

Fairbanks Middle School



2026-2027

STUDENT/PARENT HANDBOOK

*11158 State Route 38
Milford Center, OH 43045
(937)349-9000
Fax: (937)349-2011
Website: www.fairbankspanthers.org/o/hs*

Fairbanks Local School District
www.fairbanks.k12.ak.us

Click [here](#) for the school calendar.

Please click on the link below for who to contact for specific questions/support in the Fairbanks Local School District: : [Who Do I Contact?](#)

District Administration

Janel Chapman - Superintendent	janelchapman@fairbankspanthers.org
Ashley Thompson - Chief Academic Officer	ashleythompson@fairbankspanthers.org
Amanda Markward - Special Education Coordinator	amandamarkward@fairbankspanthers.org
Steve Smith - Technology Director	stevesmith@fairbankspanthers.org
Grey Huston - Dir. of Athletics & Facilities	greyhuston@fairbankspanthers.org
Beth Wyckoff - Transportation Coord.	bwyckoff@fairbankspanthers.org
Lorri Mowery - Dir. of Food Services	lmowery@fairbankspanthers.org
Jerry Obney - HS Principal	jerryobney@fairbankspanthers.org
Teresa Goins - MS Principal	tgoins@fairbankspanthers.org
Kristen Jones - ES Principal	kristenjones@fairbankspanthers.org
Lindsey Cook - School Nurse	lindseycook@fairbankspanthers.org

Fairbanks Middle School Office

Mrs. Grimes, Secretary	mgrimes@fairbankspanthers.org
School Office, Absence Reporting	mso@fairbankspanthers.org
Morgan Cotter, Assistant Principal	mcotter@fairbankspanthers.org
Alison Hooper, School Counselor	alisonhooper@fairbankspanthers.org
Hunter Burnett, Gifted Coordinator	hunterburnett@fairbankspanthers.org

Please contact the School Office with any directory questions or other contact information.
937-349-9000 x 2100

Click [here](#) for Staff Emails

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

Adopted by the Board of Education on June 23, 2026

Dear Parents and Students,

Welcome to Fairbanks Middle School!

We're thrilled to welcome you to our school community and excited to begin a new academic year together. At Fairbanks, our staff is dedicated to creating a positive, engaging, and successful experience for every student. With your involvement and effort, we're confident this year will be a rewarding one.

To help maintain a safe, respectful, and productive learning environment for all—students, staff, parents, and visitors—the Board of Education publishes an updated **Student/Parent Handbook** each year. This handbook outlines important information about student rights and responsibilities, behavioral expectations, and potential consequences for misconduct.

We strongly encourage parents and guardians to review the handbook with their children. Teachers will also go over the contents with students at the start of the school year to ensure everyone is informed and prepared.

Thank you for taking the time to become familiar with these important guidelines. If you have any questions or need additional information, please feel free to contact **Mrs. Goins** at any time.

We're looking forward to a fantastic year ahead!

Go Panthers!

Teresa Goins, Principal 937-349-9000, tgoins@fairbankspanthers.org

Morgan Cotter, Assistant Principal Grades 6-12, mcotter@fairbankspanthers.org

Ali Hooper, School Counselor 937-349-9000, allisonhooper@fairbankspanthers.org

Marla Grimes, School Secretary 937-349-9000, mgrimes@fairbankspanthers.org

Adopted by the Board of Education on June 23, 2025

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. Copies of the current policies can be obtained from the principal and can also be found on the district's website:

<https://go.boarddocs.com/oh/frbn/Board.nsf/Public?open&id=policies>

This Handbook applies to all students

- On school grounds before, during and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities.

MISSION OF THE SCHOOL

“Pride in our past; Passion in the Present; Preparing for the Future”

Vision of Fairbanks Local Schools

- We will engage each learner with diverse and balanced opportunities to maximize individual growth.
- We will empower each learner to create and cultivate connections for a safe physical, academic, social, and emotional environment.
- We will nurture and inspire trusted relationships that allow for transparency leading to community involvement in continuous student growth.
- We will implement frameworks that support ethical, equitable, and efficient distribution of fiscal, human, and physical resources.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Aaron Johnson
Treasurer
937-349-9000
ajohnson@fairbankspanthers.org

Amanda Markward
Special Education Coordinator
937-349-9000
amandamarkward@fairbankspanthers.org

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity

SCHOOL CALENDAR

[2026-27 Academic Calendar](#)

[Refer to Board Policy 8210](#)

SCHOOL DAY

Click [here](#) for the 25/26 bell schedule.

