

Fairview Middle School Student Handbook
2019-2020



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Superintendent

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Dear Students,

The purpose of the handbook is to assist you in understanding the school and its operation. It was developed to answer many of the commonly asked questions as well as offer specific descriptions of services provided and expectations for behavior. The handbook contains important information that you should know so please take the time to become familiar with the outlined procedures and expectations so uncomfortable situations can be avoided. This handbook replaces all prior handbooks and other written material on the same subjects and reflects the current status of the Board's policies and School's rules as of August 1, 2019. If any policies or administrative guidelines are revised after August 1, 2019, the language in the most current policy will be followed. Current copies of Board policies and administrative guidelines are available on our school website (<http://www.centrallocal.org/apaches/>).

Central Local School's Mission, in partnership with the community, is to provide an appropriate environment for each student to realize his/her potential as a lifelong learner in a global society. Our philosophy at the Middle School is to encourage the intellectual and emotional development, physical skills and social attitudes which can aid young people to develop a positive self-image and self-discipline necessary for future success. We endeavor to develop critical thinking skills, the development of social responsibilities consistent with the ideals of our democracy, self-motivation towards continuous acquisition of knowledge and truth, and intrinsic satisfaction through achievement of personal goals.

As part of our instructional programs, it is our intention to emphasize the following:

- 1. Development of fundamental skills for successful daily living which are based on independent, creative, and critical thinking.**
- 2. Recognition of the student as an individual within the realm of the total classroom situation.**
- 3. The establishment and maintenance of a positive classroom atmosphere.**
- 4. The importance that the student puts forth effort and shares the responsibility of their educational program.**
- 5. A cooperative, open rapport between the school, families, and the community.**
- 6. The building of character traits that include but are not limited to Responsibility, Respect, Thankfulness, Kindness, Acceptance, Courage, Honesty, Persistence, and Forgiveness.**
- 7. Daily application of the following principles: Be There, Make Someone's Day, Choose your Attitude, and Play! E+R = O, Press Pause, Get Your Mind Right, Step Up, Adjust and Adapt, Make a Difference, Build Skill**

Sincerely,

**Mrs. Suzanne M. Geis
Principal**

Arrival Time

Students arriving before 7:50am must report to the cafeteria and remain in the cafeteria until the 7:50am bell unless working in a classroom with a teacher or under the supervision of a coach. Breakfast is served beginning at 7:30am. A staff member will be on duty to monitor behavior beginning at 7:30am.

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 who are assigned a detention must report to the Middle School office at 2:55pm. After school detention will end at 4:00pm. Transportation is the responsibility of the 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. If you are late, additional discipline may be assigned.
2. Students must bring enough school work to keep busy for the entire time 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 the detention hour.
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.

Announcements

All notices of club meetings, athletic or social events, and general announcements for the day are announced over the P.A. system each morning during homeroom.

Attendance

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 the missed time. Missed time will be recorded to the nearest minute.
- 3) All attempts to schedule around the school day for personal business, family business, and doctor/dental appointments will be necessary to avoid absences. If it is necessary to be absent during school hours, please be present prior to mid-day appointments and return to school after appointments.
- 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 absences may result in a failing grade for a grading period, a semester and/or a year.
- 5) The Board considers the following factors to be reasonable excuses for time missed at school:
 - a. Personal illness – a written physician's note verifying the illness may be required
 - b. Illness in the family necessitating the presence of the child
 - c. Quarantine of the home

- d. Death in the family
- e. Necessary work at home due to absence or incapacity of parents (student must be 14 or older)
- f. Observation or celebration of a bona fide religious holiday
- g. Out of state travel, up to 24 hours per school year, to participate in a district approved enrichment or extracurricular activity during regular school hours.
- h. Such good cause as acceptable to the Superintendent.

***** Please refer to Board Policy 5200 for additional guidance. *****

6) If a student is absent, the parent/legal guardian is required to call the middle school office at 419-658-2331, 419-899-4546 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.**

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. If no reasonable excuse, as outlined by Board policy, is provided the absence will be recorded as unexcused.

8) Any student who arrives to their 1st period class after 8:09 will be counted tardy and absent for the number of minutes past 8:09. He/she must report to the office and sign in. If a student's bus is late, the student should report directly to the office upon arrival, but will not be counted as tardy or absent.

