

Dear Parents and Students,

This handbook is provided to assist parents and students to better understand the policies and procedures of the Fairview Elementary School. Cooperation between home and school is vitally important to a successful school experience for students. Our goal is to develop skills in all academic areas, as well as self-respect, discipline, responsibility, and respect for others.

We hope that you and your children will read through this handbook together to acquaint yourselves with our school and the policies that govern our school. We look forward to working with you to provide the best possible education for your children.

If you have any questions that are not answered here, please feel free to call the school. Let's all work together to make this a great year for the students of Central Local Schools!

ADMINISTRATION

Mr. Steve Arnold, Superintendent	419-658-2808
Mrs. Sherrie Brown, Principal	Extension#2806
Assistant Principal	Extension#2809
419-658-2511 419-899-2108 800-322-7368	

School Calendar:

August	23	Teacher Work Day - NS
August	26	Teacher Professional Meeting Day - NS
August	27	First day of school
Sept.	2	Labor Day – NS
Nov.	1	First nine weeks ends
Nov.	8	Grade cards will be sent home
Nov.	14	Parent - Teacher conferences (evening)
Nov.	18	Parent - Teacher conferences (evening)
Nov.	26	1 Hour Early Dismissal
Nov.	27	Parent - Teacher conferences – NS
Nov.	28	Thanksgiving Day – NS
Nov.	29	Thanksgiving vacation - NS
Dec.	2	Thanksgiving vacation – NS
Dec.	20	Early dismissal @ 2:00 p.m.
Dec.	23	Christmas vacation begins - NS
Jan.	2	Return to school
Jan.	17	Second nine weeks end
Jan.	20	Martin Luther King Day & Teacher Work Day - NS
Jan.	24	Grade Cards will be sent home
Feb.	17	Presidents Day & Teacher Professional Meeting Day - NS
March	20	Third nine weeks end
March	27	Grade Cards will be sent home

April	9	Spring Break Begins
April	14	Return to school
May	22	Last day of school – early dismissal @ 2:00 p.m.
May	22	Grade Cards will be sent home
May	26	Teacher Work Day

Parent Information

Final Forms

Final Forms is a computer based data system where all parent/student information will be securely entered and maintained. After the initial setup, parents will only need to update and make any changes at the start of each school year for their children at Central Local.

If at any time during the school year, a parent has a change in address, contact numbers, and/or student information, it will be the parents' responsibility to access Final Forms to make changes for immediate usage. Each building will be providing support to parents as needed to ensure that there is successful implementation of this new data storage resource for our district.

Child Custody Policy

Parents have an obligation to notify the school any time the custody of a child changes. (SB 140 requires this information) **School officials need a copy of the current court orders pertaining to a child's legal custody.**

Student Photographs

Parents may request that no individual student photographs be used for public relations and/or media press releases for his/her child. This written request must be submitted to the building principal at the start of each school year.

Lunches

Free and reduced priced lunches are provided according to need. Application forms are sent home to all families and are also available at school. Lunch prices for the 2019-2020 school year will be set, as per School Board decision. Money may be placed on a student's account at any time. The money should be sent in an envelope with the child's first and last name and lunch account number written on the front. If a negative balance is reached, parents will receive notification. Students are only permitted to charge up to 2 days' worth of lunches. After that point, a wow butter sandwich and milk will be provided to students with a negative balance. The cafeteria staff does not warm/cook student lunch items that are brought from home. Items may be kept warm in a thermos. Please refrain from sending pop as a student drink for lunch. If your child has a food allergy please be sure to make the office and cafeteria staff aware. In order to come in and eat lunch with your child, it must be approved with a principal.

Visitors

For the safety and security of guests and students, visitors are required to present themselves at the office upon arrival at Fairview Elementary. Visitors must enter through the reception area door since the second set of double doors is locked during the school day to ensure the safety of our children. All visitors will be provided a Fairview Name Badge so that they can be easily identified while in the building. Visitors are not

permitted to visit the classroom areas without scheduling an appointment with a staff member or an administrator in advance.

Please note that student pick-up and drop-off is located at the north entrance only. When dropping students off in the AM, please follow the flow of traffic by looping around to the west and dropping your child off at curbside. If you plan to bring your child inside, please park in a parking spot. Do not leave your car unattended at the curb side, as this interrupts the traffic flow during drop-off time. When picking students up in the PM, please follow the flow of traffic by looping around to the west and picking your child up at curbside. Please do not exit your car since this interrupts the traffic flow during pick-up time. Your designated number will be called and students will be dismissed from the atrium area out to the car.

Parents should not utilize the east bus entrance for any reason during pick-up or drop-off times. There is to be no thru traffic on the access road from 7:30 AM – 3:30 PM. To ensure the safety of our children, the gates to the access road will be closed from 8:15 a.m. until 2:15 p.m.

