

Fairland East Elementary School

Welcome to Fairland East Elementary School, home of the “little dragons”. The staff and I are excited to welcome you as a student to our school. We will do our best to make your experience here as enjoyable and successful as possible.

This Fairland East Student/Parent-Caregiver Handbook includes both district and school information. To help provide a safe and productive learning environnment for students, staff, parents and visitors, the Fairland Board of Education publishes an updated Student/Parent Handbook annually to explain students’ rights, responsibilities, expectations, and consequences for student behavior. Please review and refer to this document as a reference when you have questions throughout the school year.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please feel free to contact the school.

Sincerely,

Jennifer Graham, Principal

Contact information:

Fairland East Elementary School

Phone- 740-886-3120

Fax- 740-886-7630

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| Principal | Jennifer Graham | [Jennifer.Graham@fairland.k12.oh.us](mailto:Jennifer.Graham@fairland.k12.oh.us) |
| Assistant Principal | Bridget Speed | [Bridget.Speed@fairland.k12.oh.us](mailto:Bridget.Speed@fairland.k12.oh.us) |
| Guidance Counselor | Courtney Sowards | [Courtney.Sowards@fairland.k12.oh.us](mailto:Courtney.Sowards@fairland.k12.oh.us) |
| School Secretary | Tanya Adkins | [Tanya.Adkins@fairland.k12.oh.us](mailto:Tanya.Adkins@fairland.k12.oh.us) |
| District Superitendent | Roni Hayes | Rhayes@fairland.k12.oh.us |

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| **NOTE:** | This Student/Parent-Caregiver Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.fairland.k12.oh.us by clicking on Board Policy and finding the specific policy or administrative guideline in the Table of Contents for that section. |

## FOREWORD

This student/parent-caregiver 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 reference by you and your parents throughout the school year. 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. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's web site.

## MISSION OF THE SCHOOL

Fairland East’s mission is to provide a safe, nurturing learning environment that challenges our students to become productive members of society.

## EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District’s Compliance Officer(s):

Roni Hayes, Superintendent

740-886-3100

Complaints will be investigated in accordance with the procedures described in this Handbook. 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.

**TITLE IX**

The Board of Education of the Fairland Local School District does not discriminate on the basis of sex, in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations.  The Title IX Coordinator shall report directly to the Superintendent.

Tessa Leep

FHS Principal

740-886-3250

812 County Road 411

Proctorville, Ohio 45669

tessa.leep@fairland.k12.oh.us

Jeff Gorby

Athletic Director

740-886-3259

812 County Road 411

Proctorville, Ohio 45669

jeff.gorby@fairland.k12.oh.us

## SCHOOL DAY

* Fairland East drop off line opens at 7:15 am. The front lobby doors will open at 7:25 am. Student supervision begins at this time for students transported by busses or parents, students are not permitted to be dropped of before 7:15am.
* Students will be supervised until they are dismissed to their homerooms at 7:45am. Students who eat a school breakfast should arrive no later than 7:45am.
* Homeroom begins at 7:45am.
* Tardy bell rings at 8:00am.
* Students arriving after 8:00am must report to the office for a tardy slip.
* Instructional hours 8:00am-2:30pm.
* Due to the age of our students, an adult must accompany students to and from school.

**STUDENT RESPONSIBILITIES**

The school’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members’ directions and to obey all school rules. Students are expected to arrive at school on time, prepared to learn and participate. Support by parents in this effort will help generate positive learning goals and outcomes for students.

**MORNING PROCEDURE**

For students being transported by caregives, the school’s drop off lane door opens at **7:15am**. The main entrance doors will be open at **7:25 am** for students being transported by busses. Student supervision begins at 7:15am in the school cafeteria, please do not drop students off before this time.

Breakfast will be served at school each day. If your child is going to eat breakfast at school, he/she ***must* be here no later than 7:45am**

Homeroom begins at 7:40 and the ***tardy bell rings at* 8:00**. **Students arriving after this time must report to the office for a tardy slip. Class instruction will begin at 8:00 am**

Students are NOT permitted to walk to school or to walk home from school without an adult to accompany them.

**TARDINESS**

***Students arriving after* 8:00 *are considered tardy*.**

Tardiness is discouraged. It is important for students to have time to get to school and prepare for learning. If a student is tardy, all missed educational minutes will be counted toward the students allowable absence time under HB410. An excused tardy will be issued for any student arriving with documented proof of a necessary appointment such as the doctor, dentist, therapist, etc.

**LEAVING SCHOOL EARLY**

Except for emergencies and necessary appointments, PLEASE do not take your child from school before 2:30pm. In order to ensure our students meet Ohio’s guidelines for the required number of educational hours, leaving school early is discouraged. Any missed time by students will be counted toward the students allowable absence time according to HB410. Leaving school early without permission is strictly prohibited. Students are NOT permitted to leave school unless accompanied by a parent or guardian who has signed the student out in the office, or in the pick-up locations.