- Students are required to be on time for each class. Tardiness is defined as a student not being in his/her assigned room when the tardy bell rings. The three-minute passing time between classes is ample time to attend to personal needs and prepare for the next class. The three-minute period is not intended as playtime or break time. If the student is delayed by a teacher so that the student is late to class, that teacher must issue a pass for the student, allowing that student into class without consequence (excused tardy). If the student is late to class due to his/her negligence, the teacher will record the tardy and notify the student (unexcused tardy)
- Students accumulating more than two (2) unexcused tardiness to any classroom may be referred to the office for excessive classroom tardiness. Classroom tardiness will be recorded on a semester basis and will start over each semester.
- Students arriving tardy to school or class may be subject to the following tardy policy:
 - 1st and 2nd Tardy – Warning recorded by the office
 - 3rd Tardy – After School Detention
 - 4th Tardy – After School Detention
 - Each tardy after four may receive a Truancy referral due to excessive tardiness

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 for 5 class period, 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 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 truancy 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.**

The school will provide written notice of the total absences to a student's parent, guardian, or custodian when the student is absent with or without a legitimate excuse for 38 or more hours in one month and 65 or more

hours in a school year. The notice will remind parents of the attendance laws and school policy concerning habitual truancy and excessive absence. The school will require 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. Students who miss 100 or more hours of school, even with a legitimate excuse, will meet with the Absence Intervention Team to develop a plan of action to improve attendance.

Book bags

Book bags may be used to transport books and school supplies to and from school. The use and/or placement of book bags within classrooms are only permitted with a specially designed education plan to meet a student's individual needs.

Athletes will be assigned a locker with a lock in the locker room for duffle bags and athletic equipment. Items should be secured and not left on the floors or benches. The school is not responsible for items lost or damaged items that are left unattended.

Bullying/Harassment

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, physical act, including Cyber-bullying/Abusive behavior, exhibited towards another student/school personnel more than once. 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 the intent will have the effect of:

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

Any acts of harassment, intimidation, bullying behavior, or violence in a dating relationship may be reported to the building principal and or guidance counselor. Students are prohibited from deliberately and intentionally making a false report of harassment, intimidation or bullying pursuant to this policy. Any student who makes a false report of harassment, intimidation or bullying will be subject to discipline up to and including suspension and possible expulsion. If a school district employee believes that a student has submitted a false report, the district shall follow disciplinary procedures outlined in the student code of conduct.

Bus Conduct

Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter. To insure safe and comfortable transportation all students must act responsibly on the bus. All school policies apply to conduct while riding a school bus. While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. The following bus rules are posted in every bus:

1. Follow driver's orders immediately.
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. No smoking or chewing tobacco.

5. No matches or lighters.
6. No violence.
7. No profanity.
8. Keep your hands and head inside the bus.
9. Remain seated.
10. Do not destroy property.
11. Be courteous.
12. Do not distract the driver through misbehavior.

Failure to follow bus rules and school policies and procedures will result in disciplinary action as outlined in the Student Code of Conduct including denial of bus riding privileges. Parents of district students being transported by any Central Local School district bus should expect their children to be home any time after the last dismissal bell rings at their respective buildings. Parents and/or caregivers are responsible for listening to local radio stations 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.

Cheating policy

Students caught cheating and/or plagiarizing will be disciplined the following way:

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|-----------------|---|
| First offense: | <ol style="list-style-type: none"> a) zero on the test, quiz, or homework b) discipline report sent home c) one after school detention |
| Second offense: | <ol style="list-style-type: none"> a) zero on test, quiz, or homework b) discipline report sent home c) Friday school is assigned d) grade lowered one letter for nine weeks |
| Third offense: | <ol style="list-style-type: none"> a) zero on test, quiz, or homework b) discipline report sent home c) one day in-school suspension d) grade lowered two letter grades for the nine weeks. |

Classroom Conduct

Teachers are in charge of their classrooms. Classroom rules and school policy will be adhered to and enforced. Teachers are to receive respect from students at all times. Common courtesy shall be maintained between teachers and students and between students. Students are not to leave a classroom without a hall pass or signing out of the classroom. Students who are going to the office, getting a drink, or released from class to go to the restroom must sign out of class.

