

FAIRLESS HIGH SCHOOL



STUDENT HANDBOOK 2022-23

**Mr. Chad Merritt
Principal**

Soaring to EXCELLENCE Every Day

Fairless High School Student Handbook

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Principal's Message

Welcome to Fairless High School! We are proud of our history of achievement and of our students who dedicate themselves everyday to "Soar to Excellence." The 2022-2023 school year will be filled with many opportunities for our students to excel academically, athletically and in the arts. Once again, our partnership with the Kent Stark Campus will continue allowing us to offer College Credit Plus courses taught by Kent Stark and Fairless High School adjunct professors. These courses offer qualified students an opportunity to graduate from Fairless High School with many of their college course requirements completed before beginning their college career.

Our goal is to continue to partner with our families in helping all children succeed in preparing for their future whether that is to attend college, enter the workforce or join the military. The faculty and staff at Fairless High School are dedicated to providing a high quality education in a caring and safe environment. Fairless students participate in a wide variety of activities, clubs and sports that help them become well-rounded, mature young adults. We hope that students and families take advantage of the many opportunities available to Fairless students. Together, we can "Soar to Excellence!"

This handbook provides you valuable information about school policies and procedures. Our number one priority is to help you become an informed and successful student who can thrive academically and socially.

For news, media, information, events, and athletics follow us on twitter @FairlessHS, Instagram @fairlessfalconyearbook, or check out our webpage www.fairlesslocalschools.org

Mr. Chad Merritt
Principal

*** Note: It is impossible to cover every topic or policy that may arise involving every student throughout the school year. For this reason, the principals remain the final arbiters of school policy and procedures. Please be sure to read this document carefully and return the required signature page.**

BOARD OF EDUCATION

Mrs. Hope Hill
Mr. Ken Killian
Mr. Jason Kirby
Dr. Jody Seward
Mr. Charles Snyder

ADMINISTRATIVE STAFF

Mr. Broc Bidlack, Superintendent (330) 767-3577
Mr. Michael Hearn, Deputy Superintendent (330) 767-3577
Mrs. Julie Weyandt, Director of Curriculum, Instruction, & Special Programs (330) 767-3577
Mrs. Jamie Askren, Special Education Director Intern (330) 767-3913
Mr. Mark Phillips, Treasurer (330) 767-3577
Mr. Chad Merritt, Fairless High School Principal (330) 767-3444
Dr. Tammy Bixler-Zalesinsky, Fairless High School Assistant Principal (330) 767-3444
Mr. Nate Held, Fairless Athletic Director (330) 767-7069
Mrs. Julie Miller, Food Services (330) 767-3444
Mrs. Val Wiles, Transportation & Facilities Director (330) 767-4259
Mrs. Cynthia Class, Fairless Middle School Principal (330) 767-4293
Mrs. Lori Neuenschwander, Fairless Elementary School Principal (330) 767-3913
Mr. Dan Nero, Fairless Elementary School Assistant Principal (330) 767-3913

HIGH SCHOOL OFFICE

(330) 767-3444

Mr. Phil Glasgow, School Counselor

Mrs. Aarika Vasiliades, School Counselor

Mrs. Cheryl Haswell, Secretary

Mrs. Kelly Bailey, Secretary

Mrs. Kim King, Receptionist & Attendance (330) 767-7081

FAIRLESS LOCAL SCHOOL DISTRICT

VISION

The Fairless Local School community will offer to all students an environment in which their educational, social, and physical needs will be nurtured and enhanced to meet the ever-changing demands of a global society.

MISSION

The Fairless Local School community will provide a well-rounded, quality education allowing equal opportunity for each student to grow scholastically and socially into productive, responsible adults who are able to compete in a global, technological society.

MANTRA

*We Soar to **EXCELLENCE** Every Day!*



DISCLAIMER

Due to space considerations, some of the policies appearing in this handbook are shorter versions of the policies adopted by the Fairless Board of Education and which appear in the Board Policy Manual. Unless the Board has specified otherwise in its action adopting this handbook, shortened versions of the policies included in this handbook are not to be considered newly adopted Board Policies.

Anti-Harassment

Bullying, Harassment, Sexual Harassment, and Intimidation

The Board of Education is committed to providing a safe, positive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, sexual harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student, or employee is at any school-sponsored, school-approved, or school-related activity or function, including but not limited to field trips or athletic/ co-curricular events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. To see the complete policy, please go to our district website and read Board Policy 5517, 5517.01, and/or 5517.02.

Title IX Anti-Harassment Compliance Officer

Michael Hearn

Deputy Superintendent

11885 Navarre Rd SW

Navarre, OH 44662

mike.hearn@fairless.sparcc.org

(330) 767-3577

Applicability to Students

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive on time, prepared to learn and participate. If for some reason this is not possible, the student should seek help from the principal, assistant principal, or guidance counselor.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

Arrival and Dismissal Procedures

The earliest a student may arrive at school is 7:15 a.m. Breakfast is served in the cafeteria from 7:15 to 7:35. Students may remain in the cafeteria, or they may go to another designated area with supervision by staff member(s). When the bell rings at 7:45 a.m., all students report to their homeroom. At homeroom, students will pick up their Chromebook and attendance will be recorded. Students are to submit written notes for absence and/or early dismissal to the front desk attendance office before or during homeroom.

Students are to remain in their regularly assigned last class of the day until the teacher has dismissed the class. **NO STUDENTS SHOULD BE IN THE HALL DURING THE LAST FIVE MINUTES OF THE SCHOOL DAY EXCEPT FOR EMERGENCY CIRCUMSTANCES.**

Students leaving the building at the close of the day are not to run in the building or on the sidewalk outside the building.

Students who must wait for their parents are to wait outside, in the lobby, or in the cafeteria.

Unless students are participating in an approved activity, under the supervision of a faculty advisor, they are to leave the building immediately after school. Students remaining in the building or on school premises for athletic practice, band practice or approved meetings are to stay in the specifically designated area for such practice or meeting.

Students are not allowed to return to the academic wing or to their lockers following practices or meetings.

Emergency school closing

If road conditions are hazardous due to inclement weather, it may be necessary to delay or close school. School cancellations will be sent out through the district call off service. Information will also be relayed to radio and television as early as possible. If a decision is made to cancel school the night before, radio stations will be notified by 11:00 p.m. In the event that school is delayed in the morning or dismissed early in the afternoon, parents are advised to make provisions for the care of their children. The school calendar will be adjusted to make up for missed time, if necessary. The following stations are notified of school closings by Fairless Local Schools:

Radio Station **1480 AM or 94.1 FM WHBC**

TV Channels **3, 5, and 8**

Please make sure that parent cell phone numbers and email addresses are updated with the school district so that you may receive emergency notifications.

Two-Hour Delayed Start

If conditions are hazardous due to inclement weather, it may be necessary to delay the start of school until 9:35 a.m. Students will be permitted to enter the building at 9:15 a.m. When this is necessary, every effort will be made to have this information on the radio and television stations as early as possible, but not later than 6:15 a.m. If a decision is made the night before, radio and television stations will be notified by 11:00 p.m. In the event that school is delayed in the morning, parents are advised to make provisions for the care of their children. **The bus will pick up your child 2 hours from the time they were originally scheduled for pick up by the bus.**

Athletic/Extracurricular Procedures

Definition of a Season

The "athletic season" as these policies and procedures shall be defined as beginning with the first official day of practice until the end of the regular season as determined by the OHSAA. Extra-curricular seasons are defined as the first official day of practice to the end of the activity.

Eligibility

The minimum scholastic requirements for OHSAA compliance is for students to receive passing grades in five of the classes in which they were enrolled the previous marking period. Please visit the OHSAA website for the latest information on athletic eligibility or click [here](#).

Final Forms and physicals must be completed and turned in to the school office prior to the first day of practice.

Additionally, students who wish to participate in athletics through Fairless Local Schools must also participate in random drug testing per the Board Policy 5530.01.

NCAA Clearinghouse

Before scheduling classes every school year, students and their families should investigate the [NCAA requirements and set up and update their NCAA account or profile page](#). This applies to any student interested in playing or participating in a college-level sport or activity.

Attendance Policy

The Board of Education requires that pupils enrolled in the Fairless district attend school regularly in accordance with the laws of the State. The educational program offered by the district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. That State Code classifies absence from school as excused or unexcused.

Reporting a Student Absence

A parent/legal guardian must report student absences by phone before 8:00 AM unless previous notification has been given in accordance with school procedures for excused absences.

The phone number is (330) 767-7081. **Please leave voicemail with the following:**

1. **Student's Name,**
2. **Reason for Absence,**
3. **Your Name and Relation to the Student, and**
4. **Phone Number at which you may be reached.**

Similarly, families may use the "Call Off" online form on the high school website to report an absence before 8:00 AM.