Academic Information

Grading Scale

The following is the grading scale utilized at Fairview Elementary School for grades 3-5:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 & lower	F

_____ For grades Kindergarten through second grade standards based grading will be utilized.

M=Meets the Standard

P=Progressing Towards the Standard

N=Not Progressing/Limited Progress Towards the Standard

It is essential for parents to be kept fully informed of their child's progress in school.

Written reports will be provided to parents of children in grades 1 through 12 four times per year with grade cards following the completion of each grading period. At-Risk reports will be issued quarterly for students receiving a D or F. Parents may call and schedule conferences with teachers if they choose to do so.

Homework

Students in all grades may have some type of homework assignment daily. These may range from reading and reviewing to specific assignments for core subject areas.

It is the student's responsibility to make up all missed work due to absences. For each day that a student is absent he/she has an equal number of days to make up the work. The teacher will

assist the student by providing all missed work in a timely fashion. Classroom teacher policy will be utilized when students do not complete work.

Honor Roll

Students in third through fifth grades will be recognized each grading period for outstanding academic achievement. Students must have obtained all A's and or B's in graded subjects to be eligible for the Honor Roll.

Academic Acceleration Guidelines

Student academic acceleration will be determined by local adopted School Board Policy (see 5410).

Promotion/Retention

Each student is determined individually. The decision to promote, place or to retain a student in a grade is made on the basis of the following factors. The teacher takes into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, and grade average. The teacher then makes a recommendation to the principal. It is the building principal's determination to promote, place or retain. It is the principal and teacher's professional obligation to inform the parent(s)/guardian concerning the academic progress. The parent(s)/guardian should be notified when it is determined that a child is having academic difficulty, attendance or behavior concerns.

The promotion, placement, and retention procedure demands continuous analysis and study of the cumulative student case history records. Guidelines include the following elements:

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of the year will have his/her case evaluated by the teachers, the guidance counselor, and the principal for placement or retention.
3. No conditional promotions/placements are permitted.
4. A student having failing grades may be placed to the next higher grade with the approval of the principal.
5. Students should not be retained more than once. When it is considered, further retentions must be approved by the superintendent.
6. Documentary and anecdotal evidence should be available to justify placement or retention.
7. A student with failing grades during any academic term may be provided district intervention and remediation assistance if financial resources for programs and staffing are available.
8. Placement is defined as the best educational alternative for a child based on the factors discussed in the opening paragraph of this section.

Third Grade Guarantee:

In the summer of 2012, the Ohio Legislature passed Senate Bill 316, which Governor John Kasich signed into law. Senate Bill 316 includes changes and reforms that directly

affect elementary schools, including the addition of the “Third Grade Guarantee,” and the following actions to be taken by all elementary schools throughout the State of Ohio:

Beginning with the opening of the 2012-13 school year, districts were required to conduct reading assessments on all students in Grades Kindergarten through Third Grade by September 30th.

As a result of those assessments, teachers must identify students as “On Track” (meaning that their performance is currently meeting expectations for students entering the current grade level) or “Not on Track” (meaning that their performance is currently below expectations for the grade level to which they are entering).

School districts are required to notify parents of students identified as “Not on Track” with a letter following the completion of assessments. A plan for student intervention and monitoring growth and progress must also be completed and updated throughout the school year. For the 2018-19 school year, third graders who do not reach the State-determined benchmark on the Ohio Achievement Tests will not be promoted to the fourth grade.

Specific details relating to student retention will be determined by local adopted School Board Policy 2623.02.

Testing

The Ohio Department of Education has developed diagnostic and achievement tests to be administered to specific grade levels. The Central Local School District will implement the required assessments as mandated by the state of Ohio for the 2018-2019 school year. Parents will be notified of their child’s test results. For state testing policies please see our website at www.centrallocal.org.

Arrival, Attendance, Schedules

Attendance Policy

All students are required by state law to attend school on a regular basis until the student becomes 18 years of age. Students are expected to follow all school policies and procedures as long as they attend Central Local Schools.

1. The laws concerning attendance have changed from tracking days to tracking hours of attendance. According to House Bill 410, students must be in attendance for at least 6 hours to constitute a school day.
2. **Any student who misses any portion of any hour of the school day will not receive attendance credit for that hour. Each hour a student misses will be tracked and considered as an hour absence.**
3. All attempts to schedule around the school day for personal business, family business, and doctor/dental appointments will be **necessary** to avoid absences. Students should return to school if an appointment is during school hours.
4. An excused absence or tardy permits a student to make up missed class work. Students are not permitted to receive credit for work missed due to an unexcused absence. Excessive absence and tardiness may result in failure in a grading period, a semester and/or a year.