Students may enter the building at 7:50 am. All students must clear the building at 3:00 pm. Students entering the building before 7:50 am or remaining in the building after 3:00 pm must be under the direct supervision of a staff member. Students with release must remain off campus during their release time or they must alert the office that they are on campus for a specific purpose with prior Principal approval. Entrance to the MS Office beginning with the 25-26 school year is now located in the front of the building, Entrance "B". All parent pick ups and drop offs should be utilized at this entrance.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Principal and School Counselor.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL BEING

Student safety is the responsibility of students, staff and families. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student or parent/guardian is aware of any dangerous situation or accident, the party must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

COMMUNICABLE DISEASES: You must notify the school if your child has been diagnosed with any communicable disease(s). Such as: chicken pox, flu, head lice, fifth's disease, impetigo, mononucleosis, pink eye, meningitis, strep throat, ringworm, scabies, and/or scarlet fever. If your child has been diagnosed with a communicable disease, you will need a note from a doctor stating what your child has been diagnosed with, and the date that your child may return to school. You will be notified to pick up your child if they are suspected of having a communicable disease or they have an undiagnosed rash. [See Nurse Guidelines](#)

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the school nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by the student's physician or Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

To seek further information regarding enrollment in Fairbanks Local Schools, please contact:

Quinn Seaborn
District Enrollment Coordinator
quinnseaborn@fairbankspanthers.org
937-349-9000

SCHEDULING AND ASSIGNMENT

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the School Counselor.

Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL FROM SCHOOL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18). Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus,

mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. 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 exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

7th Grade Immunizations: Grade 7-12 One dose of Tdap vaccine must be administered on or after the tenth birthday. Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the tenth birthday. **Per state law, a student without this immunization will be excluded from school within 14 days of the start of their 7th grade year, unless we have an exemption form on file.**

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication should be conveyed to school directly by the parent or guardian in coordination with the School Nurse.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

USE OF MEDICATIONS: Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building office before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse (via the school office). Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication should be conveyed to school directly by the parent or guardian in coordination with the School Nurse.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parent shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The school office will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter ("OTC") medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the School Nurse. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian. Copies of the written approvals must be provided to the Principal and the School Nurse assigned.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

COMMUNICABLE DISEASES

You must notify the school if your child has been diagnosed with any communicable disease(s). Such as: chicken pox, flu, head lice, fifth disease, impetigo, mononucleosis, pink eye, meningitis, strep throat, ringworm, scabies, and/or scarlet fever. If your child has been diagnosed with a communicable disease, you will need a note from a doctor stating what your child has been diagnosed with, and the date that your child may return to school. You will be notified to pick up your child if they are suspected of having a communicable disease or they have an undiagnosed rash. See Nurse Guidelines

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the school nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by the student's physician or Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

The parents of a student who is exposed as well the parents of the student who caused the exposure will be contacted immediately regarding the exposure and encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parents may be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

The parents of a student who is exposed as well the parents of the student who caused the exposure will be contacted immediately regarding the exposure and encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parents may be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability 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:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, 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 Federal (IDEIA, A.D.A. Section 504) and State law. Contact Jenny Burton at 937-349-9000, jbarton@fairbankspanthers.org to inquire about evaluation procedures, programs, and services.

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, 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, Jenny Burton 937-349-9000, jbarton@fairbankspanthers.org.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Subject to a public records request, Fairbanks Schools is required to release "directory information" regarding a student's educational record and it will disclose that information without prior written consent, except where the request is for a profit-making plan or activity.

"Directory Information" may include: name, address, date of birth, phone number, major field of study, dates of attendance, extracurricular participation, achievement awards and honors, weight, height, athletic team participation and date of graduation.

The family Education Rights and Privacy Act (FERPA) provides parents, guardians, or adult students the right to prevent disclosure of directory information. If you do not wish to have directory information about your student released, please submit an opt out form to the administrative office.

Please note that by opting out, your student's directory information will not be released to educational, military, and scholarship institutions.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Fairbanks Local Schools charges specific fees for the following activities and materials used in the course of instruction:

See Supply List: Click [here](#)

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of pictures and yearbooks. This may also result in loss of privileges such as: reward field trips, DC trip in 8th grade, school dances and other school sponsored events at the discretion of the principal.

Participation fees for clubs and athletics must be paid before the first official activity or contest.

STUDENT FUND-RAISING

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

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 for theft and extortion. The School is not liable for any loss or damage to personal valuables. Students will be provided with a student locker. The locker should be locked and secured at all times. The school cannot be responsible for valuables, purses, money, phones, etc., brought to school by students. Valuables should never be left in an unlocked locker.

STUDENT LOCKERS

Lockers are school property and are under the control of the school. Students accepting use of the lockers must also accept the related responsibilities including keeping the assigned locker clean both inside and outside. The contents of the locker and the student's belongings are subjected to a search at any time when there is reasonable suspicion that the contents may violate the student code of conduct or when the health, safety or welfare of other students may be at risk. The School assumes no responsibility for lost or stolen property or money kept in hallway or locker room lockers. Lockers are assigned to specific students and should not be shared with another student.

FOOD SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of **\$3.50 regular, extra milk \$.75**. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria, but not to be shared with others due to safety. No student may leave school premises during the lunch period without specific written permission from the Principal.

For information regarding meal charging procedures, click [here](#).

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact Lorri Mowry, 937-349-9000, lmowery@fairbankspanthers.org.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school to sign in. **(Visitor's must provide their driver's license to be scanned to produce their Visitor's Badge)**
- B. All visitors are given and required to wear a building pass while they are in the building.

- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Students will uphold the Code of Conduct including the dress code.
 - The dress code includes prohibition of bookbag use during the course of the school day. Students may store bookbags, coats, and other personal belongings in lockers.
 - Students' faces should not be obstructed from view. Hats and hoods are not permitted to be worn in the building.
- F. ALL outside doors are locked during the school day.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the District must be closed or the opening delayed because of inclement weather or other conditions, the School will notify families via phone calls and text messages. Parents and Guardians should ensure that contact information is accurate and updated in PowerSchool. Please contact the building secretary with changes. The information stored in PowerSchool will be used to provide notice of such closing or delay. Information concerning school closings or delays can also be found on the District webpage at <https://www.fairbankspanthers.org/>. This includes calamity day and remote learning plans that could be implemented following the fifth missed day of school.

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School and provide their driver's license in order to sign in and obtain a pass. Any visitor found in the building without signing in or without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity or disposed of at the close of each semester.

CELL PHONES - Please read carefully

Students may be allowed to possess cell phones while on school property or while attending school sponsored activities on school property as long as the device is **not used** except in case of an emergency situation (i.e. evacuation from the building). The phones will need to be powered off and put away from the hours of 8 am - 3 pm. We are suggesting that the phones either stay in the student's locker or be stored in a trapper keeper type of notebook. The school is not responsible for any loss/stolen phones. If leaving them in the locker, you may want to have a lock on your locker. Phones are not to be carried in the students pocket. **The same rules apply to smart watches.** **Students are NOT PERMITTED to have their phones out and visible during school hours. This will allow us to minimize distractions and maximize learning.**

Students are not permitted to use their cell phone during the school day to make any calls or send texts inside or outside the school. Office personnel will initiate all calls on behalf of the students when necessary. Students are to report to the office for any outgoing phone calls. Students who feel ill should **NOT** use their cell phone to call or text parents, that will be done by the office.

- Ø First Offense – having your cell phone out in classrooms, hallways, lunch and recess will result in the phone being confiscated and given to the principal. Students will get it back at the end of the day. The student will also receive a Live and Learn ticket.
- Ø Second Offense – Students will have to keep cell phones in their locker during the school day. The student will also receive a Live and Learn ticket. .
- Ø Third Offense – Students will be prohibited from having a cell phone on school grounds for the remainder of the school year.

We also ask that parents DO NOT text or call your student during the school day unless it is a dire emergency. Please call the school office and we will get a message to your child.

Anyone found using a camera phone inappropriately (this includes text messaging) or taking inappropriate pictures or pictures without permission of the subject at any time not only will have the phone confiscated, but may also face disciplinary action for the inappropriate actions/pictures. This could include suspension and/or expulsion, and the possibility of legal action filed by the offended party.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the cell phone.

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of a building principal. Examples of prohibited devices include but are not limited to radios, MP3 players, iPods, iPads, portable TV’s, electronic games/toys, cell phones or other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action may be taken.

Acceptable Use Policy (AUP) for District Technology

For purposes of this policy, “District” refers to the Fairbanks Local School District. “Technology” refers to all forms of technology including networking equipment, online services, software, hardware, computing devices, printers, broadband connections and all other smart devices. “User” refers to any person (student, staff or other person acting on the District’s behalf) using or accessing District owned Technology. This policy also applies to students using personal devices while on school property or while participating in the District’s programs or activities. Such personal devices are subject to a search and seizure while investigating any violations of District policies, procedures, codes of conduct and or the law as determined by a school administrator.)

The District provides Technology so that Users have access to up to date resources from around the world for educational and administrative purposes. Technology can provide tremendous opportunities for enhancing, extending and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, guardians and staff.

The District uses filtering software In accordance with the Children’s Internet Protection Act. While every attempt is made to limit access to materials that are obscene, pornographic, harmful to minors, inappropriate or disruptive to the educational process, no guarantee can be made that filtering software will successfully block access to all such material. The use of filtering software does not negate the obligations of the User to abide by the terms of this policy and to refrain from accessing inappropriate materials.

Users should not expect that any communication or data stored or transmitted using District Technology to be private. The District reserves the right to log all use, to examine Users' files and materials, and to block or delete materials.

Technology is part of the curriculum and is provided for educational and administrative purposes. The actions of Users accessing the internet through the District reflects on the District; therefore, Users are responsible for their behavior when using the District's Technology and should adhere to the following guidelines. All District Technology is to be used in a responsible, efficient, ethical and legal manner. Violations of this policy, board policy, codes of conduct, and/or any administrative guidelines governing the use of Technology may result in disciplinary action which could include loss of access to Technology, suspension, expulsion, or other appropriate disciplinary action.

Users who access District Technology shall:

- Do so primarily for educational and administrative purposes;
- Comply with all copyright laws and software licensing agreements;
- Be responsible at all times for the proper use of their access;
- Acknowledge and protect the privacy of others and maintain the confidentiality of all staff and student records in accordance with Ohio and Federal law.

Users shall not use District Technology to:

- Violate State and Federal laws or Board policy, including but not limited to applicable codes of conduct;
- Violate anyone's rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
- Use for personal financial gain, political, commercial or illegal activity;
- Access, create, display or distribute harmful, indecent, offensive, pornographic, or otherwise inappropriate messages, pictures or materials;
- Take photos, videos or access data of others without their consent;
- Use profanity, obscenity or other language which may be offensive or intended to harass, intimidate or bully others;
- Use or attempt to gain unauthorized access to another Users' account or data;
- Engage in "hacking" or attempt to bypass or disable District monitoring security and filtering software;
- Encourage the use of drugs, alcohol, vaping or tobacco or to promote unethical practices.

Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response;
- Unauthorized access (e.g., "hacking") and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

- Measures restricting minors' access to materials harmful to them.

Students should take steps to ensure their safety on the internet, including the following precautions:

- Students should never give out or post identifying information such as name, age, address, telephone number or provide pictures to anyone on the internet;
- Students should never arrange a face-to-face meeting with someone they meet on the internet;
- Students should never respond to messages that are suggestive, obscene, belligerent, threatening, or make the student feel uncomfortable. If a student receives such a message, it should be reported to a parent, guardian or staff member.
- Students, parents and guardians should take steps to protect the student's identity, profile and personal information. Students, parents and guardians are encouraged to review the Department of Justice Guidelines for Internet, Mobile Phones, and Texting Safety.

1:1 Student Device Guidelines

The District issues all students a device for school-related use. Students in grades 3-12 take their device home and will keep their device over all breaks, including summer. Students are responsible for the appropriateness of all use on their account and assigned device. Although devices are logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when using the device. Students, parents and guardians must take reasonable care to protect issued devices. Among other things, this means:

- Students are responsible for the device assigned to them at all times.
- Students are expected to bring their devices fully charged to school daily.
- Devices should not be left in extreme heat or cold.
- Do not write or draw on the device; stickers and protective cases are acceptable.
- Do not remove or cover any identifying labels on the device.
- Do not disassemble or attempt to repair the device.
- Avoid putting too much pressure on top of the device as it may crack the screen.
- Do not carry the device around when it is open.
- Students are authorized to possess and use the device so long as they follow the Acceptable Use Policy, but the District maintains ownership of the device.

The District understands that with the implementation of the 1:1 program that there are some maintenance costs that are inevitable given the number of devices involved and, as a result there is a need to protect the investment in Technology. A device fee is charged to all students to cover the cost of repairs due to device failure and one major accident per school year. Examples of a major accident would be a broken/cracked screen or broken casing, usually resulting from a dropped device. If you experience any technical problems or damage, report it when it happens. If you are given a spare device to use while yours is being repaired, all device policy agreements remain in effect for the spare device.

The device fee, however, is not meant to cover the cost of everything that may go wrong with

your assigned device, especially when those costs are the result of negligent or willful acts. You will be responsible for paying for the following costs, which are excluded from the device fee program, unless otherwise determined by the Director of Technology in his sole discretion:

- Chargers. Replacement chargers can be purchased from the school or another retailer
- Intentional damage
- Damage caused as a result of liquid spills or negligence
- Lost devices
- Not reporting damage by the following school day
- Loss or damages caused by fraudulent, intentional or criminal acts
- Costs of more than one major accident per school year

The parent/guardian will be responsible for costs associated with lost devices and damage. Repairs will be billed at the cost of replacement parts without any markup. An invoice will be placed on the student's MySchoolBucks account for the cost of the repair.

For devices which are permitted to leave school grounds, the parent/guardian may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage. However, the student's liability is limited only by Fairbanks policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the parent/guardian will be responsible for the difference.

Any student who withdraws, terminates enrollment or is expelled must return their device and accessories immediately. If the device and accessories are not returned, the parent/guardian will be responsible for the replacement cost of missing items.

Use of Artificial Intelligence (AI) on Assignments Policy

The Board of Education acknowledges the positive impact and transformative potential of Artificial Intelligence ("AI") in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review.

Through this policy, the Board aims to prepare students for success, encourage innovation for classroom instruction, and embrace opportunities for operational efficiency, while providing for consistent expectations, standards, and approval processes for safe and responsible implementation and integration of AI.

Fairbanks Middle School recognizes that artificial intelligence (AI) tools can be useful for learning when used appropriately. However, students are expected to complete all assignments using their own knowledge, skills, and effort unless a teacher specifically allows the use of AI for a particular task.

Using AI to complete assignments without permission is considered academic dishonesty. This includes copying AI-generated responses, essays, or solutions and submitting them as your own work.

Violations of this policy will result in the following consequences:

- **1st Offense:**
 - Student will receive a *Live and Learn* ticket.
 - The assignment must be rewritten for up to **half credit**.
- **2nd Offense:**
 - Student will receive a **zero** on the assignment.
 - Student will be **removed from the reward trip**.
- **3rd Offense:**
 - Student will receive a **zero** on the assignment.
 - A **meeting with the principal and parents** will be scheduled to discuss further action.

Students are encouraged to ask their teachers if they are unsure whether AI use is allowed for a particular assignment.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips. If a student chooses to not attend a field trip they will be marked absent for the school day. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

Students with outstanding school fees or those with poor attendance may have limited eligibility to participate in field trips per Principal discretion.

