet is a privilege, not a right, and ***inappropriate use may result in a cancellation of those privileges***. The system administrators, school administrators, teachers, and staff members have a responsibility to report and investigate observed inappropriate use. During the course of investigating inappropriate use, staff may access, view, and/or document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using The Fredericktown Network. The school disciplinary ladder and/or individual rules will determine consequences. The building principal and System Administrators may suspend student access at any time.

Please understand that in a school environment, where the majority of the work is produced on computers, loss of privileges could have a very serious impact on academic opportunity and success.

## 3. Information and Internet Access:

In compliance with the Federal Child Internet Protection Act (CIPA) the School District filters the Internet for inappropriate content. All devices accessing the internet through the Fredericktown Network receive filtered internet content.

### **Filtered/Blocked Internet Sites include:**

Intolerance and Hate	Sexually Explicit Images Hacking
Criminal Activity	Proxies and Translators
Tasteless and Offensive	Phishing/ Fraud
Violence and Weapons	Personals, Dating, and Chat
Alcohol and Tobacco	Intimate Apparel and Swimwear
Illegal Drugs	Non-educational Games
Gambling Spyware	Other Sites

It should be noted that, although Internet filters are very effective and the technology has greatly improved over the past decade, that there is no such thing as a 100% perfect internet filter technology. Although rare, it may be possible for an inappropriate website, particularly a new one, to pass through the filter. Students should simply close any webpage deemed inappropriate and tell a staff member what happened.

With internet access comes the responsibility to use this powerful educational tool wisely and in accordance with all other sections of this appropriate use policy. Purposeful intent to bypass or compromise the internet filter is considered inappropriate use. Random searching for information, which could be classified in the above examples of filtered categories, is inappropriate use. Bringing content on campus that would otherwise be filtered is also considered inappropriate. In addition, specific internet sites may be added to or removed from the "Block List". We ***do not*** block third party email servers such as Yahoo mail or Hotmail because of the educational value of allowing students to e-mail work to and from campus and because many other individuals (including parents) communicate with staff using these free services. Students who wish to sign up for an Internet e-mail account should first acquire permission from parents. E-mail used to transmit a document on campus from home would be considered an appropriate use of this technology, however, instant messaging a friend to conduct friendly chat would not.

Students and staff should realize that although the internet is a powerful tool for accessing information, it has no formal review process. A critical part of using the internet as a resource is for the user to learn how to determine the validity of information posted.

Individuals need to ask:

Who authored the information and is it possible to contact them?

With what organization is the author affiliated?

How often is the information updated?

Do other sources agree with this information?

Is the information based on personal opinion, propaganda, advertising, emotion, research, or facts?

Downloading information from the internet should be done with caution. Just because it is posted, does not mean it is legal to download. Generally, downloading published music or video without paying for it legitimately is illegal. Students and staff need to familiarize themselves with copyright and fair use laws and guidelines.

**4. Viruses and Other Malware** are an ever-increasing problem. Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. Although viruses are the most well known malware, worms and Trojan horses are the fastest growing category of malware today. (Many resources are available online that outline the distinctions between viruses, worms, and Trojans.) The district has deployed security measures to protect district systems from the various forms of malware. Those measures include, but are not limited to, virus protection software on all district owned systems, spam and virus filtering software for the e-mail servers, strengthened security settings on systems, rapid deployment of security updates, and a firewall to protect the district network.

Due to the increasing interconnectedness of computer networks it is in the district's best interests to ensure that personally owned technology devices such as home computers and notebooks are free of malware as well. As such, **the district recommends that all students and parents consider implementing three basic security measures on their personal computers if possible:**

- 1. Install and regularly update virus protection software.**
- 2. Enable the Windows Firewall or use a third party firewall program.**
- 3. Turn on Windows Automatic Updates to automatically install security fixes.**

Perhaps the most important defense against malware is you. Always exercise caution when using e-mail or browsing the internet. Beware of messages from people you don't know, always scan email attachments for viruses, and be suspicious of any website you visit that asks permission to install software on your machine. Also be aware that many popular free programs contain spyware that may track your activities online, log keystrokes to look for passwords and credit card information, and/or display unwanted advertising. Always be sure to read the fine print when installing such programs.

Intentionally disabling any security mechanisms on district systems or intentionally infecting any system on the district network with malware is considered a form of vandalism and appropriate disciplinary measures will be taken.

**5. Netiquette:**

Students are expected to abide by generally accepted rules of network etiquette (or netiquette). These include, but are not limited to, the following:

- Be polite. Do not be abusive.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Never reveal personal information online
- Remember that any given student computer may be used by others during the course of a day. Leave the computer in as good or better shape as you found it.