5. Please refer to Board Policy 5200 for reasonable excuses for time missed from school.
6. If a student is absent, the parent/legal guardian is required to call the elementary school office at 419-658-2511, 419-899-2108 between the hours of 8:00 am and 10:00 am or provide a note signed by the parent/legal guardian when the student returns to school. Students not providing a note or making a call to verify an absence within 2 school days will have the absence deemed unexcused and no credit will be issued for work missed. If a student absence requires a doctor's note it must be turned in to the office within two days. Parents will be allowed to call their child in as absent 5 times per semester before a doctor's note is required. Even if a child is only gone from school for a minimal amount of time, it will still count as one of the five times a parent is able to verify their child is absent and still have it count as an excused absence. If a parent calls a child in absent for multiple days, each day will count towards their five allowable absences that are verified by a parent.
7. If the school does not hear from a parent/legal guardian by 10:00 A.M., the school will contact parents/guardian through the instant alert system.
8. Any student who arrives to their 1st period class after 8:20 will be counted **tardy and absent** for the appropriate amount of time. He/she must report to the office and sign in. If your bus is late, you should report directly to the office upon arrival, but you will not be counted as absent.
9. If an absence or tardy is anticipated, the parent/legal guardian is to notify the school giving the reason and number of days/hours the student is to be absent and/or tardy. Assignments can then be arranged in advance.
10. Students involved in athletics, extra-curricular activities or concerts must be at school by 10:00 A.M., or if needing to leave early, they must be in attendance until 12:00 P.M., in order to participate in after school activities such as practices, games, or concerts. Exceptions include a funeral or other exceptions deemed excused by the principal.

Students who miss **38 or more hours** in one school month with or without a legitimate excuse; or absent **65 or more hours** in one school year with or without a legitimate excuse. Students who are identified as having excessive absences will receive a letter from the school notifying them of this classification, and be reminded of House Bill 410 requirements.

Students who miss **30 or more consecutive hours** of school, who are absent **42 hours or more in one month**, or who are absent **72 hours or more in one year without a legitimate excuse** are considered "Habitually Truant".

Students who are habitually truant will receive a notice from the school requiring a physician's verification that the student is/was too ill to attend school for every additional absence or the absence will be classified unexcused. **The school will also contact the truant officer. Parents of students who are habitually truant, and the habitually**

truant student must meet with the ABSENCE INTERVENTION TEAM to develop an absence intervention plan.

Schedules

The teacher's daily schedule is from 8:00 A.M. - 3:10 P.M.; therefore, students should not arrive at school before 8:00 A.M. Students arriving prior to 8:00 A.M. must remain in the cafeteria until the 8:00 bell.

8:00-8:20	Students arrive, homeroom activities begin		
8:20-9:00	period 1	12:20-1:00	period 5
9:00-9:40	period 2	1:00-1:40	period 6
9:40-10:20	period 3	1:40-2:20	period 7
10:20-11:00	period 4	2:20-3:00	period 8
11:00-1:05	LUNCH/RECESS SESSIONS		

* Lunch times for each grade level:
Kindergarten 10:45-11:15

* Recess times for each grade level:
Kindergarten 11:15 – 11:45

1st Grade 10:50 – 11:20
2nd Grade 11:15 – 11:45
3rd Grade 11:55 – 12:25
4th Grade 11:25 – 11:55
5th Grade 12:05 – 12:35

1st Grade 11:20 – 11:50
2nd Grade 11:45 – 12:15
3rd Grade 12:25 – 12:55
4th Grade 11:55 – 12:25
5th Grade 12:35 – 1:05

* Subject to change

Delays

School delays will be announced on the following radio stations:

WDFM (98.1 FM Defiance) WBNO (100.9 FM Bryan)
WONW (1280 AM Defiance) WZOM (105.7 FM Defiance)
WQCT (1520 AM Bryan)

2 hour delay School begins at 10:20, buses on the road
by 8:50 - decision by that time.

3 hour delay School begins at 11:00, buses on the road by
9:50 - decision by that time.

Please do not call the school to ask about delay or cancellation information. This information is available immediately on the radio, school web page, and the Instant Alert System.

Arrival Time

Students arriving before 7:45 am will not be allowed in the building until the doors are unlocked at 7:45am. Students arriving between 7:45am-8:00am will report to the cafeteria until the 8:00am bell rings. Breakfast will be served from 8:00-8:20am.

Absences/Tardies

If your child will be tardy or absent ***please communicate the reason for the absences or tardy to the main office***

If your child is dropped off late or picked up early please follow the sign in/out procedure in the main office. If your child is dropped off after 8:20, please come in with your child to the front office in order to sign them in.

Students may be asked to take tests in advance during recess time, when planned absences are announced.

Health

Health

Any student with an acute health concern will be referred to the nurse. It is important for parents/guardians to communicate any known health concerns with the nurse at the very beginning of the school year or sooner if possible, so if special accommodations need to be made, our staff can plan. Allergies, especially life-threatening allergies, should be communicated with the nurse as soon as possible. Children with asthma, seizures or any other major medical conditions should be communicated with the nurse, as well, so the school can be prepared to take care of the child in an emergency situation, if needed.