GRADING SCALE

The following percentages will be equated with corresponding letter grades for each nine-weeks grade:

Percent	Standard
A+ = 98 – 100	A+ = 4.00
A = 93 – 97	A = 4.00
A- = 90 – 92	A- = 3.67

B+ = 87 – 89	B+ = 3.33
B = 83 – 86	B = 3.00
B- = 80 – 82	B- = 2.67
C+ = 77 – 79	C+ = 2.33
C = 73 – 76	C = 2.00
C- = 70 – 72	C- = 1.67
D+ = 67 - 69	D+ = 1.33
D = 63 – 66	D = 1.00
D- = 60 – 62	D- = .67
F= Below 60	F = .00

****Please note that the A, B, C & D rotations are not given a FULL CREDIT. Each subject is a fraction of the total days in the rotation adding up to “1”.**

Incomplete grades may be given only under extenuating circumstances with administrator approval. Incompletes are not to be used to extend the grading period.

Academic Honors

Honor Roll

High scholarship is recognized by the school through the publication of an honor roll at the end of each term. Grade averages of 3.6 and above are placed on Distinction; grade averages of 3.2 through 3.59 are placed on the Merit Roll. All grades are used to determine placement on the honor roll. Distinction & Merit Honor Rolls are generated from the computer.

National Junior Honor Society

The National Junior Honor Society is a select group of sixth, seventh, and eighth grade students. Selection is based on five criteria: Citizenship, Service, Leadership, Scholarship, and Character. 6th grade requirements are a minimum cumulative grade point average of 3.55. 7th grade requirements are a minimum cumulative grade point average of 3.5. 8th grade requirements are a minimum cumulative grade point average of 3.45. (out of 4.0 unweighted grade point average). This scholastic level of achievement shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can achieve this level or above such level may be admitted to candidacy for selection to membership. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

PROMOTION, PLACEMENT AND ACCELERATION

Student promotion occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410.

Student placement occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the student intervention team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

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

An acceleration team will be convened to determine decisions regarding acceleration and/or create a written acceleration plan which may be 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 in and any grade(s)/course(s) the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the 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

Inquiries may be made regarding acceleration should be directed to Hunter Burnett at 937-349-9000 or hunterburnett@fairbankspanthers.org

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

STUDENT SUCCESS PLANS

Students will work with teachers to develop and revise Student Success Plans in grades 3, 6 and 10.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, attendance, athletics, performing arts, citizenship, and volunteerism. Schools will also recognize and celebrate students who are demonstrating Portrait of a Panther attributes.

Honor Roll(s)

Requirements for Honor Roll were stated previously in this document.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

Special Awards

Special awards may be given throughout the year by the grade level staff.

STUDENT ASSESSMENT

State testing for middle school students will be conducted as follows:

- April 8th and 9th, 2026 - English Language Arts grades 6, 7 and 8
- April 15th, and 16th, 2026 - Math grades 6, 7 and 8
- April 22nd and 23rd, 2026 - Eighth grade only Science

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

SECTION III - STUDENT ACTIVITIES

Fairbanks Middle School provides students the opportunity to broaden their learning through curricular-related activities.

The Board authorizes the following student groups that are sponsored by a staff member.

- Power of the Pen
- National Junior Honor Society (NJHS)
- Ruling Our Experiences (ROX)

- Student Council
- Ski Club
- Robotics

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All school sponsored extracurricular sports are available to 7th and 8th grade students.

- Football
- Golf boys and girls
- Basketball boys and girls
- Track boys and girls
- Volleyball
- Cross Country boys and girls
- Football and Basketball Cheer
- Baseball
- Softball
- Wrestling boys and girls - club status

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Eligibility requirements are as follows:

All students who participate in interscholastic athletics shall meet the eligibility requirements described in the Athletic Handbook <https://mail.google.com/mail/u/0/?zx=quvvjeb4k2p5#inbox/FMfcgzGsnBhhPXMQHXXdFdZNDdfFFgKn?projector=1&messagePartId=0.2> Eligibility requirements for participation in other activities shall be specified in the student handbooks.

No student who has been absent for a school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

No student may practice or compete in intramural or interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. (See Form 2431 F1 and Form 2431 F2.)

Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups may be formed in accordance with board policy. These groups may meet in the school building during non instructional hours per principal approval. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the

meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

The application for permission to use school facilities can be obtained from the Principal. Use of school facilities must be approved by the Director of Athletics and Facilities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A courtesy of 72 hours advance notice is requested to ensure that the Principal has the opportunity to review the announcement or posting. If 72 hours is not provided, a delay in communication may occur.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

ATHLETICS

Fairbanks Local Schools provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Visit the athletic [website](#) for a list of activities currently being offered. For further information, contact Grey Huston the Athletic Director, at 937-349-9000.

Please review the [Fairbanks Athletic Handbook](#).

ACADEMIC ELIGIBILITY

In order to participate in any extra-curricular activity, an eligible community or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent.

The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra- curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit.

Please also view District [Policy 2431](#) regarding random drug screening.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Attendance Policy: Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Board [Policy 5200](#): Attendance

ABSENCES

Excused Absences

The following reasons for excused absences are established by state law, and by regulations of the Ohio Department of Education and are adhered to by Fairbanks Middle School.

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider

- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course
- H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- I. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- J. such good cause as may be acceptable to the Superintendent
- K. medically necessary leave for a pregnant student in accordance with Policy 5751
- L. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- M. college visitation

The District requires verification of the date and time of the visitation by the college, university, or technical college.