**DISMISSAL**

**2:30-2:45 Pick-up:** Parents waiting for students to be dismissed **must wait outside the building at the GYM exit, according to student’s grade level.** Please meet your student at the appropriate exit and sign him/her out with the teacher on duty. Any student not picked up by 2:45 pm will be supervised in the Late Bus room, across from the office. Be prepared to show I.D. when picking up students. Anyone picking up a student must be listed on the student’s pickup form. Changes can be made to the pick up form in person in the office.

***\*All students MUST be picked up by* 3:00 *pm***

**CHANGES TO DISMISSAL ROUTINE**

If there is a change to your child’s normal routine, you **MUST** send a note to your child’s teacher/school office. Only parents or legal guardians can make changes to the students’ after school transportation routines. Changes must be made in person or by sending a signed/dated note to the school/office.

**Due to our students ages we cannot take dismissal changes based on your child’s word.**

**ATTENDANCE POLICY**

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the Ohio State Board of Education for the full time the school is in session.

Regular attendance is a significant student responsibility at all grade levels. Scientific research correlates 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 replicated if a student is not present.**

**ATTENDANCE LAW- OHIO HOUSE BILL 410**

**State law now requires reporting of student attendance by hours instead of days, which means student absences accumulate minute by minute.**

With the current state law, all absences will be reported toward excessive absences. Under HB410, all hours of absence, whether excused or unexcused, will accumulate toward excessive absences. The HB410 standards for absenteeism and truancy are listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence Threshold** | **Type of Absence** | **Classification** | **State Protocol** |
| 38 hours in a month (6.3days) OR  65 hours in a year (11 days) | Excused and/or Unexcused | **Excessively Absent** | The district must send home a letter notifying the family of absences and stating that it is the parents’ or guardians’ responsibility to send the child to school. |
| 30 hours in a row(5 days)  OR  42 (7days)hours in a month  OR  72 hours in a year (12 days) | Unexcused  Only | **Habitually Truant** | 1. The district must form an Absence Intervention Team (AIT) that includes at least the parent/guardian, a school district representative, and a school district representative that knows the student.  Other team members may be added as needed. 2. The Absence Intervention Team will create & implement an Individual Absence Intervention Plan (AIP) for the student. The plan will identify the causes of absences and include interventions to help the student improve attendance. 3. If the student does not make progress on the plan within 60 days or continues to be excessively absent, the district must file charges in juvenile court. |

Please send your child to school every day unless he/she is sick. If your child is absent from school, please call the school by 9am to alert the school or the absence. If your child has a doctor’s appointment, please send a doctor’s excuse the day he/she returns to school so the missed hours can be counted as excused.

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

## EXCUSED ABSENCES

According to HB410 students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Personal illness (A written physician’s statement verifying the illness may be required.)
2. Illness in the family necessitating the presence of the child.
3. Quarantine of the home.
4. Death in the family.
5. Necessary work at home due to absence or incapacity of parent(s) or guardian(s).
6. Such good cause as may be acceptable to the Superintendent of schools.
7. Medically necessary leave for a pregnant student in accordance with Policy 5751.
8. Observation or celebration of a bona fide religious holiday.

Unexcused absence from school is not acceptable. Each day a student is absent, they will have 6 hours counted toward his/her absence time. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours or 5 consecutive school days, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year. Truancy complaints will be filed in juvenile court.

**ENROLLING IN THE SCHOOL**

State law requires students to enroll in the school district in which their parent or legal guardian reside, unless enrolling under the district’s open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document (original copy with seal)

B. court papers allocating parental rights and responsibilities, or custody (if appropriate)

C. proof of residency

D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. A records release will assist in obtaining the transcript and other school records from the previous school(s).

Homeless students who meet the federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above‑referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

A. an updated copy of the student’s transcript;

B. a report of the student’s behavior while in DYS custody;

C. the student’s current IEP, if one has been developed for the child; and

D. a summary of the instructional record of the child’s behavior.

**CHILD CUSTODY**

STATE LAW requires parents to inform the school any time there is a child custody change. It is the parents’ responsibility to provide the school a copy of court orders pertaining to a child’s custody. Without a court order, the school **CANNOT** keep a child from being picked up by either parent listed on the birth certificate.

**SCHEDULING AND ASSIGNMENT**

The Principal and guidance will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal. We are unable to accept specific teachers requests from parents/guardians. All of the teachers at Fairland East Elementary are highly qualified.

## WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reportedto the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver’s license, if she/he is under the age of 18.

Parents are expected to notify the school 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 14 days of the parents’ notice or request.