If the parent does not contact the school, a school official is required to initiate the notification to the student's parent or legal guardian. Parents/Guardians who are responsible for the student's attendance must provide the school with a current home and/or work telephone number and mailing address at which the student resides with the parent or guardian as well as emergency contact information.

Reasons permitted for excused absences

The following reasons for absence are excused **with appropriate documentation**:

- Personal Illness (a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Necessary work at home due to absence or incapacity of parent/guardian
- Medical or dental appointment
- Required court appearance
- Observance of a religious holiday
- Pre-approved educational enrichment or school-sponsored extracurricular activity
- Vacation approved in advance by the principal
- Medically necessary leave for a pregnant student in accordance with Policy 5751
- Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725
- Death in the immediate family (up to 3 days excused)
- Out of School Suspension

Returning from an Absence

Every student who has been absent from school **must bring a written excuse signed by a parent or legal guardian with the student's full name** to the attendance office upon return. The attendance office in consultation with the principal will then determine if the absence is to be counted as excused or unexcused. Repeated failure to bring in a note may result in disciplinary action.

Students are responsible to inform their teachers upon their return to school which days they were absent and ask what assignments need to be made up and what the deadline is for those makeup assignments.

Excessive Absences and Truancy

If a student accumulates more than seven (7) absences, excused and/or unexcused (days missed for suspension not included), from any one class during a single nine-week grading period, that student may receive an "F" grade in that class for the nine-week period. Exceptions will be made only when a lengthy illness is verified in writing by a doctor or where extenuating circumstances exist as determined by the principal. No doctor's excuses will be accepted if any alteration of dates has occurred. A copy of the doctor's bill is not acceptable.

A student will be considered “**habitually truant**” if the student is absent without a legitimate excuse for 30 or more consecutive hours; absent 42 or more hours in one month without a legitimate excuse; absent 72 or more hours in one year without a legitimate excuse. Habitual truancy will result in a phone call and a letter sent home from the principal as well as a meeting set up with the student, parent and school to establish an intervention plan. A student will be considered “**excessively absent**” for 38 or more hours in one school month with or without a legitimate excuse; or 65 or more hours in one school year with or without a legitimate excuse. Excessive absences will result in a phone call and letter sent home from the principal, an intervention plan established and implemented and may result in charges being filed. Exceptions will be made only when a lengthy illness is verified, in writing, by a doctor, or where extenuating circumstances exist, as determined by the principal. In all cases, the absence must be reported to the attendance office and must be properly recorded.

Hours Absent	Action Taken
Anytime a student is not reported off (330) 767-4293	Call from school
EXCESSIVE ABSENCES (Based on total hours absent)	
38 Total cumulative hours (excused and unexcused) in a calendar month	Letter
50 Total cumulative hours (excused and unexcused) in a school year	Attendance Intervention Meeting
65 Total cumulative hours (excused and unexcused) in a school year	Mediation
90 Total cumulative hours (excused and unexcused) in a school year	Informal court hearing
HABITUALLY TRUANT (Based on unexcused hours)	
30 Consecutive hours unexcused (approximately 5 days) with no contact from home	1. Letter and Attendance Intervention Meeting 2. Well-check conducted by Law Enforcement
42 Cumulative unexcused hours in a calendar month	Mediation
72 Cumulative unexcused hours in a school year	File a formal complaint with court

Tardiness

Tardiness to School

Students are considered tardy to school if they are not in class by 7:45. If your child arrives at the school after 7:45, they will be required to sign in at the reception desk.

Unexcused Tardy Penalties per SEMESTER:

- 1 or 2 tardies = no penalty/disciplinary action
- 3rd tardy = warning from the principal or designee, referred to CARE team
- 4th tardy = Lunch detention
- 5th tardy = 30-minute before or after-school detention
- 6th tardy = 60-minute after-school detention
- 7th tardy = 60-minutes of detention and parent/student tardy intervention conference held
- 8th tardy = 1 day of In-School Suspension
- 9th or more tardy = additional day(s) of In-School and/or Out-of-School Suspension

Tardiness to study hall and classes will be defined by the teacher or monitor and subject to disciplinary action as outlined in the course syllabus or classroom rules.

Open Campus Options

Full-time CCP students (scheduling 12 credit hours or more per semester) may be permitted to leave unscheduled periods in their schedule with parent permission, flexible scheduling form turned in, and principal approval.

Senior Options

Seniors may have only 1 study hall either at the beginning or end of the school day during which they may use senior privilege to either arrive after the first period or leave one period early if they meet the qualifications of senior privilege which include the following:

- On-track for graduation by having earned 15 credits prior to the senior year,
- Currently passing all classes,
- Not having earned a detention or ISS for the day in which the student wishes to leave early,
- Opted into Random Drug Testing per the Board Policy 5530.01, and
- Received permission after turning in the approved form which includes parent/guardian signature.

Vacations

We hope parents would make every effort to take their vacations during the summer or school holidays. Absence hours accrued during a vacation will count towards your child's total attendance hours missed. However, if the family plans a vacation during regularly scheduled school time the following will be expected:

- Parents need to complete a vacation approval form and turn it into the office at least one week in advance of absence. This form is provided in this handbook and online.
- Assignments are expected to be completed and turned in upon students' return to school.
- When the student returns to class, he/she will not be excused from assuming full responsibilities on current work.
- The student's current academic standing must be acceptable.
- The student must not be at risk for excessive absence (65 or more hours of absences in one school year is considered excessive).
- Final approval of the vacation rests with the principals.
- One vacation permitted per school year.
- **No family vacations will be approved during state testing or midterm and final exams.**

Fall Test Window for Makeup AIR tests

- **High school end-of-course tests** – Nov. 28, 2022-Jan. 13, 2023
 - Fifteen consecutive school days, including makeups

SPRING TESTING 2023

- School districts select 15 consecutive school days, including makeups, within each test window.
 - **English language arts** - March 27-April 28, 2023
 - **Mathematics, science and social studies** - April 3-May 12, 2023

Extended absence for hospitalization

Hospitalization at a treatment center will be treated the same way as any general hospitalization. Hospitalization automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. When the student returns to school, he/she will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second semester, the new schedule would be followed. If the student has received an "incomplete" during the time of treatment, appropriate time will be given for the student to make up work. If, prior to treatment, the student has not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine an alternative. Withdrawal from a course may be necessary to free some time within the student's schedule for participation in various support groups. It is advised that year-long credit courses be maintained for possible credit. In addition, credit may be granted for course work completed satisfactorily at the treatment center. School counselors will alert the teachers of the returning student to provide good communication

and a unified approach in dealing with make-up work.

Early Dismissal for Appointments during the School Day

Students are urged to make dental, doctor, and driver's license test appointments for non-school hours. If this is impossible, a note from the parent or guardian must be presented to the attendance office **before 1st period** no later than the morning of the appointment. If the note is later than the 1st period, a phone call to the parent may be made to verify the authenticity of the late arrival of the note. The student's excuse must include:

- Student's first and last name;
- Grade in school;
- Doctor's or dentist's name, address, and phone number;
- Appointment time;
- Time requested for dismissal; and
- Parent's or legal guardian's signature.

Upon return, the student will produce a signed slip from the doctor, etc., verifying the student's attendance at the appointment.

These procedures will also be followed in cases requiring absence from school for a job interview or appointments with recruiting officers.

The student's name and the time to be excused will be printed on the attendance bulletin for that day. An absence of one half ($\frac{1}{2}$) day will be charged if the student signs in after 10:00 a.m. or signs out prior to 12:30 p.m. Before leaving the building, the student must report to the attendance office and secure permission to sign out showing departure time and reason for dismissal. When the student returns the same day, he/she must sign in at the attendance office and secure an admit slip before returning to class.

Sickness while in attendance

If a student finds it necessary to leave school, whether because of sickness or emergency, he/she must report to the **clinic** to secure permission to leave. No phone calls made from cellular devices or other locations are acceptable.

Attendance for Athletics

Students must be in attendance $\frac{1}{2}$ day (arrival by 11 AM) and not leave before 11 AM in order to participate in any athletic event on that day. Exceptions only with legal or medical documentation.

College visitation

Seniors may be permitted two (2) days to visit a college campus and Juniors may be permitted (1) day. The day will be treated as an excused absence if the following procedures are followed:

- A. Student must be in good academic standing.
- B. Student must demonstrate responsible likelihood of being accepted by the school visited.
- C. Student must be accompanied by a parent or parents of another student.
- D. Student must secure the proper form from the attendance office two (2) days prior to the visit.
- E. A visitation form signed by an official of the college visited must be submitted to the attendance office upon return to school.