Closing/delay of School

If school must be delayed or closed because of inclement weather, the announcement will be made over the Defiance (WDFM 98 FM or WONW 1280 AM) Bryan (WQCT 1520 AM and WBNO 100.9 FM) and (WZOM 105.7) radio stations. When school is closed for bad weather, all practices scheduled for that day are cancelled. Decisions on games will be made by the administration. Any questions concerning early morning practice or Saturday practice will be made by the administration. Please do not call the school to ask about delay or cancellation information, this information is available on the radio, the school web page, and the school Instant Alert system.

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, and
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.
- Students are to charge Chromebooks nightly and come to school each day with the Chromebook ready for use.

Child Custody

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. It is imperative to keep contact information updated as well in case of an emergency situation.

Dances/Field Trips/Special Quarterly rewards

Fairview Middle School may schedule dances, movies, or special activities each school year. The events may include, but are not limited to end of the quarter celebrations, Holiday dances, and/or 8th grade dances. All Student Handbook policies and procedures will apply. Students with missing, incomplete work, or failing grades may be required to complete work before participating in such activities. A record of inappropriate behavior during the quarter may restrict participation as well. Teacher teams may create a reward system to be earned before students may participate. All students are encouraged to participate in field trips, dances, or special events. The principal reserves the right to deny the privilege if a student has several missing assignments or a student's past inappropriate behaviors cause a concern for the safety or welfare of others attending. The dress code is expected to be followed for all school events. Students may be sent home for dress code violations.

Dress Code

Fairview Middle School students are expected to dress appropriately at all times. Dress and grooming should be equal to the occasion. Extreme variations are not acceptable. If a student's attire or appearance is disruptive to the educational process, constitutes a threat to the safety, welfare, and health of the individual or others, or is considered indecent, distracting, suggestive, or inappropriate for the classroom or school activity, it will not be permitted. Class time lost due to dress code violations will be unexcused. The following are minimum standards of dress and grooming:

1. Gloves, sunglasses, hats, hoods, skull caps and other headgear may not be worn unless health and safety necessitate their use in a class.
2. Shoes or sandals must be worn at all times.
3. Articles of clothing, including coats, with pictures and/or statements depicting profanity, lewd advertising, distasteful names and sayings or advertising any alcoholic and/or tobacco products are not permitted.
4. No bare midriffs or open backed shirts halters, spaghetti strap tops, or tank tops may be worn. Sleeveless shirts are permitted. No cut-off shirts or large open arm holes are permitted in classrooms.
5. All undergarments must be covered. Low, plunging or revealing necklines will not be permitted.
6. Any clothing with rips, tears, frays, or holes may not be worn,
7. Shorts and skirts are permitted. All shorts, skirts or dresses must not be shorter than finger tips.
8. If wearing jeggings, leggings, or yoga pants they must worn with a long shirt or tunic type top.
9. No visible body or facial piercing is permitted with the exception of ears. In addition, efforts to cover up the pierced jewelry with the use of such things as Band-Aids, tape will not be permitted. Piercings including but not limited to gages, tongue rings, snake bites, bull rings, or large spikes will not be permitted.
10. Coats and jackets may not be worn during the school day. This includes jackets that are part of a jogging/wind suit.
11. No sleepwear (pajama pants, pajama shirts, slippers, etc.) may be worn to school.
12. No extreme hair colors are permitted; only natural hues.

The administration and teachers, with the approval of the Central Local Board of Education, shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming. Students attending extra-curricular events shall adhere to this dress and grooming code. This includes spirit week or special occasions approved by the administration.

Electronic Devices

Electronic devices including, but not limited to, cell phones, devices capable of wireless communication, etc. **may not be used on school grounds during school hours beginning with the first bell (8:06 – 2:50) on days when school is in session** unless given permission by a teacher or administrator to do so. **These devices must be turned off, powered down or silenced, and stored.** Students using devices without permission will be required to turn in the device to the office. Devices will be held in the school office and parents may be required to pick-up the device from the office during regular office hours if students are using the devices without permission. Video Cameras, Cameras, camera phones, or similar electronic devices are prohibited in locker rooms or restrooms at all times. Students may not possess and/or use these electronic devices while assigned to after school detention or Friday school. All electronic devices are the responsibility of each person.