Medications at School

Guidelines for dispensing medications at school have been set by the State. Our Board of Education has adopted a policy that follows the State guidelines. A designated staff member will administer any medications that are necessary to be given to a child. However, in order for this to be done for prescription medications, an authorization form (available in the school office) must be completed by the prescribing provider and the parent requesting it to be administered to the student during school hours. The signed permission form must be received before our staff administers any medication (prescription or non-prescription), whether it is a short term medication or long term medication. Medication should not be sent back and forth with the child, please arrange for an adult to get the medication to the school. The medication must be kept in its original container, you can ask at the pharmacy for the medications to be divided in two separate containers, one for school and one for home. Any questions regarding medications to be given at school should be directed at the nurse, this includes emergency medications, such as inhalers or EPIPENS.

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella, mumps, pertussis, tetanus, hepatitis B, and varicella in accordance with state statutes, unless the school receives an exemption for medical or other reasons. Children who do not have evidence of proper immunization will be excluded from the school after fourteen (14) days, in accordance with the Ohio Revised Code sections 3313.67 and 3313.671.

Bee Stings

Parents are responsible for informing the school of a child's allergies, especially allergies to bee stings. In the case of bee sting allergies, parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

General Student Policies

Harassment/Bullying

All students have the right to learn in an environment free of harassment. Harassment includes verbal threats, non-verbal threats, physical threats, and threats by any technological means, forcing a person to do something against their will, and/or placing a person in a hostile environment. Students found to have engaged in harassment are subject to Student Code of Conduct disciplinary action and possible involvement of outside agencies including law enforcement.

Harassment, intimidation, bullying behavior, or violence in a dating relationship by any student/school personnel in the Central Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including Cyber-bullying/Abusive behavior. Cyber bullying/Abusive behavior can be defined as: including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical or violence in a dating relationship harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Any act (s) of harassment, intimidation, bullying behavior, or violence in a dating relationship may be reported to the building principal and/or guidance counselor.

Recess

Students are required to bring in signed notes from home if they need to stay inside at recess due to illness. In the unlikely event of an extended illness that keeps your child from participating in outside recess, a doctor's note will be required. Students should be prepared for outdoor recess with hats, gloves, winter coats, and boots when necessary. An indoor recess plan is utilized when temperatures and wind chills are extreme.

Temperature Guide

- 25 and over will be outside recess
- Under 25 will be indoor recess

Coat Guide

- 65 and above there are no requirements

- 50-65 student must have their arms covered. This may be a long sleeve shirt, sweatshirt or lightweight jacket.
- Below 50 students will be required to wear a coat to participate in outside recess

Dress Code

Dress and grooming are personal matters and should be equal to the occasion. Clothing should be neat and clean. Extreme variations are not acceptable. Extreme hair color is not acceptable.

Cutoff jeans, jeans with holes, short shorts, pajamas, hats, tank tops, spaghetti straps, shirts that expose the midriff area, pants that are below the waist level, high heels, flip flops, shirts advertising alcoholic and tobacco products, and those with language that is in poor taste are not acceptable. **Shorts of appropriate length may be worn during the 1st and 4th 9 weeks.**

Leggings, tights, or yoga pants are only permitted if covered by an article of clothing that reaches the thigh area. Sturdy sandals are acceptable on warm school days. Any question concerning the appropriateness of dress will be left to the discretion of the principals. If the dress of a student becomes a detriment or is disruptive to the educational process, a student may be asked to change or sent home for a change of clothing.

Classroom Conduct

Teachers are in charge of their classrooms. Their individual rules and school policy will be adhered to in their classrooms. Teachers are to receive absolute respect from the students at all times. Common courtesy shall be maintained between teacher and student, and between students at all times.

Articles Prohibited at School

Dangerous and/or disruptive articles are not permitted at school, in your child's classroom or at recess. Such articles are hazardous to the safety, health, and welfare of others, and cause a disruption to the educational process. These items include, **but are not limited** to **trading cards**, toy guns, bullet casings, water pistols, chains, knives, firecrackers, lighters, matches, cell phones, cameras, laser beam devices, or anything that causes a disruption to the educational process. Students are not permitted to trade or sell any items on busses or school grounds. If students choose to bring these types of items to school, the items may be confiscated by an elementary staff member. Confiscated items may be held in the school office, and parents will be required to pick up the item from the office during regular school hours. In addition, the school is not responsible if any of these items are lost or stolen.

Gum Policy

Gum is not permitted at school or on the buses. Please do not send gum to school for treats.

Holiday Celebrations

Generally, classroom teachers facilitate holiday parties for October – Harvest, December – Christmas, and February – Valentine's Day. Families may be invited to participate by supplying a small snack or drink. To avoid an excess of party items, please wait to be notified of party details by the classroom teacher. In an effort to promote wellness, we encourage families to "think healthy" when preparing snacks to be shared during school celebrations. Please limit snack items with high sugar content.

Party Invitations

If your child hands out invitations for parties at school, everyone of the same gender in the classroom must receive an invitation. If your child wishes to hand out invitations to only part of the class, they may not be passed out at school or on the school bus. To respect the privacy of our students and their families, we are unable to provide addresses or phone numbers. Class lists, with students' first and last names only will be provided upon request.