Withdrawal from Fairless Local Schools

A student who intends to withdraw from school must follow the designated withdrawal procedure. This procedure will include personal contacts with guidance services, the principal, each subject teacher, the high school office, return of technology devices to the main office, and return of all school-purchased, non-consumable supplies and resources.

Bell Schedule for the 2022-2023 School Year

Period	Start	End	Duration
Class and Club Meetings, Breakfast	7:15:00 AM	7:45:00 AM	0:30:00
HR	7:48:00 AM	7:53:00 AM	0:05:00
1st	7:56:00 AM	8:49:00 AM	0:53:00
2nd	8:52:00 AM	9:45:00 AM	0:53:00
3rd	9:48:00 AM	10:41:00 AM	0:53:00
4th	10:44:00 AM	11:47:00 AM	1:03:00
4A	10:44	11:04	0:20
4B	11:06	11:26	0:20
4C	11:27	11:47	0:20
5th	11:50:00 AM	12:53:00 PM	1:03:00
5A	11:50	12:10	0:20
5B	12:12	12:32	0:20
5C	12:33	12:53	0:20
6th	12:56:00 PM	1:49:00 PM	0:53:00
7th	1:52:00 PM	2:45:00 PM	0:53:00

Bell Schedule for 7 Mindsets or early PM Assembly

Period	Start	End	Duration
Class and Club Meetings, Breakfast	7:15:00 AM	7:45:00 AM	0:30:00
HR	7:48:00 AM	7:53:00 AM	0:05:00
1st	7:56:00 AM	8:46:00 AM	0:50:00
2nd	8:49:00 AM	9:39:00 AM	0:50:00
3rd	9:42:00 AM	10:32:00 AM	0:50:00
4A	10:35:00 AM	10:55:00 AM	0:20:00
4B	10:58:00 AM	11:08:00 AM	0:10:00
4C	11:11:00 AM	11:31:00 AM	0:20:00
5A	11:34:00 AM	11:54:00 AM	0:20:00
5BC	11:57:00 AM	12:27:00 PM	0:30:00
7 Mindsets/30-min Assembly	12:30:00 PM	12:59:00 PM	0:29:00
6th	1:02:00 PM	1:52:00 PM	0:50:00
7th	1:55:00 PM	2:45:00 PM	0:50:00

Pep Rally or late PM Assembly Bells

Period	Start	End	Duration
Class and Club Meetings, Breakfast	7:15:00 AM	7:45:00 AM	0:30:00
HR	7:48:00 AM	7:53:00 AM	0:05:00
1st	7:56:00 AM	8:46:00 AM	0:50:00
2nd	8:49:00 AM	9:39:00 AM	0:50:00
3rd	9:42:00 AM	10:32:00 AM	0:50:00
4A	10:35:00 AM	10:55:00 AM	0:20:00
4B	10:58:00 AM	11:08:00 AM	0:10:00
4C	11:11:00 AM	11:31:00 AM	0:20:00
5A	11:34:00 AM	11:54:00 AM	0:20:00
5BC	11:57:00 AM	12:27:00 PM	0:30:00
6th	12:30:00 PM	1:20:00 PM	0:50:00
7th	1:23:00 PM	2:13:00 PM	0:50:00
Students Called to Gym by Class (no bell)	2:13:00 PM	2:16:00 PM	0:03:00
Pep Rally	2:16:00 PM	2:45:00 PM	0:29:00

MAP TESTING SCHEDULE FOR THE 2022-23 SCHOOL YEAR

Period	Start	End	Duration
Class and Club Meetings, Breakfast	7:15:00 AM	7:45:00 AM	0:30:00
HR for Testing or AM Assembly	7:48:00 AM	8:55:00 AM	1:07:00
1st	8:58:00 AM	9:38:00 AM	0:40:00
2nd	9:41:00 AM	10:21:00 AM	0:40:00
4A	10:24:00 AM	10:44:00 AM	0:20:00
4B	10:47:00 AM	11:07:00 AM	0:20:00
4C	11:10:00 AM	11:30:00 AM	0:20:00
5A	11:33:00 AM	11:53:00 AM	0:20:00
5BC	11:56:00 AM	12:36:00 PM	0:40:00
3rd	12:39:00 PM	1:19:00 PM	0:40:00
6th	1:22:00 PM	2:02:00 PM	0:40:00
7th	2:05:00 PM	2:45:00 PM	0:40:00

Bulletins and Announcements

All notices of club meetings, athletics and social events, general information for the day and specific instructions are announced over the P.A. system each morning. Students responsible for putting notices on the announcements must have them approved by their advisor and in the main office the day before the notice is to be announced.

Special notices to be posted on the bulletin boards outside the main office, in the library, guidance office or as spirit posters must be pre-approved by the administration. No information should be distributed without prior approval.

Cafeteria Procedures

Breakfast and lunch are served every school day. Pupils may purchase meals from our food service department or they may also bring a packed lunch from home. Breakfast is served 7:15-7:45 AM daily.

Breakfast, lunch and milk prices are set by the Board of Education and can be found on the district website (fairlesslocalschools.org) and click on FOOD SERVICES. Students may qualify for Free and Reduced lunches by filling out the application form available on the Food Services webpage of the district website or by contacting Julie Miller, Food Service Director, at (330) 767-7071.

Students are responsible for cleaning any mess they create and may be subject to disciplinary action.

Students may not leave during lunch unless they enrolled full-time (12 semester hours or more per semester) as a college credit plus student. Parents/Guardians who would like to visit and eat lunch with their child may do so by making the request 24-hours in advance. According to Board Policy, students are able to purchase food and beverages from the cafeteria during breakfast and lunch. **Take-out orders from restaurants are not permitted according to Fairless Local School District's Bylaws & Policies 8510-Wellness.**

Fairless Local Schools' Meal Charging Policy

The School Nutrition Department is like a private business. As a result, they do not receive any general fund support. They must earn money through breakfast, lunch and à la carte sales in order to pay expenses. Unpaid charges reduce revenue that affects our ability to pay our food bills, staff salaries & make improvements in the kitchens.

Point of Sale System

Fairless uses a POS (point of sale) system. Any child who desires to purchase lunch or à la carte items, will be required to enter their pin number on a pin pad. Each student at Fairless has a cafeteria account that you as a parent/guardian can deposit funds into by cash or check only. You may also use our online payment system, Payforit.net. We encourage you to send in a check or use Payforit.net to add money to your child's account. Any funds remaining at the end of the school year will be applied to their account for the next school year.

Pay-for-it Food Payment Option

Pay for it is an online payment system which is set up to work with our POS system. When you use Payforit.net, the system will use your credit or debit cards. You will need your child's or ID number to set up their account. **Pay for it** is a useful tool that allows you to see the items your child has purchased, as well as the ability to add funds to their account. Access our district website at www.fairlesslocalschool.org, click on Lunch Menus/Cafeteria, or click the

Parent Tab, and follow the directions to take advantage of **Payforit**. You may request a balance refund if your child is graduating or leaving the district by making a request in writing to the Food Service Director, or you may transfer the balance to a sibling or another student in need, if you choose. All unclaimed funds of graduating seniors will become part of the Fairless Local Schools Food Service Program if not claimed on or before the senior's last day.

Charging

Fairless Local Schools Food and Nutrition Department's goal is to first provide healthy and nutritious meals to our students so they are better able to learn at school. When lunch money is forgotten we have established the following procedures:

- Treat all students with dignity and respect
- Encourage parents to be responsible for paying for meals and to promote self-responsibility of the students
- Establish consistent department procedure regarding charges

If you do not want your child charging, you may make a request in writing or by phone to Julie Miller, Food Service Director, at 330-767-7071 to add a NO CHARGING PERMITTED NOTIFICATION on your child's account.

At the Fairless Local Schools, we strongly discourage meal charging.

There will be no à la carte charging, and no à la carte purchases will be permitted when a student has a negative balance.

Parents will be notified of a negative balance via automated phone call, personal phone call, or letter sent home with the student. If you are unable to pay for school meals due to your economic situation, please contact Julie Miller, Food Service Director, at (330) 767-7071 to discuss other arrangements for your child to receive meals at a reduced rate or free. All charges must be paid prior to Christmas break and two weeks prior to the end of the school year. There is no charging permitted during the last two weeks of the school year.