EXTRA CURRICULAR ACTIVITIES

A student may be limited to the number of extra-curricular activities that he or she belongs to if it is felt too many activities are endangering the academic life of the student. Extra-curricular activities offered at Fairview Middle School are: Student Council, Quiz Team, Math Club, Drama Club, Mat Maids, Archery, Cheerleading, Volleyball, Football, Cross Country, Basketball, Wrestling, Track, and any other extra-curricular activity that may receive the approval of the Board of Education.

Students participating in extracurricular activities are subject to the policies and procedures of the Central Local School District, the Fairview Middle School student handbook, and the written guidelines as determined by the advisor or director. Athletes are also required to abide by the policies and procedures of the Ohio High School Athletic Association, the Fairview Middle School athletic handbook and the written guidelines as determined by the coach.

EXTRA CURRICULAR ACTIVITIES ELIGIBILITY

During the preceding grading period, the student must have received passing grades in all courses.

Any student whose GPA is below a 2.0 during the current season may be placed on Academic Probation and must participate in study sessions scheduled at the school at least two days per week in order to maintain the privilege of participation during the current grading period. Any student failing to attend study sessions may be determined ineligible to participate until the student's GPA reaches 2.0. This probationary period will continue until the end of the current grading period. Grade checks will be completed every two weeks by the coaches and office.

A student that is declared ineligible will be unable to participate for one complete grading period. A student must be in attendance five (5) academic periods (lunch is not an academic period) to be eligible to practice or participate that day (only exception is a death in the family or unavoidable circumstances approved by the principal). This attendance policy is not to be abused.

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights. The period of ineligibility/eligibility begins and ends with the day grade cards are issued.

Final Forms/ Parent Contact Information

We will be utilizing Final Forms, K-12 to manage physicals, emergency medical forms, handbooks, and other items that previously involved distribution, completion, and a return of a form. 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, a change in contact numbers, and/or changes in 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 a successful implementation of this new data storage resource for our district.

Fire/Safety/Tornado Drills

Fire, safety, and tornado drills are held at regular intervals as required by law and are an important safety precaution. Safety instructions are posted in all classrooms throughout the building. Students will be given instructions as needed during a drill or real emergency. Practice drills will be held throughout the year in all three areas. If exiting the building or moving to a safety location, students are to move in a single file line. They are to WALK quickly, but not run. They are walk QUIETLY. Loud talking is absolutely not permitted. All windows and doors in your classroom are to be closed. The teacher should be the last person to leave the room. Attendance will be checked when you arrive outside the building or in the safety location. A runner will be sent to the office secretary if safe to do so to report attendance. Teachers may need to use other means to report attendance to administration. Always remain with your teacher. Return to the building or your classroom in an orderly manner when you are notified to return. The posted school maps designate the exit routes and safety locations.

Food and Beverages

We encourage all students to start the day with breakfast. Breakfast is served beginning at 7:30am. We also offer a breakfast kiosk with breakfast bars and grab –and- go items. Students are able to purchase breakfast items and eat in the cafeteria or take those items to homeroom for consumption through morning announcements. All students are required to go to the cafeteria during their assigned lunch period. Students are to choose and purchase items that they expect to consume and are not to share or trade food items with other students due to the possibility of allergies and the effort to assure a balanced meal for each student. With the exception of a packed lunch, students are not permitted to have any type of food, candy, snacks, or beverages stored in their lockers, or the hallways. Please make sure lunch bags are taken home daily.

Students may have plain bottled water in a clear container throughout the day. From time to time, teachers may restrict water bottles in classrooms due to lab activities or projects being conducted.

From time to time, at the teacher's discretion and approval from administration students may eat in classrooms. Do to the limited space, we unfortunately do not have room to accommodate visitors, (parents or other guests) in the cafeteria during lunch.

Friday School Guidelines

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 Middle School. Transportation is the responsibility of the student and parents.

- 2) Failure to complete a Friday school will result in one day of ISS.
- 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.