- N. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- O. absences due to a student being homeless

Unexcused Absences

Absences will be verified by a parent phone call, note, or communication with the school in a timely manner; however, may not be excused. Unexcused absences will be monitored in accordance with State Law.

Parent Notification of Excessive Absences

When a student of compulsory school age is absent from school in excess of thirty (30) or more hours, the District or school shall notify the child's parent or guardian of the child's absences, in writing. At the same time written notice is given, any appropriate intervention strategy listed in this policy may be taken.

Excessive Absences/Truancy (HB 410)

With the passage of HB 410 truancy has been redefined as listed below. After a student is deemed a habitual truant an attendance intervention plan may be put into place. Failure to follow this plan can result in the student and parent being referred to the courts. If a student is absent for 38 hours in a month or 65 hours in a year with medical excuses, the district is not required to notify the student's parent or guardian in writing.

	Consecutive Hours	Hours per school month	Hours per school year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 non-medical excuse or without legitimate excuse	65 non-medical excuse or without legitimate excuse
Chronic Absenteeism	--	--	10% of total hours with or without legitimate excuse

- **Excused or With a Legitimate Excuse** includes when a parent notifies the school of absence for reason of funeral, student staying home for illness but NOT seen by a physician, etc. This absence is excused, but still counts in hours away from school. **Following 65 hours of absence the district will require a physician's note to excuse further absences.**
- **Medical Excuse** is marked for a student who misses school for any reason documented by a note from a doctor (dentist, eye, physician, psychologist, etc.) It does NOT adversely count in hours away from school. HB166 (2019) allows student absences for medical reasons to not be counted into the absence total for either Excessive Absence or Truancy.
- **Unexcused** is any absence with no reason reported by a guardian or physician

Attendance Process

- **At 65 hours absent: The parent/guardian will receive an attendance notification letter. A meeting will be scheduled to develop a Truancy Intervention Plan aimed at supporting the student's attendance.**
- **At 90 hours absent: A mediation meeting may be initiated in collaboration with the courts to address continued attendance concerns.**
- **At 110 hours absent: A formal truancy filing with the courts may occur, which could result in a required court appearance.**

Absence Reporting

Each day a student is absent from school, **a parent/guardian must call or email the office** by 9:00 a.m. to report the absence and provide an explanation for the absence. If the school is not contacted by the parent/guardian, the school will make a reasonable attempt to contact the parent at home or work.

Assignments for Absent Students

When a student is absent, the student or parent should access PowerSchool/Schoology for assignments. If assignments are not updated by a teacher, the parent/student should contact the teacher. If online access is impossible for the student or parent, the parent can contact the MS office. In these situations, please allow at least 24 hours before the assignments can be picked up. Students are allowed up to one day per day of absence to make up the work.

Attendance at School-Sponsored Events

Attendance at any school sponsored activity is directly related to attendance at school that day. If a student is absent from school, **the student is not allowed to attend the school event**. A student who is absent from school but attends an after school event (without the approval of the principal) will not receive credit for the day's work. If there is an extenuating circumstance, this needs to be cleared with the principal in advance.

Class Cut

Any time a student is out of a class without permission of the teacher or principal, it will be considered a class cut. A disciplinary consequence will result from a class cut.

Chronic Illness Procedures

If a student has been diagnosed by a physician with a chronic illness or condition that may result in excessive absences, written official documentation from the primary attending physician must be submitted to the principal. Included in the documentation must be the following:

- Approximate beginning of the condition
- The date the physician began treating the student
- Estimated length of the condition
- The condition that is resulting may result in absences
- Physician's original signature

Early Dismissal/Doctor Appointments

It is strongly encouraged that doctor appointments be made before or after school hours. In the event that this is not possible, **the student should bring a dated excuse provided by the doctor's office upon return to school**. Students are to check in the office upon returning to school.

Participation in School Sponsored Activities

Participation in any school sponsored activity is directly related to daily attendance. Students must be in class by 9:00 a.m. and complete the remainder of their scheduled school day in order to participate in any extracurricular or co-curricular activity. On weather delay days, students must be in by the start of their first scheduled class. A student who is absent on Friday may not participate in a school activity over the weekend unless a parent/legal guardian has made an attendance call and the absence is verified. A student who leaves school early must provide a doctor's note or obtain approval from the principal to be cleared for participation. Attendance exceptions will be made with a note from a doctor or approved by administration. Extenuating circumstances need to be cleared with the principal in advance.

Planned Absence/Vacation

- 1) The Fairbanks Local Board does not believe that students should be excused from school for non-emergency trips out of the district. Board policy states: *Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher.*
- 2) Students are required to give prior notice for any planned absence. If prior approval is not obtained,

the absence will be counted as unexcused and credit will not be given for the work missed. A Planned Absence form should be obtained from either the office or online and a note from the parent/guardian must be signed and completed by the parent/guardian, teachers and principal. Emergency situations will be dealt with on an individual basis.