Public Display of Affection

Students are expected to use moderation concerning their affectionate expression toward others while in school. All students should use good judgment and manners regarding physical contact in the school setting.

Sexual Harassment

All students of the Central Local Schools have a right to learn in an environment free of sexual harassment. Harassment includes unwelcome advances, unauthorized touching, verbal and nonverbal harassment, or physical conduct of a sexual nature. Students found to have engaged in harassment may be subject to the Student Code of Conduct disciplinary action and possible involvement of outside agencies including law enforcement.

Student Desks and Lockers

All elementary students will be issued a desk and or locker to store supplies and materials. Students are responsible for maintaining the lockers in a clean and organized fashion. The lockers and desks remain the property of the school district and are subject to inspection by school officials at any time and without prior warning. This may include random searches by dogs trained to detect the presence of illegal substances.

Telephones

The office telephone is for school business and is to be used by students only in the case of an emergency with the permission of a secretary, or principal.

Surveillance Cameras

Student behavior may be monitored on school property and/or school buses by security cameras.

Technology

Computer/ Network/Internet Acceptable Use and Safety Policy

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices.

- Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).
- Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act.
- The technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students. However, It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.
- Any student who attempts to disable the technology protection measures will be subject to discipline.
- Pursuant to Federal law, students shall receive education about the following:
 - A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications.
 - B. The dangers inherent with the online disclosure of personally identifiable information.
 - C. The consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, etc.), cyberbullying and other unlawful or inappropriate activities by students online.
 - D. Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Staff members will monitor the online activities of students while at school.
- Students (grades 3 - 12) will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. They shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.
- Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.
- Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

For further, more in-depth written guidelines please refer to School Board Policy 7540.03, which can be

Found on the Central Local School website (centrallocal.org).

Central Local Code of Conduct

Whereas the Central Local Board of Education is attempting to comply with due process regulations relative to the suspension and expulsion of students, it has adopted the following policy relative to the suspension and expulsion of Central Local students. Any of the following acts may lead to suspension or expulsion of a student.

Students attend elementary school under the direction of state law with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. The rules of this code have been written and adopted by the Board of Education, in conformity with the Ohio Revised Code 3313.661, which specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school and its employees, in turn, have a right to expect reasonable behavior from the students.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline

Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

1. Disruption to School

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities on or off school grounds, including Board of Education owned vehicles.

2. Destruction of Property

A student shall not cause or attempt to cause willful destruction or defacement of school or private property on school grounds or at any school activity, function, or event off school grounds. Parents are responsible for financial restitution of destroyed property.

3. Fighting, Assault and/or Threat Thereof

A student shall not physically attack or threaten to attack any person (student, school employee or other person) on school property or while in attendance at any school activity, function or event on or off school grounds, or on Board of Education owned vehicles.

4. Dangerous Weapons, Instruments and Objects

A student shall not possess, handle, transmit or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person. ORC Section 2923.122 makes it a felony to possess dangerous weapons, instruments and/or objects.

5. Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, use, transmit, transfer, conceal, or exhibit evidence of consumption of any alcoholic beverage, dangerous illegal substance, narcotic, controlled substance or any substance that causes physical or mental change.

6. Counterfeit Drugs

No student shall knowingly possess, manufacture, sell, offer to sell, give, package, or transfer a counterfeit controlled substance.

7. Smoking

A student shall not possess, use, transmit, transfer, conceal, or be under the influence of tobacco or a tobacco substance while at school, on school property, or at any school function or event on or off school grounds including Board of Education owned vehicles.

8. Profanity and/or Obscenity

A student shall not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process.

9. Truancy and Tardiness

A student shall comply with the compulsory attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is a serious offense. Continued truancy will lead to possible court action by the Defiance County Attendance Officer.

10. Insubordination

A student shall comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school.

11. Inappropriate Dress

A student shall not dress or appear in a fashion deemed inappropriate because it 1) interferes with the student's health or welfare or that of others or 2) causes disruption or directly interferes with the educational process.

12. Theft

A student shall not take or attempt to take into possession the public property or equipment of the school district, or the personal property of others.

13. Forgery/Falsifying Information

A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses, other data on school forms, school related forms, correspondence directed to the school or falsifying of information, written or verbal, given to school authorities in the legitimate pursuit of their jobs.

14. Trespass and/or Loitering

A student shall not be present in a school building or on school grounds at unauthorized times. His/her presence may cause a disruption to an activity, function, or the educational process.

15. Breaking and Entering

A student shall not break and enter or attempt to break and enter into school or private property either on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.

16. Unauthorized Fires

A student may not attempt or start any unauthorized fire in any school building or any school property.

17. Hazing

A student shall not force another to do something against their will nor place them in a hostile environment on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.

18. Igniting Devices

A student shall not possess an igniting device such as matches or a lighter on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.