Gang Policy

A gang is any identifiable group or club who display or communicate membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of the Fairview Middle School. In accordance with the Safe School Act of 1994, no student on school property, to or from school, or at any school activity shall: wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with any gang or engage in any act that furthers the interest of any gang or gang activity, including but not limited to:

- a) Soliciting membership in, or affiliation with any gang.
- b) Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any illegal or prohibited act.
- c) Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols, or signs on one's self, school property, or personal property, or wearing associated gang headbands or colors.
- d) Using hand gestures for gang "signing."
- e) Engaging in violence, extortion, or any other illegal act or other violation of school policy.
- f) Soliciting any person to engage in physical violence against any other person) No chains, or symbolic gloves may be worn or in student's possession.

Students who violate this policy shall be subject to the Student Code of Conduct discipline, in addition to applicable criminal and civil penalties. The principal will confiscate materials and report any acts of gang related activities to local law enforcement officials.

Grades and Grade Cards

Parents and students have the capability to view grades online and can sign up to have weekly reports emailed in lieu of logging in to the parent grade viewer if desired. Grade cards will be handed out the Friday following the end of the nine weeks period. They will be distributed to students in Homeroom. At the end of the fourth and final nine-week grading period report cards will be available in the Middle School office one week following the last day of school. Please contact the office if you need assistance with the online grade viewer.

No midterm reports are handed out or mailed. Student progress reports may be sent any time during a grading period when the student's academic progress or behavior warrants parental notification. These reports do not necessarily mean that a student is failing but a deficiency is noted which needs correction. Parents will be notified if their child is at risk of failing – if receiving a D or F midway through the quarter. Parents are welcome and encouraged to contact teachers concerning academic or behavioral concerns.

Grading Scale

The following shall be the grading scale for all classes:

100 – 90	100 – 98	A+	97 – 94	A	93 – 90	A-
89 – 80	89 – 87	B+	86 – 83	B	82 – 80	B-
79 – 70	79 – 77	C+	76 – 73	C	72 – 70	C-
69 – 60	69 – 67	D+	66 – 63	D	62 – 60	D-
					59 and below	F

Guidance and Counseling

Services are available to assist all students in their social, educational, vocational, and personal development. The counselor is in the guidance office daily.

Gym Dress

Gym instructors will inform their classes concerning the type of clothing to be worn during gym class. Proper dress for P.E. is factored into a student's grade.

Hall Passes

Students are expected to be in class at all times. Students are not to be in the halls, at their lockers, or in the rest rooms during class except in an emergency situation. Leaving a classroom is a privilege. Students out of class during class time must be carrying a written request or pass from the office or teacher. Students leaving a classroom must sign out and sign in on the classroom hall pass sheet.

Passes issued for a student to use the restroom are for that purpose only, not for visiting other classrooms, or loitering in the hallways. Misuse of pass privileges will result in the loss of this privilege.

Homework

The faculty and administration believe homework to be an important part in the years of the middle school student. Most teachers post assignments in their Google Classroom to eliminate confusion as to what has been assigned. Make sure you are invited to each teacher's Google Classroom. Please make certain you understand each assignment and do not hesitate to ask questions if you do not clearly understand the assignment. Students may receive detentions or other disciplinary action for not completing classroom assignments and/or for not participating in required classroom activities. 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, unless the student has received the homework prior to the absence.

Honor Roll

An honor roll will be published at the end of each nine weeks period. An all "A" and "A/B" honor roll will be recognized each grading period. All Related Arts courses such as Art, Band, Chorus, and P.E as well as electives will be counted in the honor roll calculation.

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 Student handbook. Students are expected to complete the provided classwork and will be monitored by an adult at all times.

Library Procedures and Policies

The school library is available to students from 8:00 AM to 3:00 PM. Students are not to be unattended in the library. A school employee, teacher, advisor, coach or administrator must provide supervision at all times. Students are to use their once-a-week library visit to get a book or complete research projects or homework which requires library resources. Students are to work quietly and independently. An additional visit to the library requires a teacher pass. Books will be checked out for 2 weeks and may be renewed for an additional two weeks. Students are requested to use their handbook with barcode to check out books. Middle school students may have up to 2 books checked out at a time. Fines are not charged for overdue materials, but additional book checkout and

library visits are restricted until the item is returned or paid for. Library computers are to be used for class projects. Students are to check with the librarians before signing up to use computers. Behavior guidelines are posted in the library. Disruptive behavior or violation of guidelines will result in temporary or permanent cancellation of library privileges. Students who wish to leave the library before the end of the period must seek approval from the librarian before leaving the library.