- 3) Teachers shall have the option of giving assignments prior to the student's absence and to require that all work be turned in upon completion OR waiting until the return of the student and allowing a reasonable amount of time for completion of make-up work.
- 4) According to state guidelines, vacation days will be entered as "Unexcused" in PowerSchool. However, with proper notification, work missed due to vacation days may be made up for full credit.

Sickness While in Attendance

If a student becomes ill at school, he or she must report to the office. The office will contact the parent or the parent's designee (as recorded on the emergency medical form). The parent or designee must provide permission for the student to leave school.

Sign Outs

Leaving the building or grounds is forbidden unless **permission has been obtained from the office**. No "sign outs" will be given without parent permission either in writing or by phone. Students must have legitimate reasons for leaving school that fall under the guidelines of the State of Ohio's reasons not to be in school. (See list of "Excused Absences.")

Tardies

Tardies to School - Any student who arrives at school after the 8:00 a.m. bell (or after the tardy bell of their first scheduled class) will be counted tardy. Upon receipt of the third tardy per nine weeks, a student could receive a **Wednesday School (detention from 3-4:00 pm)**. Upon receipt of the fourth tardy per nine weeks, a student could be assigned a day of ALC (Alternative Learning Center). Continued habitual tardiness may result in further consequences and referral to the proper authorities. Four unexcused tardies will equal one day of absence.

Other Tardies - Tardies to class (other than tardies to school), are left to the discretion of the teacher and will be handled according to classroom rules.

Truancy

Truancy includes leaving school without permission, being absent from school without a parent's knowledge, being absent from class without the school's permission, obtaining a pass to go to a specified place and failing to report there, coming to school but not attending classes, refusal to come to school, or any other circumstances that would meet the definition of truancy under Ohio Law.

Suspension From School HB 318 and 491

The pupil is permitted to submit missed work during suspension for at least partial credit. The missed work is to be completed by the agreed upon due date of the classroom teacher or students are allowed up to one day per day of absence to make up the work.

Working At Home

Working at home is an excused absence when it is approved in **advance in writing**. The intent is to assist the rural community when a student is needed at home. A student must be **passing all** subjects and have **good attendance**. Three days per year may be requested with **two (2) days in a row being**

the maximum at any one time. (If there are extenuating circumstances, principal approval is needed.),

CODE OF CONDUCT

A major component of the educational program (at the 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 and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

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

Fairbanks Local School District and the Union County Sheriff's Office provide a School Resource Officer on grounds throughout the school year. The SRO supports school functions as well as law enforcement duties.

Expected Behaviors

- Students are expected to:
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

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

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class have the opportunity to learn.

Dress and Grooming

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices that:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving the student's educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy that:

- A. designate the principal as the arbiter of student dress and grooming at the building level;
- B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

If a student disagrees with a principal's decision concerning enforcement of the dress code (i.e., with respect to the student's compliance with the dress code), the student may appeal the principal's decision to the Superintendent, who will meet with the student within ten (10) school days to discuss the nature of the student's disagreement. The Superintendent will issue a written decision on the matter within five (5) school days of the meeting.

The Superintendent's decision shall be final.

Fairbanks Middle School Dress Code

- Students must wear shoes or sandals and be fully clothed.
- Shoes shall be worn for health and safety reasons. Footwear that protects the foot is recommended.
- Clothing is to be neat and clean.
- Hair should be clean and well groomed at all times. Extreme styles which may cause health, safety hazards or distractions will not be allowed.

- All shirts must have a sleeve/strap that is, at minimum, 2 inches wide. Students are not permitted to bare midriffs, cleavage or side flanks.
- No inappropriate short clothing is permitted.
 - Shirts should be able to be tucked in while in a relaxed position. Shirts that expose the stomach, back and/or sides are not acceptable.
 - Shorts/skirts/dresses must be worn at or below the student's fingertip length when arms are extended at the sides.
- Coats, jackets and other articles of clothing classified as outerwear should be kept in the student's locker until the end of the day.
- Pants are to be worn at the hips or above.
- No oversized clothing which is excessive or compromises the safety of students is permitted.
- No apparel with profane or offensive pictures or slogans is permitted.
- No clothing depicting or promoting items, products, or services that violate school policies, i.e., drugs, alcohol, tobacco products, etc. is permitted.
- No see-through clothing is permitted. (This includes sheer clothing or other clothing which permits undergarments (including camisoles) or other sleeveless garments to be seen.
- No holes or tears are permitted on clothing above fingertip length when arms are extended at the sides.
- No sunglasses are permitted unless prescribed by a physician or as part of a spirit day designated by the principal.
- There shall be nothing done to the face to cause any distractions to students and staff. Face paint is only allowed on days designated by the principal.
- No chains or studded accessories are permitted.
- No spiked neck collars or wristbands, or dog collars are permitted.
- No hats, caps, bandanas, or headwear are permitted to be worn in the building.
- Students are not permitted to have blankets with them during the school day.
- Costumes may only be worn on preapproved days and meet specific guidelines for costumes days. No facial coverings are permitted.
- Bookbags/backpacks must be stored in lockers during the school day. Purses or computer bags, smaller than a textbook, may be carried to and from classes.