19. Withholding Information

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

20. Computer/Network/Internet Usage

A student shall not violate the Board of Education's Network/Internet Acceptable Use Policy.

There will be "zero tolerance" for violent, disruptive, or inappropriate behavior.

Preventative measures taken to avoid disciplinary action will include the following: Making students aware of school expectations through the reading of the school handbook, providing counseling services through teachers, counselors, and principals, parent teacher conferences and parent consultation.

The violation of any school rule may result in one or more of the following disciplinary actions: Parent consultation and denial of privileges, in school, after school, and Saturday School detentions, emergency removal from class or school, suspension from the affected classroom, suspension, expulsion, permanent expulsion, involving outside agencies and/or law enforcement.

Student Discipline, Suspension, Expulsion & Due Process

Lunch/Recess Detentions

Lunch and/or recess detentions are disciplinary procedures that may be utilized for various minor violations of the Student Code of Conduct and other policies and procedures outlined in this handbook.

After School Detention

After school detention is a disciplinary procedure that may be utilized for various violations of the Student Code of Conduct and other policies and procedures outlined in the handbook. Students receiving an after school detention will serve those at the elementary, and they will end at 4:00pm. Transportation is the responsibility of the student and parent. Students must have transportation arranged ahead of time. While assigned to after school detention students will be expected to follow these guidelines:

Detention Guidelines

1. Be on time.
2. Students must bring enough school work to keep busy for the entire period.
3. Students are not allowed to play games, be on electronic devices (laptops for school work excluded), or sleep
4. No whispering, talking, writing notes, texting, or trying to communicate in any other way with any other student during detention.
5. No eating or drinking.
6. Students will not be released early from detention.
7. Failure to attend detention or comply with the Student Code of Conduct will result in additional disciplinary action.

In-School Suspension

In-school suspension is a disciplinary procedure that may be utilized for various violations of the student code of conduct and other policies and procedures outlined in the handbook.

Friday and/or Saturday School

Friday School is a disciplinary procedure that may be utilized for various codes of conduct violations. Students that are assigned Friday School have an opportunity to attend their regular classes during the week without any academic penalty. The following rules are to be followed:

1. Friday School will meet from 3:00 until 5:30 PM in the Elementary or Middle School. Transportation is the responsibility of the student and the parents.
2. Failure to complete a Friday school will result in one day of in school suspension.
3. Each student must bring school work to keep busy for 2 1/2 hours.
4. Any Friday School not completed will be made up in the summer or during the following school year.

Progressive Discipline

Fairview Elementary will utilize a progressive discipline policy. If a student continuously violates the Student Code of Conduct or other policies and procedures outlined in this handbook the student may be issued a more serious consequence for their action. If a student fails to serve an after school detention the student will then be assigned an additional after school detention. Repeated failure to serve after school detentions may result in a Friday/Saturday School or out-of school suspension.

Out-of School Suspension

Preliminary Hearing

No student is to be suspended without an informal, preliminary hearing, unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing (e.g., the student intentionally makes him/herself unavailable). In such instances, the necessary written notice and hearing shall follow as soon as practicable (see Form 5610 F1).

The principal shall provide the student with a written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why he/she should not be suspended. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing. (see Form 5610 F2, Form 5610 F3, Form 5610 F4, and Form 5610 F5)

Suspension Appeal Notice

Within one (1) school day after the suspension, the principal shall notify, in writing, both the parents, Superintendent, and the Treasurer. Such notification is to include the reason for the suspension, and the right of the student or the student's parent or guardian to appeal the suspension to the Superintendent, who is the Board's designee, to be represented in all appeal proceedings, and to be granted a hearing before the superintendent in order to be heard against the suspension. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Superintendent, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or Superintendent within five (5) calendar days after the date of the notice to suspend. In addition, the document must include notice that the Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in (R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation (see Form 5610 F3).

Appeal

Suspensions may be appealed to the Superintendent within seven (7) calendar days of the date of the written suspension notice. The written appeal must be filed with the Treasurer

of the Board or the Superintendent and contain the reason(s) that the suspension is being appealed. Upon review, the Superintendent may affirm the suspension, reverse the suspension in its entirety, or otherwise reverse, vacate, or modify the suspension. The Superintendent shall reach the decision and inform the parent in writing within ten (10) school days of the hearing. A verbatim record of the appeal hearing shall be made in the event of an appeal to the Court of Common Pleas.

Responsibility for School Work

- For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension or as homework.
- Credit will be given for work missed due to out-of-school suspension only if the work is turned in the day the student returns to school immediately following the out-of-school suspension.
- It is the responsibility of the student and/or parents/guardian to ensure that the academic assignments are collected and completed or there will be no academic credit given to a student serving a suspension.