Locker Assignments

All students will be given their locker assignments on the first day of school. You must remain in your assigned locker unless given permission by the principal to change lockers. Lockers and desks are the property of the school district and may be inspected by school officials at any time and without prior warning. This may include random searches conducted by dogs trained to detect the presence of illegal substances. Each student is encouraged to use the provided combination lock to assure that all items are secure. Any student who loses the provided lock will be charged \$5.00 for the replacement. Athletes may use a locker room locker for athletic equipment and clothing but should secure items with the provided lock.

Lost and Found

Students who have found articles should bring them to the office.

Lunches

Free and reduced lunches are provided according to need. Application forms are available at the respective schools. If a negative balance is reached, students are only permitted to charge up to the cost of one class "A" type lunch. A peanut butter or cheese sandwich and milk will be provided to students with a negative balance. Students' accounts will be charged accordingly.

Makerspace

Students are not to be unattended in the Makerspace. A school employee, teacher, advisor, coach or administrator must provide supervision at all times. The Makerspace is stocked with colored paper and supplies for completing cross-curricular projects, equipment to make lettering for presentation boards, and several supplies for STEM activities. However, students are expected to have personal supplies such as pencils, markers, scissors, and glue as listed on the school supply list. Remember that this is a shared space. Clean up after yourself. Take care of equipment and supplies in this space. All items used should be returned to the designated area.

Medication

All medication, both prescription and non-prescription, must be in its original container and will be stored and dispensed from the office. Before prescription medication will be given at school, parents must complete the proper medication forms and return them to the school office. Medication forms are available from the Middle School secretary. A note from a parent will be required to give non-prescription medication at school.

Non-discrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, gender, disability, or age in its programs, activities, or employment. Further it is the policy of the 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 the district.

Perfect Attendance

You cannot miss any academic part of the day in order to receive perfect attendance.

Permission to Leave School

Under no circumstances is a student to leave school unless the student has the approval of the principal or office personnel. Any student who has an appointment during regular school hours must bring a note from a parent/legal guardian. Please bring a note to the office before school if you know you will be leaving school early. If you become ill, and need to go home, you must first report to the office and receive permission from the principal. Failure to obtain permission before leaving will be considered an unexcused truancy.

Personal Property

Do not bring excessive amounts of money or valuable property to school. If it is necessary to do so, bring it to the office. Do not leave money or valuables in an unlocked locker, or unattended in any room at any time or while in physical education class or at a practice.

Promotion and Retention Policy

All Fairview Middle School students who have successfully completed the work of each academic class with an overall average of D- or better in each class, will be promoted to the next grade. A student who has not successfully completed the required work or who has a failing grade in two or more courses, will be identified as placed in the next grade level if the best educational placement would in fact be the next grade as long as the student attends summer school. For those students failing three or more academic classes, summer school will be required in order to avoid retention.

Public Display of Affection

Students are expected to use moderation concerning their affectionate expression toward others while in school and at school-sponsored functions. Public display of affection is forbidden.

Recording Devices

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.

School Personnel's Position

By law, school personnel have the same rights in dealing with a student as do their parents. School personnel hold the position of the parents while the students are at school, and when students are in transit.

School Pride

Students are to conduct themselves as ladies and gentlemen at all times. You represent the Fairview Community wherever you go. Your conduct represents the image and lasting impression people will make of us as an entire community. This holds true for times when guests or substitutes are in the building as well. Disrespectful behavior towards a guest or substitute is considered a violation of the student code of conduct and will warrant discipline.

Search & Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is 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 reasonable search will be considered insubordination. The Defiance County Sheriff's department will be contacted at any time the safety of others is in question.