National School Lunch and Breakfast Program

The Fairless Local School district participates in the National School Lunch and Breakfast programs. Some students may qualify for free or reduced priced meals. Access www.fairlesslocalschools.org, for Free and Reduced forms or forms may be picked up from the school office or be sent home with your child, by contacting the school secretary. Only one application is required district wide per family. **Free and Reduced Lunch applications may be completed at any time during the year, but we must receive a new meal application each school year.** There is a 30-day carryover period at the beginning of each school year in order to have enough time to process all of the new applications.

Fairless is an equal opportunity provider.

Care of School Materials

Each student is responsible for all instructional materials assigned to them and is expected to return all instructional materials in the same condition. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or mutilated. This includes, but is not limited to: lockers, books, Chromebooks, etc. Students must pay for school materials including Chromebooks which are lost, misused or damaged. The technology department will be notified of damages and inform the treasurer's office. The treasurer's office will issue an invoice for the cost of the repair or replacement. Students are subject to discipline, and/or restitution for damage to school property or the property of another student.

Child Abuse (O.R.C. 2151.421)

School personnel are required by law to report any evidence of child abuse or neglect to Stark County Children Services. The school is required to and will cooperate 100% with law officials.

Cellular Telephones & Wireless Devices

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students are prohibited from using their PCDs during the school day. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored in student locker.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.)

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other

information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Chemical Use/Abuse/Intervention

The Fairless Local School District prohibits students from the sale, distribution, possession, use and/or being under the influence of drugs/alcohol on school grounds, on school buses or during school related activities.

Violation of any of the above rules will subject the student to one of the following outcomes, depending on the offense:

Sale/distribution

1. The student will be suspended for ten (10) days and recommended for expulsion.
2. The action will be reported to the police.

Use/possession

1. The student will be suspended for ten (10) days.
2. Within five (5) days, the principal will meet with the student's parents or legal guardians. Prior to this meeting, information may be obtained from a multiplicity of people demonstrating concern, including parents, teachers, friends, concerned students, administration, law enforcement, courts, guidance personnel and external agency personnel. Referral sources will remain confidential until initial contact is made with the student and parents or guardians. At the conclusion of the meeting, parents/guardians and the student may agree to either or both of the following as possible alternatives to expulsion:
 - a. The student and parent/guardian agree to have the student evaluated by a trained chemical dependency counselor for a professional opinion concerning use/misuse/addiction/dependency. The contacted agency or office will notify the Principal that the client has made contact and is willing to comply with the appropriate treatment process. The student must then proceed with the treatment prescribed.
 - b. The signing of a no use/no abuse contract by the student and the parents/guardians.
3. Failure to faithfully attend and participate will result in application of the remaining days of suspension with recommendation for expulsion.
4. A second offense of use or possession of drugs/alcohol will result in recommendation for assessment with

accompanying recommendation for expulsion.

5. Cases involving possession of a quantity of drugs that would suggest, with reasonable certainty, the possibility of sale or distribution will be reported to law enforcement.

Counterfeit drugs

The rules and regulations listed will apply to counterfeit drugs.

1. A counterfeit controlled substance is defined as:
 - a. Any drug that bears, or whose container or label bears the trademark, trade names, or other identifying mark used without authorization of the owner of such trademark, trade name or identifying mark.
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - c. Any substance that is represented to be a controlled substance but it is not a controlled substance or is a different controlled substance.
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell/give, package, or deliver a counterfeit controlled substance.
3. No student should directly represent a counterfeit controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.

TRAINED POLICE DOGS MAY BE USED TO DETERMINE IF STUDENTS ARE BRINGING DRUGS ONTO SCHOOL PROPERTY. Lockers and cars are subject to random searches.

Classes, Grades, and Scheduling toward Graduation

Honor roll

The Honor Roll represents excellence in a full-time approved educational program. Excellence is shown by a grade point average of 3.5 or better, providing at least five (5) academic credits are attempted. Due to scheduling conflicts, post secondary students may be permitted to take four (4) credits and be eligible for Honor Roll with permission of the building principal. Physical education classes are excluded in consideration for Honor Roll.

Exams

Purpose Of Semester Exams

Fairless High School requires semester exams/assessment in all classes. These exams/assessments are listed as the first semester exam and the second semester exam. Exams given will be pre-assessment, mid-year assessment, and post-assessment. The purpose of the exams/assessment is to measure long-term improvement, retention, and to prepare the students for future exams. Some of the future exams may include: AIR, PSAT, SAT, ACT, vocational certification, and college level course examinations.

Fairless semester exams/assessments represent **20 percent of the semester grade**. However, no single exam/assessment is designed as a comprehensive measure of course competency or completion.

Senior final examinations

If a senior has met the following requirements, he/she may be excused from taking a subject's final examination WITH PERMISSION FROM THE COURSE INSTRUCTOR:

1. A cumulative average of 3.0 in that subject has been achieved.
2. The student must have no "Ds" or "Fs" on his/her report card in that subject.

Summer School

Any student wishing to attend summer school and apply credits towards graduation must secure permission from the guidance department and the high school principal. Following are a few guidelines in determining if permission will be granted:

- Full-time day school students will not be permitted to earn additional summer school credit.
- Summer school credit earned outside the Fairless district will not be acceptable for early graduation without prior permission from the principal.
- Repeat work may be permitted if it enables a student to graduate with his/her regular class.
- Permission may be granted or denied depending upon the merits of each case.

High school grading system

The following is an adopted guide for determining grades. Point values of letter grades are as follows:

A = 4 points	B = 3 points	C = 2 points	D = 1 point	F = 0 points
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The standard grading scale for determining the letter grade is as follows:

A	94-100%
B	85-93%
C	72-84%
D	65-71%
F	0-64%

For calculation of the GPA, contact the Guidance Department.

A semester exam will be given at the end of the 2nd nine weeks, and a final exam will be given at the end of the 4th nine weeks. In addition, freshmen and sophomore students will be given practice end of course exams (AIR) after their exams. The practice tests will not be part of the grading system, but will be used to monitor progress toward passing the official AIR exams. Sophomores will not take a practice test after the final exam (only after the semester exam).

The following method will be used to determine semester and final grades. The point value of each nine week grade will be doubled and added to the point value of the semester and final exam grades to determine yearly points.

The point scale for the final grade is as follows:

Final Grade for Course	Point Value
A	36-40
B	26-35
C	16-25
D	6-15
F	0-5

Regardless of point value, a student who has received three (3) nine weeks of "F" in a year-long course has failed the course. In a full-year, a student must have at least two (2) passing grades during the second semester (i.e., a student must pass the last two nine weeks or one nine weeks and the final exam).

Example For Semester Courses:

<u>Semester Grade</u>	<u>Point Value</u>
A	18-20
B	13-17
C	8-12
D	3-7
F	0-2

Regardless of point value, a student who has received two (2) grades of "F" in a semester course has failed the course.

Promotion, Acceleration, And Retention

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the number of credits earned and/or lack of progress in reaching milestones on state assessments required for graduation.



Earning an Ohio High School Diploma—Steps 1, 2, and 3

STEP 1 – Cover the Basics

(20 credits or 22 credits for the Class of 2026 and beyond)

- 4 Credits of Mathematics
- 4 Credits of English
- 3 Credits of Science
- 3 Credits of Social Studies
- 1 Credit of Fine Art
- 0.5 Credit of Health
- 0.5 Credit of PE
- 0.5 Credit of Financial Literacy*begins with the Class of 2026 and beyond
- 4 Credits of Elective

STEP 2 – Show Competency

Must complete **one** of the following options:

o Earn a Competency Score

- o Earn a passing score (684) on Ohio's high school **Algebra I** and **ELA II** tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

o College Credit Plus

- o Earn credit for one college-level Math and/or college- level English course through Ohio's College Credit Plus Program.

o Industry Credential

Demonstrate Two Career-Focused Activities*

Foundational

- Proficient scores on WebXams
- A 12-point industry credential
- A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

- Work-based learning
- Earn the required score on WorkKeys
- Earn the OhioMeansJobs Readiness Seal

*At least one of the two must be a Foundational skill.

o Military Readiness

- o Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

STEP 3 – Earn 2 Seals

Starting in 2023, students also need to earn **two** seals. At **least one** of the two seals must be selected from the [State Seals list](#).

State Seal List—Minimum of one state seal when combined with a local district seal.