Expulsion

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy 5610 so long as the modification is made in writing. Specific offences involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

Documentation

If, in the principal's opinion, the alleged infraction may warrant expulsion, s/he shall, as soon as practicable after the infraction, refer the case to the Superintendent and submit the following documentation:

- A. The rule(s) alleged to have been violated
- B. The charges against the student
- C. Approximate date of the violation
- D. Recommendation(s) for expulsion
- E. Copy of the removal
- F. Chronology of disciplinary/corrective actions and witness statements, and written notice to parents within one (1) day after removal

Upon request, the principal shall also submit:

- A. Transcript of grades
- B. Attendance records

- C. Statements from professional staff regarding student's efforts, attitudes, or particular problems
- D. Statement from counselor regarding help to student, attempts at remediation or correction, etc.

The Superintendent shall review the documents for accuracy and completeness and schedule a hearing not earlier than three (3) nor later than five (5) days after proper written notice has been provided to the parents by means of certified mail.

Hearing Notice (see Form 5610 F6)

The notice shall contain:

- A. The reason(s) for the intended expulsion (e.g., the rule(s) alleged to have been violated), the charges against the student, and the approximate date of the violation,
- B. Notification of the opportunity of the student and the student's parent or guardian or representative to appear before the Superintendent or his/her designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student's actions, and
- C. The time and place for the hearing.

Hearing

The hearing shall be held before the Superintendent or the person s/he authorizes. The student and his/her parents or representative shall be given the charges and the opportunity to defend against such charges.

Waiver

It is the student's/parent's prerogative to waive his/her right to a hearing with the Superintendent or his/her designee. This waiver is to be in writing and signed by both student and parents. The signatures should be witnessed. Additionally, the student/parent can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

Notice of Expulsion (see Form 5610 F7)

Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents and the Treasurer of the reasons for the expulsion, the right of the student or the student's parent or guardian to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and the right to request the appeal hearing be held in executive session. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. (Note: Under statute, the Board cannot specify a date for the filing of a notice of appeal of an expulsion that is less than fourteen (14) days). The document must also include notice that the expulsion may be subject to extension pursuant to R.C. 3313.66(F) if the student is sixteen (16) years of age or older, and that the Superintendent may seek the student's permanent exclusion if the expulsion was based on a violation

listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation. Finally, if the expulsion is for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice must provide the student and the student's parent or guardian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies. Such proceedings shall be conducted in accordance with R.C. 3313.66, R.C. 3313.661, and R.C. 3313.662. (see AG 5610.01)

Appeal

Expulsions may be appealed to the Board or its designee within fourteen (14) days after the date of the written expulsion notice. The written appeal must be filed with the Treasurer of the Board or the Superintendent and contain the reason(s) that the expulsion is being appealed. Upon review, the Board or its designee may affirm the expulsion, reverse the expulsion in its entirety, or otherwise reverse, vacate, or modify the expulsion. The Board or its designee shall reach the decision and inform the parent in writing within ten (10) school days of the hearing. A verbatim record of the appeal hearing shall be made in the event of an appeal to the Court of Common Pleas.

504/ADA Compliance Officer(s)

The following person(s) is/are designated as the District's Section 504/ADA Compliance Officer(s) ("District's Compliance Officer(s)"):

Elementary Principal	Middle School Principal
Phone: 419-658-2511	Phone: 419-658-2331
14060 Blosser Rd.	6289 U.S. Highway 127
Sherwood, OH 43556	Sherwood, OH 43556

School Safety

Fire/Tornado Drills

Every classroom has fire/tornado drill procedures posted in case of an emergency. Students are to be familiar with these procedures in the event of an emergency. Practice drills will be conducted periodically throughout the year. **In accordance with the newly adopted HB 178, we have procedures in place for yearly fire, tornado and safety drills as per R.C. 3737.73.**

Search and Seizure

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

Recording

The Central Local School District prohibits the use of audio, video and/or photo recording devices except under the direct supervision of school personnel for school use/projects.

Support Services

Support Services

Speech - Mrs. Cara Drummelsmith will be in her office at Fairview Elementary Monday through Thursday. Mrs. Drummelsmith helps students who have speech and language difficulties. She also, upon referral, identifies students with hearing difficulties.

Health Nurse – Mrs. Joanna Harmon will be available in the school clinic. Her duties may include yearly vision/hearing screening, investigation of communicable diseases, immunization records, puberty discussions with upper elementary classes, assistance to handicapped children, and she is a consultant for any other health related question.

School Psychologist – Mrs. Kelly Hug will act as a consultant for any student experiencing problems, either emotional or academic. When a special placement is being considered, she is called upon to provide assessment and consultation.

Library - Mrs. Kim Dockery serves the elementary building as a library aide.

Occupational Therapy - Mrs. Sarah Chafins serves the elementary building as needed for identified students.

Physical Therapy - Mrs. Mary Rose serves the elementary building as needed for identified students.

School Counselor -provides services as needed for identified students.

Library

Students in grades K-5 will have scheduled library visits weekly. No fines will be charged for late material; however, a limited number of new materials may be checked out until the overdue/misplaced items have been returned or paid for. At the end of the year any missing or unreturned library books will be applied to the next year's school fees.