No Gum Chewing in Class

No Energy Drinks Allowed at School

Gangs

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

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

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

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, 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, 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, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in

Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

TITLE IX SEXUAL HARASSMENT

Please see the Title IX Policy here: [PO 2266](#)

Title IX Coordinators

The Board designates and authorizes the following individuals to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Teresa Goins

Title IX Coordinator

937-349-9000

11158 State Route 38 Milford Center

tgoins@fairbankspanthers.org

Treasurer

937-349-9000

11158 State Route 38 Milford Center

ajohnson@fairbankspanthers.org

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

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

1. Possession/Use of drugs and/or alcohol

Possessing, using, transmitting, or concealing, or displaying evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY", "BREEZE", "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any

cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

Firearm is defined as any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon

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

6. Knowledge of dangerous weapons or threats of violence

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

7. Arson

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

8. Physically assaulting a staff member/student/person associated with the District.

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

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

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

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

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

11. Misconduct off school grounds

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

Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion

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

13. Gambling

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

14. Falsification of school work, identification, forgery

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

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

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

16. Terroristic Threat

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

17. Possession and/or use of explosives and/or fireworks

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

18. Trespassing

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

19. Theft, or knowingly receiving or possessing stolen property

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

20. Insubordination

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

21. Damaging property (Vandalism)

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

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

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

24. Refusing to accept discipline

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

25. Aiding or abetting violation of school rules

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

26. Displays of affection/sexual activities

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

27. Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Examples of prohibited devices include, but are not limited to cameras (photographic and/or video), laptops, tablets, smartphones, e-readers, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, "boom-boxes", headphones, portable CD/MP3 players, portable TV's, electronic games/toys, pagers/beepers, other paging devices and/or recording devices, or other devices with one- or two-way audio communication technology.

Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of individual school/classroom rules

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

29. Violation of bus rules (see Section V – Transportation)

30. Interference, disruption, or obstruction of the educational process

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

31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

32. Hazing

Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

33. Violent Conduct

Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

36. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

37. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

39. Possession of Pornography

Possessing, transmitting, and/or posting sexually explicit material.

40. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at 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, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

- () writing assignments;
- () change of seating or location;
- () pre-school, () lunch-time, () after-school detention;
- () in-school discipline

This list is not exhaustive. School administration will work with students to evaluate on a case by case basis.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or their parents are responsible for transportation.

Alternative Learning Center

Assigned students will attend a continuous, pre-determined amount of time during the school day in which time they will be permitted breaks, meals, and access to their academic materials and interventions.

In-School Discipline

Wednesday School (after school detention) will be in session from 3:00pm to 4:00pm.

Assigned students will attend a continuous 1 hour period during which time they will be permitted one (1) 5 minute breaks. Each student shall arrive with sufficient educational materials to be busy during this study period.

A student missing any portion of the assigned time in Wednesday School may be given an additional after school detention. Failure to timely serve Wednesday School may lead to suspension from school for a period not to exceed three days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Wednesday School:

- () Students are required to have class assignments with them.
- () Students are not to communicate with each other unless given permission to do so.
- () Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- () Students shall not be allowed to put their heads down or sleep.
- () No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- () No food or beverages shall be consumed.
- () Any student who has not passed all of the State-mandated assessment tests will be required to actively work on a study guide for one (1) or more of the unpassed tests.

Transportation from Wednesday School is the student's/parent's responsibility.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an

informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities, such as band and athletics, can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or assistant 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. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Expulsion from School

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

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

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

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Removal of Bus Riding/Transportation Privileges

When a student is being considered for removal of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed bus removal at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to remove the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are removed, the student and their parents will be notified, in writing and within one (1) day, of the reason for the removal and the length of the removal.

SEARCH AND SEIZURE

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, 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. 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 the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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.

VIDEO SURVEILLANCE

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither

parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal or designee twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students who live within the district boundaries. The transportation schedule and routes are available by contacting Beth Wycoff at 937-349-9000, Ext. 1230.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- () be on time at the designated loading zone 10 minutes prior to scheduled stop);
- () stay off the road at all times while walking to and waiting for school transportation;
- () line up single file off the roadway to enter;
- () wait until the school transportation is completely stopped before moving forward to enter;
- () refrain from crossing a highway until the driver signals it is safe to cross;
- () properly board and depart the vehicle;
- () go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- () remain seated while the school transportation is in motion;
- () keep head, hands, arms, and legs inside the school transportation at all times;
- () not push, shove, or engage in scuffling;
- () not litter in the school vehicle or throw anything in, into, or from the vehicle;

- () keep books, packages, coats, and all other objects out of the aisle;
- () be courteous to the driver and to other riders;
- () not eat or play games, cards, etc.;
- () not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- () not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- () remain seated until the vehicle has stopped;
- () cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- () be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

Video Recordings on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- **Title VI, IX, 504 Grievance Form 2260 F1**
 - **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
 - **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3**
 - **Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
 - **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**
 - **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**
 - **Application To Drive Vehicles On School Property Form 5515F1**
 - **Parental Authorization and Release From Liability Form 5515 F2**
 - **Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13**
- **Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a**



Derek Nicol - Board President
Angie Bouic - Board Vice President
Lisa Adkins - Board Member
Brian Phelps - Board Member
Mark Lippencott - Board Member