Science State Seal

- § Proficient on Biology EOC Exam (700)
- § Earn a final course grade equivalent to a “B” or higher in Biology course
- § “B” or higher in a qualifying CCP course

Citizenship State Seal

- § Proficient on American History and Government EOC Exam (700)
- § Earn a final course grade equivalent to a “B” or higher in American History and American Government
- § “B” or higher in qualifying CCP courses

Military Enlistment State Seal

- § Provide evidence of enlistment into the military

Industry-Recognized Credential State Seal

- § Earn **12 points** of industry-recognized credential that is aligned to a job that is determined to be “in-demand” in this state
- § Earn a group of credentials totaling **12 points** in a **single** career field
- § Obtaining a state-issued license for a practice in a vocation that requires an examination

OhioMeansJobs Readiness State Seal

- § Show aptitude in **15 professional skills**, as endorsed by three mentors

Technology State Seal

- § “2” or higher AP Score
- § “B” or higher in a qualifying CCP course
- § Completing a local course
- *R. G. Drage Students will automatically earn the Technology Seal through participation in their program.

State Seal of Biliteracy

- § Students must show proficiency in English and high levels of proficiency in a second language (must take approved tests; ex: AP)

Honors Diploma State Seal

- § Earn any of Ohio’s Honors Diplomas

College-Ready State Seal

- § Earn a remediation-free score on the ACT (English- 18 and Math- 22)

Earn a District Seal

One of the two seals earned *may* be a district seal. Earning a district seal is not a requirement if two state seals are earned.

Fairless Local Schools District Seals

Community Service Local District Seal

Complete **10 hours** of community service over the course of the four years of high school.

Fine Arts Local District Seal

Earn **2 credits** in Fine Art courses or participate in 2 seasons of Silver Wings or 2 productions of Falcon Playhouse.

Student Engagement Local District Seal

Complete **two** sessions of club/sport/activity.

***R. G. Drage Students will automatically earn the Student Engagement Seal through participation in their program.**

Scheduling and Registration

1. A student may not schedule more than one (1) study hall. A student may not drop a class, if the drop will result in the student being scheduled into more than one (1) study hall per day. All students should plan a full schedule.
2. Planning a schedule for the next school year is a difficult task, and situations may occur requiring a change in that schedule. These schedule changes, however, have a serious effect on class size, teacher assignments, and the overall master schedule and, therefore, will be approved sparingly. The student and parent are urged not to plan a program with the idea that it can be changed. Schedule changes are rare, and will only be made under extenuating circumstances.
3. Students will have the first 3 days of school to request schedule changes. Requesting a change does not guarantee that a change will be made. Students must get the permission of the teacher and principal for a course to be dropped or added during the 3-day window, and then see a school counselor to discuss and complete the appropriate forms. Students are expected to remain in all originally scheduled classes until changes are made with his/her counselor. Unless extreme circumstances exist, schedule changes made after the deadline will result in a Withdraw Fail grade for the entire course on a student's permanent record and will affect a student's GPA and class rank.

Computer Technology and Internet Use

The district provides Chromebooks and internet services to its students for a yearly fee of \$35. Student use of these Chromebooks and internet services are governed by the district's [Acceptable Use Policy](#) and the **Student Code of Conduct**. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on their Chromebook at school and at home. Fairless Local Schools has instituted protocols to monitor and protect students' online activity. Students and their parents shall comply with the terms of the **Acceptable Use Policy** and must sign the agreement on FinalForms.



Discipline and Student Code of Conduct

Self-discipline by individuals and within groups is one of the fundamental skills which must be exhibited and practiced if success is to be achieved. We believe good discipline begins in the home. It is the primary responsibility of the home to send students to school who are polite and well mannered; subordinate and respectful of authority and patient and tolerant of other people. Parents must teach their children the value of education and the sacrifice, which is necessary to achieve worthwhile goals. While individuality is encouraged, conformity with a well-thought out code of conduct is expected. A major component of the educational program at Fairless High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and Local laws and rules as well as Board policies and Administrative Guidelines, in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Rule 1 – disruption of school

At no time will students be allowed to exhibit behaviors, which are unsafe, disruptive, or rowdy. Every student has the right to an education free of distraction or threat from another student.

Rule 2 – damage or theft of school and/or PRIVATE property

Students are to respect their own property, school property and the property of others. At no time should students participate in the destruction, damage, misplacement or theft of any property.

Rule 3 – physical or verbal assault on a school employee

Any viable threat or abuse, verbal or physical, of a school employee at any time will be grounds for immediate suspension and/or expulsion.

Rule 4 – physical or verbal assault of a student or non-employee

Fighting will not be tolerated for any reason. By far, most fights can be stopped if the students involved will simply inform a staff member of the pending problem. Rarely is a fight truly spontaneous. Usually, several students are aware of a situation, which may lead to a fight before it occurs. These students are responsible for making the problem known to the school staff. Also, any students who instigate a fight will be disciplined accordingly.

Rule 5 – dangerous, disruptive and illegal instruments

At no time may students have in their possession or use any instrument which is dangerous, illegal or in any way a violation of school policy. Students may not have in their possession items or instruments, which can be mistaken for a dangerous or illegal instrument, nor may a student have in his/her possession items which prove to be disruptive to the educational process.

Rule 6 – narcotics, alcoholic beverages and stimulant drugs

At no time will alcohol, chemical use, or possession be permitted before, at, or after school. Prescription, over-the-counter and look-alike drugs are expressly forbidden (unless prescribed by a doctor and pre-approved by the Principal for use at school). Instruments used to prepare or use drugs are also forbidden.

Rule 7 – repeated school violations

Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will not be tolerated.

Rule 8 – tobacco products

Students may not have in their possession or use any tobacco product or look-alike substance. Students may not have in their possession lighters, rolling papers, or other instruments used for smoking. The possession/use of any form of e-cigarette or vaporizers will be treated in the same manner as a tobacco violation and the device will be confiscated.

Rule 9 – improper sexual behaviors

Students should not be engaged in any sexual behavior, including public displays of affection.

Rule 10 – neglected mental or physical health

Students who are mentally or physically unfit may be removed from school until the problem has been resolved. Verbal abuse, physical abuse and other forms of harassment are not allowed.

Rule 11 – truancy/tardiness

Students must be in school every day unless they have an approved excuse for absence. No student is to be tardy to school, any class or study hall.

Rule 12 – respect/subordination

Students shall be polite and well mannered at all times. Students must not act rudely or disrespectfully toward

their teachers or classmates. At no time may a student refuse to follow a reasonable request of a teacher, principal or school employee. When a student is informed that a behavior or action is inappropriate, that student is to immediately correct the problem without further warning.

Rule 13 – responsibility

The community is spending millions of dollars to prepare children for a productive role in society. Students may not waste this investment by refusing to participate in class, nor may they refuse to do assigned work. Students are to report to class daily with all necessary books, supplies and assignments to accomplish the successful completion of educational goals established by the teacher and the course of study.

Rule 14 – locker use and parking privileges

Students are loaned the use of a locker. Lockers are the property of Fairless Local Schools. Students are to use the locker with care so as to not damage items stored within the locker. The locker must be kept neat at all times. At no time may a student store anything which is dangerous, illegal or in violation of school policy in his/her locker. **Lockers may be inspected.**

Driving to school is a privilege. Students must drive defensively with care and courtesy at all times. At no time are students allowed to drive in any manner, which is dangerous or discourteous. Parked cars must be in appropriate areas and must not contain items, which are illegal or violate school rules. Cars on school property may be inspected.

Rule 15 – verbal, nonverbal and written expressions

Students are to refrain from communicating in any way, which is disruptive, threatening, rude, insulting or obscene.

Rule 16 – foods and drink

Students may not possess or consume food outside of the cafeteria during the school day. Students may store a sack lunch in their locker until lunchtime. At no time should the contents of the lunch be opened or consumed before lunch. Pop machines are not to be used during the regular school day.

Rule 17 – coats, jackets, hats and sunglasses

All items intended for outdoor use must be stored in a locker while students are in the building. Students may keep a sweater or sweatshirt in their locker to wear when they are cold.

Rule 18 – cheating, lying, forgery, false reports

Students are required to do their own work to the best of their abilities. Cheating may result in an academic penalty or even failing a class. At no time should a student lie to, mislead or withhold information regarding a problem under investigation. A student shall not falsify any information.

Rule 19 – criminal behavior

At no time before, during or after school may a student become involved in a criminal act. When necessary, the police will be called, and charges filed. A student may be asked to remain home from school while an investigation is pending.

Rule 20 – Special Events

School events, which extend beyond the normal school day, are still considered to be under the jurisdiction of the school. Attending students must follow school policy regardless of whether his/her parent or legal guardian is in attendance.

Enforcement of the Code of Conduct

We employ a variety of techniques and methods to enforce our Code of Conduct. It is easy to punish but more difficult to change behavior. Our efforts are designed to change the behavior seen and to enable our students to learn respect, responsibility, self-discipline and a positive attitude toward learning.