Sexual Harassment

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

Staying After School

Students are not to stay after unless they are requested to do so by a coach or teacher. While here, the students are expected to follow the same rules they follow during the school day and are to be under the supervision of a teacher or coach. They are to remain in the Middle School unless instructed to go elsewhere by the adult advisor. Rides home should be here at the end of the practice or game. Do not "hang around" after school or practice waiting for a high school game or evening event. Wait at the high school door for your ride. Students need to provide a note from their parent or guardian to the coach or office giving permission for their child to ride home with anyone other than their own parent after school, practice, or evening event.

Student Code of Conduct

Students attend Fairview Middle School under the direction of state law and 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. Students have a right to reasonable treatment from the school and the employees. The school and the employees, in turn, have a right to expect reasonable behavior from students.

Violation on the part of a student of any one or more of the following Student Code of conduct rules and the other policies and procedures outlined in this handbook may result in disciplinary action deemed appropriate by the principal based on the severity of the violation, the student's past record of acceptable and unacceptable behavior, the student's attitude, remorse for his/her actions, and willingness to change his/her behavior. Disciplinary action includes but is not limited to: parent consultation, peer mediation, denial of privileges, conference with the Grade Level Team, conference with the principal, detention, Friday School, emergency removal from class or school, suspension from the affected classroom, suspension, expulsion, and/ or permanent exclusion. This is not meant to be all inclusive, since a building principal may also use other options, if they are deemed more appropriate to the infraction of the rules such as involving outside agencies and/or law enforcement.

There will be "zero tolerance" for violent, disruptive, or inappropriate behavior. Preventative measures will be taken to avoid disciplinary actions to include: familiarizing students with school expectations and rules through reading of the handbook; providing counseling services through teachers, counselors, and principals; offering parent-teacher conferences.

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. Disrespectful Behavior/ Disruption to School - A student shall not, by use of violence, force, coercion, threat, harassment, the failure to follow the directives of school personnel, 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. Classroom rules are expected to be followed so all students can experience a safe, clean, well-managed and organized environment for maximum learning gains. Behavior that hinders the efficient operation of the classroom or school will not be tolerated. 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.

2. Destruction of Property - (School or Private) - A student shall not cause or attempt to cause willful destruction or defacement of school or private property either on school grounds or at any school activity, function, or event.

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 or off school property, or while in attendance at any school activity, function, or event off school grounds, including Board of Education owned vehicles. Promotion of a fight by using inappropriate gestures, physical, or verbal means will not be tolerated. This includes ridicule, harassment, put-downs, and attempts to intimidate others.

4. Dangerous Weapons, Instruments and Objects - A student shall not possess, transmit, transfer, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person. Ohio Revised Code 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, handle, use, transmit, transfer, conceal, exhibit evidence of consumption of any alcoholic beverage, dangerous drug, narcotic, controlled substance, or any substance that causes physical or mental change including but not limited to, any time before the student's arrival at school or at a school sponsored activity.

6. Counterfeit Drugs - No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly manufacture, sell, offer to sell, give, package, or transfer a counterfeit controlled substance.

7. Smoking and Use of Tobacco - A student shall not possess, handle, use, transmit, transfer, conceal, or exhibit evidence of consumption of any tobacco or any 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 vehicle.

8. Profanity and/ or Obscenity - A student shall not by written, verbal, gesture, slang, or other means, annoy or humiliate others, or disrupt the educational process. This includes vulgar, rude, or crude comments or actions.

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

10. Inappropriate Dress - A student shall not dress or appear in a fashion deemed inappropriate because it a) interferes with the student's health or welfare of others or b) causes disruption or directly interferes with the educational process.

11. 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 another. Nor shall a student participate in the sale, delivery or possession of stolen goods.

12. Forgery/falsifying information/lying/ cheating/Plagiarism - A student shall not falsify, verbally or 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 officials in the legitimate pursuit of their jobs. The act of copying another's words or work and passing it off as one's own work is plagiarism. The act of providing answers or responses for another is cheating as well because those actions deceive others into believing that the work was from a different student.

13. 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 or present a safety risk.

14. 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.

15. Unauthorized Fires - A student may not attempt or start any unauthorized fires in any school buildings or on any school property.

16. Harassment/Intimidation/Bullying/Hazing - A student shall not force another to do something against his/her will nor place another student in a hostile environment either on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic, physical act, including Cyber-bullying/Abusive behavior, exhibited towards another student/school personnel more than once.