- Do not use the network in such a way that you would disrupt the use of the network by other users.

#### **6. Guarantee of Service:**

Fredericktown Schools makes no warranties of any kind for the service it is providing. Fredericktown Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Fredericktown Network is at your own risk. Fredericktown Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. No assumption of privacy should be made when district personnel investigate problems with, or inappropriate use of any system on campus.

#### **7. Vandalism:**

Vandalism may result in cancellation of network privileges as well as financial responsibility to cover the cost of system recovery. Vandalism is defined as any attempt to harm or destroy data or accounts of other users, or any hardware or software associated with Fredericktown Schools.

#### **8. Copyright and Intellectual Property:**

Students who use the intellectual property of others must pay attention to the portion limits and distribution allowed under the Laws of Fair Use; this includes citing the owner of the work. For more information, use the internet to search the keywords *copyright and fair use* or *fair use guidelines*.

#### **9. Use of Personal Technology on Campus**

Digital electronics are to be used primarily to support the educational process, and only with the permission of the teacher. At no time should personal use interfere with the educational process or operation of the District. Teachers and administrators reserve the right to confiscate any device that is being used. Students should be particularly sensitive to taking photographs and audio or video recordings. Students must obtain permission from all parties prior to capturing images and/or audio/video recordings. Like a calculator, these devices are the property of the student and will be treated as such. Fredericktown Schools cannot assume responsibility for handheld devices or other personal electronic devices that are lost or damaged.

### **122.01**

#### **PUBLIC COMPLAINTS**

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program, school service, or to equip the school to be more effective.

1. Although community members will not be denied the right to bring their complaints to the Board, the Board will refer them through the proper administrative channels for solution before investigation or action. Exceptions will only be made when the complaints concern Board action or Board operation.
2. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving school services, instruction, discipline, learning materials, or programs, etc. will be as follows:
  - a. School Employee
  - b. Principal/Supervisor
  - c. Superintendent
  - d. Board of Education
3. If a complaint, which was presented to the Board and referred through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.
4. Any request, concerns, or suggestions reaching Board members and/or the entire Board shall be referred to the Superintendent for consideration and action in accordance with this policy and written administrative procedures.
5. The Board expects the professional staff to receive complaints courteously and to make proper reply to the complainant.
6. Matters referred to the Superintendent and/or Board must be in writing and should be specific in terms of the action desired.

The School Administration will periodically inform the staff and public of public complaint procedures to ensure that public complaints are handled as this policy directs.

### **123.01**

#### **SCHOOL SPONSORED EVENTS**

All school sponsored social activities must be held on the school grounds under the supervision of an advisor or approved volunteers, unless the building principal grants special permission.

## **124.01 STUDENT DRESS**

The Fredericktown Local Board of Education recognizes the rights of a student with regard to expression and to regulate his or her appearance, within the bounds and standards of common decency and modesty. Therefore regulations covering student dress and expression including, but not limited to, hair, clothing, buttons, badges, physical gestures, written materials, and other symbols and expressions shall be aimed at minimizing and/or preventing those situations that negatively impact the learning environment or bring undue attention that may lead to distraction. Exceptions to the following policy may be made on a case-by-case basis, for religious, medical or other reasons, at the request of a student or parent/guardian on behalf of the student. The administration, faculty and Board reserve the right of final judgment on what is appropriate and acceptable.

1. Students are not to wear clothing that represents or implies alcohol, tobacco and other drugs; gang-related, inappropriate/vulgar language or intent.
2. Students are not permitted to wear or carry hats, caps, sweatbands, bandanas, head coverings, sweatshirt hoods, masks, make-up that covers features of the face or disguises the identity, or dark tinted/sunglasses inside the school building between the time the student arrives until 2:45 pm, nor at any educational assembly or program.
3. Students are to dress so that undergarments are not exposed (i.e. sagging pants, transparent clothing, etc.).
4. Students are not to wear clothing that exposes bare midriffs, bare shoulders, and bare backs. Students can wear sleeveless tops, but undergarments and excessive skin must be covered. Additionally, straps are to measure a minimum of two inches (the width of a school issued student ID card).
5. No article of clothing shall be worn that distracts from the educational process.
6. Shorts and skirt are to be no shorter than three inches (the length of a school issued student ID card) from the top of the kneecap.

Some school programs – such as technology education, laboratory activities, physical education and interscholastic athletics – may require special hair care, clothing or restrictions on jewelry to ensure the health and safety of all students.