This task is difficult and impossible without the support of parents. When all efforts fail to change behavior, a suspension from the classroom will be used as a means of limiting the disruption of school for other students. Generally speaking, discipline will be administered in a progressive manner. In some cases, however, behavior may be so severe and intolerable that suspension or expulsion may be the first method used. **Students who are suspended or expelled from school must not be on or near school property at any time (including during entrance and dismissal time). Suspended or expelled students may not participate in nor attend any school extra-curricular events.**

Below is a list of some disciplinary consequences that may be used:

- Parent meetings and conferences
- Detentions
- Special duties
- Reduced schedule
- Behavior contracts
- Exclusion from school programs or event
- Special programs before, during or after school
- Special assignments
- Emergency removal
- Time out
- Suspension, both in-school and out of school
- Expulsion
- Police or court referral

It is the student's responsibility to deliver all communication concerning discipline and other school business to the parent or legal guardian.

The more the school and home work together to promote education and to solve problems, the more our students are likely to achieve. Below is a list of helpful suggestions for parents/guardians to follow:

- Try to limit your child's absences to less than three (3) days per nine-week period.
- See to it that your child is on time for school.
- Check your child's dress, appearance, and preparation each day before he/she leaves for school.
- Encourage your child to become involved in school activities.
- Insist that your child exhibit good manners and be respectful to adult authority at all times.
- Come to school conferences or events at least once or twice in every nine-week period.
- Maintain an hour study time at home every night of the school week. Insist that your child read or study, even if he/she does not have any homework.
- Talk daily to your child about what is happening at school. Meals are a good time to accomplish this goal.
- Attend a school board meeting.
- Become an active member in one of the parent groups at your school.

Please send your children to school happy, secure, healthy, and prepared!

It is important to remember that the School's rules apply going to and from school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, those not listed will be responded to as necessary by the staff.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place within a classroom or elsewhere on the school premises, the superintendent or principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure.

Threatening, Menacing and Inducing Panic

No student may communicate in any manner, visually, verbally, or in written form, a threat to an individual or the public safety. Such threats may be implied or direct. Any threat to an individual or the public safety will be investigated. Students found to have directed a threat will be subject to discipline.

Weapons Policy

Students are prohibited from bringing a firearm, explosives, incendiary devices, poison, knives, bombs, rockets, grenades, chemicals or other destructive devices to school. The penalty for bringing such instruments (or related parts) to school will be an expulsion of up to one year from school. The Superintendent and School Board reserve the right to expel a student for other reasons not listed when a student possesses dangerous instruments or when a student threatens the safety and well-being of students and staff.

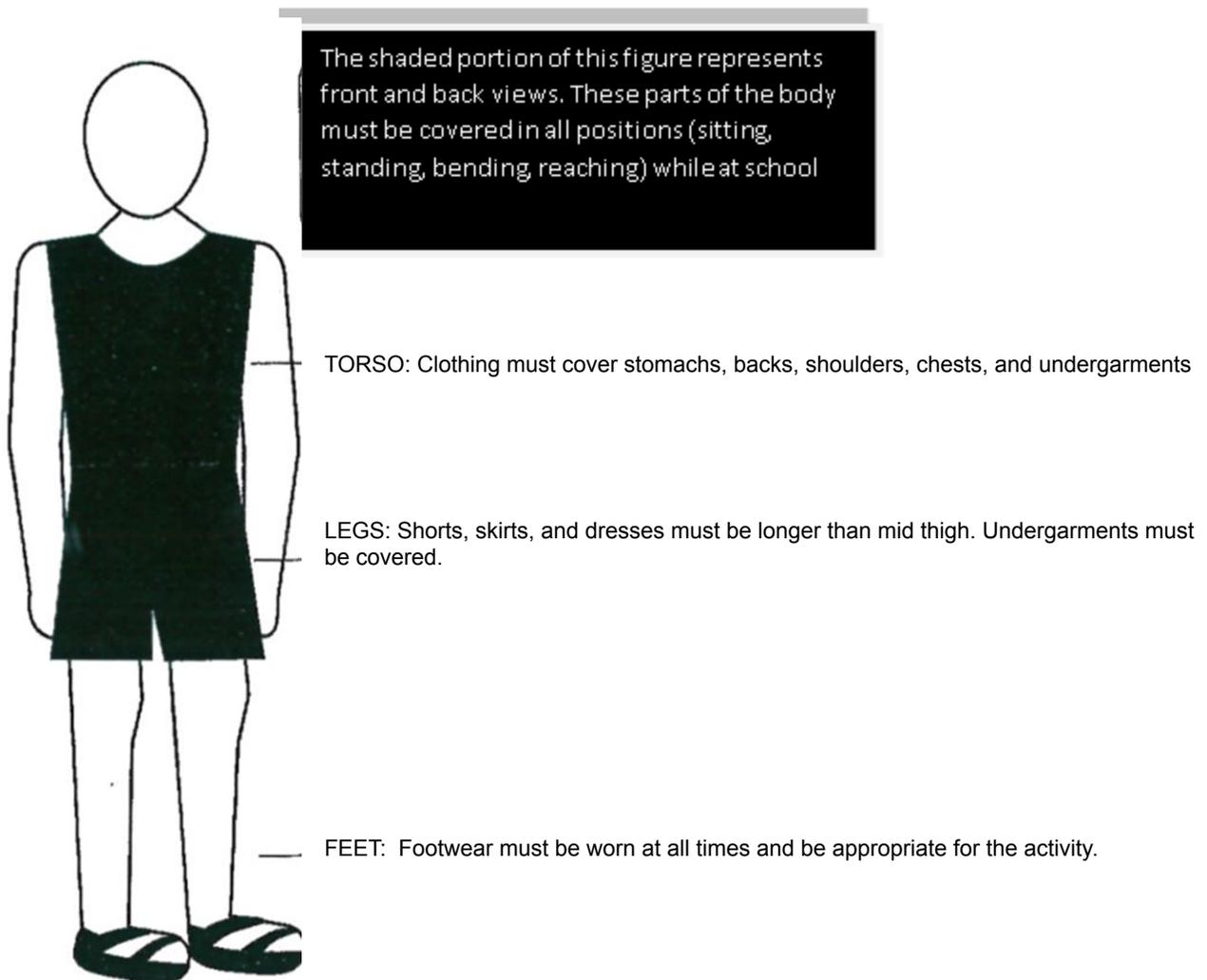


Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that **disrupts the educational process or presents a safety risk will not be permitted.**

Due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision on "extreme" and "acceptable" will need to be made. The school administration and faculty, via Board of Education policy, has the responsibility of deciding in each individual case if a student's attire is in accordance with the policy.

If a student violates the Student Dress Standards, he or she will be required to change his or her attire. If this is not possible, in-school suspension will be assigned. Any time missed from school will be recorded as unexcused. The final decision as to appropriate dress rests with the administration. The following guidelines shall constitute the Fairless High School Student Dress Code:



- Bare midriffs, low-cut tops, see-through shirts/blouses, or spaghetti straps are not permitted.
- Cutoff shorts, skin-tight bicycle shorts and bathing suits MAY NOT BE WORN.
- Shirts that have the sleeves cut off are not permitted.
- Shorts, skirts and dresses must be mid-thigh.
- Jeans that are designed to look “worn” may not have holes above mid-thigh ~~the knee that show skin.~~
- Pants may not be worn below the waist (no sagging).
- Proper undergarments are to be worn at all times and not visible.
- Shirts or other items of apparel with obscene patches and/or sayings, as well as those promoting drugs or alcohol, are not permitted in school.
- Hair should be kept neat, clean and combed. The hair must be of a length that will not endanger the health or safety of the individual or others.
- Hats, visors, bandanas or headbands are not to be worn with the exception of a specially designated rally/dress-up day or for religious reasons.
- No sunglasses are permitted in the building. Dark glasses are not to be worn unless prescribed by a doctor.
- Face painting is prohibited except when special permission has been granted for a pep rally or spirit days.
- The length of a student’s hair may not obstruct vision.
- Blankets are not to be carried.
- Hats must be taken off when students enter the building.
- Hoods on hoodies must be down at all times.
- Chains, studded wristbands, and studded necklaces are not allowed.
- Proper footwear must be worn at all times.
- Some courses may have additional dress requirements for safety reasons (i.e. hair tied back, sturdy shoes for science lab, etc.)

Any clothing that is too tight, too revealing, or made of a fabric that is too thin may be considered a violation of the dress code at the discretion of the principal.

- Coats, capes, and outer garments are to be kept in lockers and are not to be worn in classes or hallways during the normal school hours. A student is encouraged to keep a sweater in his/her locker for when necessary.
- Book bags, backpacks, and large purses must be left in the student’s lockers.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C., 1232G; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the students beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - Schools officials with a legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to a specific state law.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information:" a student's name; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; or awards received. If parents want certain items or information withheld, the parent must contact the principal in writing within the first month of school, indicating the items that are to be withheld and from whom they are to be withheld.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, and participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 330-767-3577.