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

18. Withholding information – 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 or office personnel. A student shall not fail to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.

19. Computer/Network/Internet usage – A student shall not violate the Board of Education's Network/Internet Acceptable Use and Safety Policy.

Student Representatives

During September, contracts will be available for any student wishing to be a Student Class representative. A contract will be signed indicating his/her intentions to be an active member, and a representative of his/her school with no grade lower than a C- on their grade card, no Friday schools, and no suspensions. A written statement of his/her reasons for wanting the position will also be required. The student body will select, by popular vote, no more than five representatives per grade level from the eligible candidates.

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.

Summer School

A student failing one or two of the core subject areas will be invited to attend a two week session of summer school remediation. A student failing more than two of the core subject areas may be required to attend a two week session of summer school remediation and their case will be evaluated by the teacher, guidance counselor, and principal to determine placement or retention for the following school year. All transportation to and from summer remediation will be the responsibility of the parent. Attendance will be a large factor when determining if a student passes or fails summer remediation. Grade cards for those failing 3 or more core areas will not be sent until after summer school. We must have sufficient numbers to offer summer school.

Surveillance Cameras

Students are informed that their behavior may be monitored on school property and or school buses by security cameras.

Suspensions and Expulsions

Suspensions

The principal and/or assistant principal may impose a suspension from school not to exceed ten (10) days duration.

The principal, assistant principal, and/or athletic director (if an administrator) may also prohibit a student from participating in any or all co-curricular and extra-curricular activities in accordance with the Code of Conduct/Student Discipline Code.

- 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 s/he 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 seven (7) 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 will be collected and completed or there will be no academic credit given to a student serving a suspension.

- Mandatory Reporting to the Bureau of Motor Vehicles and Juvenile Judge

The Superintendent shall notify the County Registrar of Motor Vehicles and Juvenile Judge, within two (2) weeks, when a student has been suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm, knife, or other weapon as defined in Board policy.

- Discretionary Reporting to the Bureau of Motor Vehicles and Juvenile Judge

The principal may notify the superintendent who may contact the Bureau of Motor Vehicles that a student has been suspended or expelled for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse. Such notification shall be made in the manner determined by the Bureau. If a report is made to the Bureau of Motor Vehicles, a report should also be made to the Juvenile Judge.

- Abeyance

The principal may hold all, or any part of, a suspension in abeyance, that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parents, if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the suspension to be set aside for a designated period of time. At the end of that period of time the portion of the suspension that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

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.

TELEPHONES

The office telephone is for school business and is to be used by students ONLY in cases of emergency with the permission of a teacher or office personnel. Students will only be called out of class in an emergency situation. If needing to call home because you are sick, report to the office first and ask to use the office phone. Personal Cell phones are to be turned off and stored during the school day.

Transportation Plan

A transportation plan needs to be submitted by the last day of the current school year for your child/children if their pick-up or drop is not their place of residence. Plans may only involve two bus routes. If changes in your transportation plan take place during the summer months, you must contact the transportation department by July 31st for the changes to be in effect for the start of the following school year.

Changes can be made to the transportation plan during the school year under the following conditions:

- a. If there is 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.
- b. 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.
- c. If a parent wants to change their child to parent transport and a note was not provided in the morning, they need to contact the school by no later than 1:00 PM.
- d. Parents are not allowed to contact the school and make a change to the bus route that your child will be on. The submitted transportation plan is what will be followed for a full year unless a request is made by December 1st for a change.

Students cannot ride home with friends in the evenings unless it is part of the plan that has been submitted and approved.

Textbooks

All basic texts are loaned to students for their use during the school year. Workbooks and supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. We do charge for the books in cases of abuse, misuse, or loss of books. The charge for damaged books will be based on the amount of damage, age of the book, and the reusability of the book.

Visitors to School

All visitors to the school must report to the High School office to sign in and receive a visitor's badge before signing in at the Middle School office. Visitors must sign out prior to leaving the school. Visitors are not permitted in the cafeteria, gym, hallways, restroom, or classrooms, unless given pre-approval from administration. Visitors (friends and relatives) from schools outside the Central Local School District are not permitted to attend classes during the school day.