Participation in School

A student who is educated at home is permitted to participate in any extracurricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned

by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Transportation

We want to take this opportunity to remind parents and guardians of the bus policy that has been in affect at Central Local. This packet will provide an explanation of the transportation policies and expectations for the 2018-2019 school year. It is important that both parents and students read and understand the transportation policies of Fairview Elementary, in order to help ensure that all students are transported safely to and from school each day. The transportation of pupils in the Central Local School District is a major operation. It is the intent of the Central Local School Board of Education, administration, staff and bus drivers that the transportation of students be as efficient and safe as possible.

- A total of 2 bus routes ONLY, per student, will be permitted. This would mean students could have the option of two total bus numbers. For example a student **may not** have bus 3 and 5 in the morning, and bus 7 and 15 in the PM for a total of 4 buses.
- Parents will need to complete a transportation plan for their child if it will be different than the previous year. If there are changes for the upcoming year, those need to be completed by July 31, 2018 for the changes to be in effect for the start of the 2018-19 school year.
- Changes can be made to the transportation plan during the school year under the following conditions:
 1. If there is a need for a change in transportation after the start of the school year, it may be submitted for review with changes to be implemented when school resumes in January. This plan would need to be submitted by December 1, 2018.
 2. If there is a change in home address, there must be a 48 hour notice given to the transportation department prior to the transportation changes being implemented. This type of change is allowable any time during the school year.
 3. Only under extreme emergencies will students be able to have their transportation plan changed throughout the year.
- If a parent wants to change their child to a parent transport and a note was not provided in the morning, they will need to contact the school by no later than 1:00 PM. The submitted transportation plan is what will be followed for a full year unless a request is made by December 1, 2018 for a change.
- A written note is required for any student who is going home with another student via Parent Transportation. Parents of both the visiting child and the host child should

bring in signed notes that includes the date and details of the arrangement to school the morning of the event.

- Students who stay after school to participate in an activity that meet on a daily/weekly basis (clubs/sports etc) and will not be riding their scheduled PM route home need to bring in a written note that includes the date or dates that the student will not be using afternoon transportation. This signed note should be brought to the office prior to the start of the event(s). A single note can be used to list all dates that the child will be staying after school.

The following rules and regulations are established:

1. Pupils shall meet the bus promptly at the assigned stop. Drivers need not honk the horn and shall not wait while pupils straggle from the house one by one. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.
2. Pupils who must cross a highway in either getting on or off the bus shall cross the highway approximately 10 feet in front of the bus and while the bus and other traffic is completely stopped.
3. Children should never run alongside the bus. They should stay back away from the road until the bus stops. Once a student steps from the bus, he should go quickly to a safe distance from the bus.
4. No pupil shall be permitted to disembark from the bus at a place other than the normal stop for the particular pupil.
5. Student behavior is a concern of the school while en route to and from the school as well as during school hours. While riding the school bus, students are directly responsible to the driver and shall adhere to the requests of the driver.
6. Normal discussion is permitted and expected by pupils while riding. However, pupils are not permitted to pinch, jostle, trip, or punch others. They are not to throw articles, have arms out of the windows or yell at persons outside the bus. They are not to take belongings of others and/or cause annoyance or discomfort to other pupil passengers.
7. Pupils shall refrain from littering the floor with paper or tearing of seats or other surfaces.
8. All of the posted bus rules will be followed and enforced by drivers and administration.
9. While riding the buses, pupils carrying musical instruments, gym bags or other large objects shall store these items as directed by the driver.
10. Students will not be permitted to ride a bus other than their assigned bus unless directed by school officials. This would only happen in an emergency situation.

11. Students with soiled clothing, due to illness or accident, will not be allowed to ride the bus home. Students and or Administration will be required to notify parents for transportation home.
12. In the afternoon students will board their assigned bus promptly at the dismissal time.
13. Parents of district students being transported by any Central Local School District bus should expect their children to be home anytime after the last dismissal bell rings at their respective building.
14. Parents and/or caregivers are responsible for listening to local radio stations or provide the school with contact numbers for instant alerts, for early dismissals or delays due to inclement weather conditions or other possible emergency situations that would cause the school to dismiss early or delay the start of school.

Discipline Procedures

1. When a student is disruptive on the bus, the driver will work with him/her to correct any problem.
2. When the student fails to be cooperative with the driver, the driver will issue a verbal warning.
3. If problems continue, the driver will issue a written warning and parents will be contacted. If the disruptive behavior continues, the student will be reported to the building administrator.
4. Generally, the first referral to the principal will result in a detention, and a letter home to the parents/guardians. The school will follow a progressive discipline policy (lunch/recess detention, after school detention, bus suspension).
5. Continued discipline referrals may result in temporary suspension of riding privileges up to and including the balance of the semester.
6. Serious offenses, for example fighting, or if the student is endangering him/herself or others, the student will lose his/her riding privileges immediately.

Non-Discrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, gender, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.