Medication and Immunization Policy

Prescription Medication

When it is necessary for school personnel to administer prescribed medication, the following procedures will be observed:

A written request must be obtained from the physician and parent/legal guardian before any medication is administered by school personnel appointed by the principal. There is a form available in the FHS office and on the FHS website for printing. The parent/guardian must discuss the request with our district nurse and should specify:

1. Full name and address of the student;
2. School and class in which student is enrolled;
3. Name of medication and dosage or procedure required;
4. Time(s) of day administration of medication is required;
5. Special instructions, including storage and sterile requirements;
6. Date when medication is to begin and duration of administration;
7. Possible reactions to be reported to the physician;
8. Date of the request form;
9. Physician's name, address, phone number and signature;
10. Medication must be in the original prescription bottle.

The written request form must be signed by the student's parent/legal guardian authorizing school personnel to administer the medication according to the procedure prescribed by the physician.

Over-the-counter Medication

Over-the-counter Medication must be kept in the office at all times. Parents may authorize the administration of a non-prescribed medication on the form available in FinalForms. Physician authorization is not required in such cases, however the family must provide the medication in the original packaging. The medication procedure must follow the same steps as 1-8 above and will be handled in the same manner.

Immunizations

Students must be current with all immunizations required by law. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemptions. Any questions about immunizations or exemptions should be directed to our school nurse.

Meetings

Meetings in the school building are to be held on designated days and are not to extend beyond 9:00 p.m. An advisor must be present at all times and special meetings must be approved by the office.



Random Drug Testing of Students

Acknowledging that peer pressure has a significant impact on student life and recognizing that observed and suspected use of alcohol, tobacco, and illicit drugs by students of Fairless Local Schools is a serious concern, a program of deterrence will be instituted as a proactive approach to the goal of a safe and drug-free school environment. Since participation in non-academic activities is a privilege, this program shall apply to all high school students, grades 9-12, who participate in one or more of the following:

- school-sponsored athletics,
- other extra-curricular activities for which a grade is not given,
- to eligible students who wish to obtain a parking permit on the high school property, and
- to students who have earned special privileges.

The purpose of the drug testing program is to:

- A. Provide for the safety and well-being of all students;
- B. Mitigate the effects of peer pressure by providing legitimate reasons for students to refuse to use drugs, tobacco, or alcohol;
- C. Encourage students who abuse drugs or alcohol to participate in drug treatment programs by a licensed chemical dependency counselor; and
- D. Prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential while attending Fairless Local Schools.

Drug Testing Requirements

Prior to participation, any student who intends to participate in athletics, extra-curricular activities, special privileges, or to obtain a parking permit will be required to provide written consent, along with his/her parent/guardian's consent, for random testing of prohibited substances. The Board of Education will pay the cost of the testing, unless a split sample test is requested by the parent and/or student. Mandatory testing stemming from positive test results will be at the parent/guardian's expense.

The Board may contract with an external agency for the purpose of collecting and analyzing test samples. All samples will be collected under the supervision of medical personnel, and in a manner that protects the privacy of the student(s) being tested. Any student who fails or refuses to produce a sample will be prohibited from participation in his/her designated activity(ies) until a sample is obtained and tested.

Parents may enroll their student even if not required by the school district in random drug testing using FinalForms. Refer to the Board of Education policy #5530.01 for details.

Fairless Local School District
RANDOM DRUG TESTING OF STUDENTS
OPT-IN AGREEMENT

Fairless Local School District is pleased to provide the opportunity for students to be included in the random drug testing program when they are not otherwise eligible through participation in school-sponsored athletics, extracurricular activities, special privileges, and/or parking permits.

The OPT-IN Random Student Drug Testing Program allows parents/guardians to request that non-eligible students be included in the student drug testing program. Results are 100% confidential and will be released by the building principal or superintendent only to the parent/guardian named on the consent form.

How the Program Works

1. The Opt-In program is available to any student in grades 7-12 enrolled in the Fairless Local School District.
2. The parent/guardian must read and sign the Opt-In Student Drug Testing Consent form below.
3. The student must also sign consent to participate in the program.
4. Signed agreements must be submitted to the school office.
5. Upon completion of testing, the building principal or superintendent will notify the parent/guardian of any positive test results. Results will not be released to any other party without written consent from the parent/guardian.
6. There will be no attempt to diagnose substance abuse problems. This program is intended only as a tool to be used by parents/guardians in making informed decisions about student substance abuse.

OPT-IN STUDENT RANDOM DRUG TESTING CONSENT

AS A STUDENT: I understand that I may be drug tested with the consent of my parent/guardian under the Opt-In Student Random Drug Testing program. I understand this agreement is binding while I am a student in the Fairless Local School District.

Student Name (please print) Grade

Student Signature Date

AS A PARENT/GUARDIAN: I understand that by signing this consent, I will permit Fairless Local Schools to perform random drug testing on my son/daughter, the results of which will be released to me by the building principal or superintendent.

Parent/Guardian/Custodian Signature Date

Parent/Guardian/Custodian Name (PLEASE PRINT) Home Phone

Address Work/Mobile Phone

Fairless Local School District
**RANDOM DRUG TESTING OF STUDENTS
INFORMED CONSENT AGREEMENT**

Student Name _____ Grade _____ Date of Birth _____

AS A STUDENT:

I understand and agree that participation in extracurricular activities, special privileges and/or parking on school grounds is a privilege that may be withdrawn for violations of Board Policy 5530.01—Drug Testing of Students Involved in Non-Academic Activities, hereinafter Policy.

I have read the Policy and the guidelines and thoroughly understand the consequences that I will face if I do not adhere to the Policy and/or Code of Conduct outlined in the Student-Parent Handbook.

I understand that when I participate in athletics, any extracurricular activity, special privileges, and/or receive a parking permit, I will be subject to random drug testing. I understand that if I refuse, I will not be permitted to practice, participate in any extra-curricular activities and school events, special privileges, and/or park on school property during the school day. I have read the consent on the reverse side of this form and agree to its terms.

I understand the Informed Consent Agreement, while initiated each school year, is binding for one calendar year while a student is enrolled with Fairless Local School District.

Student Signature/Date

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read Board Policy 5530.01—Drug Testing of Students Involved in Non-Academic Activities and understand the responsibilities of my son/daughter as a participant in athletics, extracurricular activities, special privileges, and/or parking privileges in the Fairless Local School District.

I understand that my son/daughter, when participating in athletic, extracurricular activities, special privileges, and/or receiving a parking permit, may be subject to random drug testing. If my son/daughter refuses, he/she will not be permitted to practice, participate in any extra-curricular activities or school-sponsored events, special privileges, and/or park on school property during the school day. I have read the consent on the reverse side of this form and agree to its terms.

I understand that I may only remove my son/daughter from the random drug testing program with signed, written consent addressed to the building principal. This decision will impact my son/daughter's continued participation in athletics, extra-curricular activities and school-sponsored events, special privileges, and ability to park on school property until a new Informed Consent Agreement is signed.

I understand the Informed Consent Agreement, while initiated each school year, is binding for one calendar year while a student is enrolled with Fairless Local School District.

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian Name (PLEASE PRINT)

Home Phone and Cell Phone

Fairless Local School District
RANDOM DRUG TESTING OF STUDENTS
CONSENT TO SUBMIT TO RANDOM DRUG TESTING

- ❖ We hereby consent to allow the student named on the front of this form to undergo testing for the presence of illicit drugs or banned substances in accordance with Board Policy 5530.01—Drug Testing of Students Involved in Non-Academic Activities, including but not limited to, the following tests:
 - o Saliva swab
 - o Urinalysis
 - o Hair follicle
- ❖ We understand that the collection process will be overseen by a qualified third party administrator.
- ❖ We understand that any samples will be sent only to a certified medical laboratory for actual testing and that the samples will be coded to provide confidentiality.
- ❖ We hereby give our consent to the third party administrator selected by the Fairless Local School District, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform substance abuse testing for the detection of illicit drugs or banned substances.
- ❖ We further give permission to the third party administrator selected by the Fairless Local School District, its doctors, employees, or agents, to release all results of these tests to the Medical Review Office (MRO) working for the third party administrator. We understand these results will be forwarded to the building principal and/or designated official and will also be made available to the parent(s)/guardian(s).
- ❖ We understand that consent pursuant to this Informed Consent Agreement will be binding for all athletics, extra-curricular activities and school-sponsored events, special privileges, and parking privileges for the student for one calendar year while enrolled with Fairless Local School District.
- ❖ We understand that the third party administrator will be given our contact information and will contact us by telephone in the event of a positive result.
- ❖ We hereby release the Fairless Local Schools Board of Education, the third party administrator and its governing board, officers, employees, agents, and successors, in both their individual and official capacities, from any legal responsibility or liability for the release of such information and records.

Safety and Security Procedures

The safety of students and staff is a top priority for us. The following are procedures we have in place at Fairless High School to increase security and keep our children safe.

1. All the doors will be secured at all times after 7:37am.
2. All backpacks must be kept in student lockers unless expressed permission has been given by administration.
3. In order for anyone to enter the building, they must check-in at the main entrance using the SchoolSafe ID kiosk with a valid state issued ID and wear a visitor badge for the duration of the visit.
4. If an item is being dropped off for a student, it can be put in a bin outside the main office door for retrieval and dissemination by office staff.
5. When a student is being picked up from school before the regular school day is over, they must be signed out in the office. The parent/parent designee must complete the process at the SchoolSafe ID kiosk in order for the child to be released. A valid state issued ID is required.
6. The name of the parent/parent designee must be on the student's Emergency Medical Form or a note from the parent naming the person to pick up the child must be presented prior to pick-up.

Search and Seizure

Administrators may search a student or his/her property (including purses, book bags, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeteria, classrooms and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Special Events

Homecoming dances – fall and winter

- Any Fairless student in good standing in grades 9-12 may attend and invite guests.
- Students may invite an alumnus or friend, as long as he/she is at least the rank of freshman and under twenty-one (21) years of age. The date's name and other pertinent information must be submitted to the administration forty-eight (48) hours prior to the dance.
- All alumni and out-of-district guests must be approved by a principal prior to purchasing tickets for the dance.
- A Decoration Committee may be established by the advisor, with final approval of the administration.
- Dress must be appropriate for the theme of the dance and **follow dress code guidelines**.
- Dancing must follow the guidelines that are deemed appropriate by the school administration.

Prom

- Only junior or senior rank students from Fairless High School may attend or invite guests.
- Any junior or senior may invite an alumnus or friend above the rank of freshman and under twenty-one (21) years of age. The date's name and other pertinent information must be submitted to the administration for approval forty-eight (48) hours prior to the dance.
- All alumni and out-of-district guests must be approved by the Principal prior to purchasing tickets.
- A Decoration Committee may be established by the advisor, with final approval of the administration. The day before the prom may be used for decorating the prom site. The size of the committee will be limited to a maximum of ten (10) students. Other committees as deemed appropriate may be established by the administration.
- Dress must be appropriate for the theme of the dance and follow dress code guidelines.
- Dancing must follow the guidelines that are deemed appropriate by the school administration.

Students with Disabilities

The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act prohibit discrimination against persons with disabilities in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities, has a record of such an impairment; or is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodations.

Additionally, in accordance with state and federal mandates, the district seeks out, accesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by the Individuals with Disabilities Education Improvement Act (IDEIA), Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state law. Contact Ryan Murphy at (330) 767-3913 to inquire about evaluation procedures, programs and services.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets of theft. The school is not liable for any loss or damage to personal valuables.

Support Services

The Learning Commons (or TLC) offers tutoring for classwork and test preparation, online courses for new credit and credit recovery, resources such as books and electronic databases for reading enjoyment and school work. Students may use the TLC before school and during study hall. Permission to be in the TLC during a regularly scheduled class, must be obtained from the student's teacher.

Transportation Policy

The Fairless Board of Education has adopted a pupil transportation policy for buses operated by the Fairless Local Schools. If parents support our efforts to make sure that there is good behavior on the bus, we can assure you the safest possible transportation.

In order to ensure the safety and security of our students, FLSD will continue with a two-stop maximum for our students who are bused to and from school. These stops must be consistent and not change. Our job is to make sure that we can safely transport students and get them where they need to be on a daily basis. This important task becomes very challenging when schedules are constantly changing.

Our transportation department will only provide busing for your child to the stop associated with their home address and a second option; i.e. daycare, grandparent or babysitter.

These policies are designed to ensure the safety and welfare of all school bus passengers and shall include:

1. The school bus driver's authority and/or responsibility to maintain control of the pupils. (Section 3319.41 of the Ohio Revised Code O.R.C.)
2. It is the parents' responsibility to notify the bus garage of any changes to a pupil's bus stop.
3. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
4. Proper conduct on a school bus is an important concern for the safety of the students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion can result. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
5. The provision of Section 3313.66 of the Ohio Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
6. Bus routes and schedules will be posted on the district website in August. Please contact the bus garage (330) 767-4259 with questions and concerns.
7. The school is directly responsible for supervision of students only while they are on school property. Once students leave school property, supervision becomes the responsibility of the parent. The school cannot be responsible for supervision at the bus stop. Generally, misbehavior that occurs off school property is a police matter.

Bus rules

The Board of Education has installed video cameras on school buses to monitor behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

1. No one shall smoke or produce a flame of any kind on a bus. Vaporizers and e-cigarettes (and all other tobacco look-alike products) are treated as tobacco products, will be confiscated, and disciplinary action will be enacted.
2. No one shall throw any object into or out of a bus.
3. No one, except the assigned driver, shall sit in the driver's seat or operate any of the controls.
4. No one shall cause any part of his/her body to project from a bus window.
5. No one shall eat on a bus.
6. No one shall interfere with the driver's operation of the bus in any way.
7. No one shall damage any part of a bus.
8. No one shall bring cap guns, squirt guns, or any other objects that might serve as weapons or anything of a detrimental nature aboard a bus.
9. All students shall obey the orders of the driver and conduct themselves in a manner to reflect credit to their homes and schools.
10. Students shall ride only their assigned bus. Due to liability issues there will not be any bus passes distributed. EVERYONE needs to ride their assigned bus only.
11. Students shall maintain silence when the driver flashes dome lights.
12. Students shall board and leave the bus in an orderly manner. No pushing or shoving will be tolerated.
13. Poor conduct on the bus of any nature which is determined improper and is not covered by the above rules and regulations will come under the determination of the proper administrative authorities.
14. Be on time at the designated loading zone (5 minutes prior to scheduled stop)
15. Stay off the road at all times while walking to and waiting for school transportation
16. Line up single file off the roadway to enter.
17. Wait until the school transportation is completely stopped before moving forward to enter.
18. Refrain from crossing a highway until the driver signals it is safe to cross.

Violation of any of the above rules can result in suspension from school and/or bus service; require a parent-school conference or all of the above. The building principal and/or transportation supervisor will notify parents of misconduct reports.

Our transportation department will only provide busing for your child to the stop associated with their home address and a second option; i.e. daycare, grandparent or babysitter.

Automobiles driven by students

Students who drive a motor vehicle to school must know and obey the following rules:

1. Opted into the district's Random Drug Testing per the Board Policy 5530.01.
2. Each student must register the vehicle each school year and display a parking permit for the CURRENT year. Registration forms may be obtained in the office. **CCP students who attend classes off the Fairless Campus and have purchased a parking permit from that school/college, may fill out the FHS form and show the college permit. A space and FHS permit will be issued at no cost.**
3. Numbered parking passes are sold on a first come, first serve basis. Each student must park in his/her assigned parking space.
4. Leaving the school grounds during school hours is not permitted.
5. Speeding or careless driving on school grounds and public streets while going to and from school is not permitted.
6. Sitting in cars during the school day is not permitted. Students must leave their cars **within one (1) minute** after arrival at school.
7. Students may not leave the building and enter the parking lot during the school day unless permission is obtained from the office.
8. THE FIRST THREE (3) SECTIONS OF THE PARKING LOT ARE RESERVED FOR STAFF MEMBERS ONLY!
9. Vehicles must be parked in a marked parking space.
10. Vehicles entering and leaving the school property are to use the proper entrance and exit. This is a ONE-WAY drive. VEHICLES ARE NOT PERMITTED IN FRONT OF THE SCHOOL WHILE BUSES ARE ON SCHOOL PROPERTY.
11. The speed limit on school property is five (5) miles per hour. The speed limit on the highway, in the school area, is twenty (20) miles per hour.
12. Violation of these rules and laws, which govern motor vehicle operation may result in the removal of the

- PRIVILEGE of driving to school.
13. REPEATED TARDINESS TO SCHOOL MAY RESULT IN SUSPENSION OF DRIVING PRIVILEGES.
 14. Cars may be searched randomly for violations of the student conduct code.
 15. **These same rules apply to all CCP students.**

Visitors At School

A student wanting to bring a visitor to school must receive permission in advance from the administration.