**STUDENT CODE OF CONDUCT**

All students are expected to behave in a respectful and orderly manner while at school. If, however, a student becomes disruptive, we reserve the right to employ firm discipline. Our discipline policy conforms to local and state policies in accordance with the Ohio Revised Code.

The administration retains the right to prohibit and discipline any behavior that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy. The administration also retains the right to issue penalties for acts that cause interruption of the educational process not specifically stated herein.

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, or other school events.

**CONDUCT POLICY VIOLATION CONSEQUENCES**

Consequences for any violation of the student conduct policy may result in the following, but are not limited to:

1. Verbal or written warning/reprimand
2. Loss of recess time/detention/workroom assignments or sentences
3. Parental contact/conference
4. Loss of right to participate in a special reward or school activity
5. In-school suspension
6. Office referral/conference with principal/guidance counselor
7. Emergency removal
8. Suspension
9. Expulsion
10. Referral to law enforcement agencies

In the event of a suspension, parents must meet with the school principal before the student is readmitted to school.

Discipline Problems:

The following are examples of behaviors that merit discipline procedures.

-Direct disobedience -Fighting

-Hazing -Refusal to complete work

-Note-passing -Profanity

- Inappropriate, vulgar materials -Vandalism

-Theft - Threats

-smart phone/watch use at school

-Insubordination

-Drugs, alcohol, tobacco or paraphernalia, e-cigarette, vapes

-Weapons real or look alike are prohibited, can result in suspension or expulsion, and may be referred to juvenile court

-Bullying/harassment – it is the policy of the school district to maintain a learning and working environment that is free of harassment and bullying. (HB19) The anti-bullying policy adopted by the Fairland Local School District can be found on the district website and is posted within each classroom. Any student making a false report of bullying will be disciplined. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age or sex is prohibited. For this purpose, such harassment is defined as including slurs or other verbal or physical conduct relating to an individual race, color, national origin, ancestry, citizenship, religion, handicap, age or sex when such conduct has purpose or effect of:

* Creating an intimidating, hostile or offensive educational environment.
* Otherwise adversely impacting upon a student’s educational opportunities.
* 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.
* 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.

**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.

**PLAYGROUND RULES**

1. Wrestling, tackling, play fighting, fighting of any kind, judo, or karate is not permitted.
2. No throwing of any objects: rocks, sticks, dirt, etc.
3. No pushing or knocking other students down.
4. Do not go out of fenced area. If balls go over the fence, students are to notify the duty teacher.
5. Never run close to the building, especially when the windows are open.
6. No running is permitted on the blacktop.
7. No sitting, standing, hanging, or jumping off fence.
8. Be courteous to others.
9. Do not walk up slide, always go down.
10. Keep hands and feet to yourself.
11. Bullying, name calling or other intimidation techniques are not permitted.

**BUS TRANSPORTATION TO SCHOOL**

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 and/or Assistant Principal.

The Principal or Assistant Principal may approve a change in a student’s regular assigned bus stop to address a special need. Parents should contact the school office 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 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).

**VIDEOTAPES 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 his/her actions are recorded on video, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

**PENALTIES FOR MISBEHAVIOR**

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.

**SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

When a student is being considered for suspension 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 suspension at an informal hearing. After that informal hearing, the principal or Assistant Principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student’s bus riding/transportation privileges are suspended, she/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## SEARCH AND SEIZURE

Administrators may search a student or his/her 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. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student desks are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any district property.

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

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

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)**

To assist students in learing and practicing positive and respectful behavior, Fairland East utilizes Positive Behavior and Intervention Support (PBIS). PBIS is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process emphasizes four integrated elements: **data** for decision making, evidence based **interventions and practices** that support varying student needs (multi-tiered), **systems** that efficiently and effectively support implementation of these practices, and continual progress monitoring to ensure **outcomes**are met.

PBIS provides a framework of universal rules and expectations for everyone in the school. The approach utilizes a multi-tiered system to support teaching and addressing behavior and social-emotional skills. Below is our PBIS “Dragons Soar” Matrix.

|  | **S**  **Show Trustworthiness** | **O**  **Own Behavior** | **A**  **Accept Responsibility** | **R**  **Respond Respectfully** |
| --- | --- | --- | --- | --- |
| **Classroom** | \*Use kind words  \*Use inside voice  \*Listen effectively | \*Make good choices  \*Come prepared  \*Use materials appropriately  \*Do your Best | \*Accept Consequences  \*Report problems to the teacher | \*Keep hands and feet to yourself  \*Greet classmates before class begins  \*Raise hand to speak during class |
| **Hallway** | \*Be a positive role model  \*Walk quietly  \* Always stop at corners | \*Keep hands off walls  \*Keep hand to yourself  \*Keep your feet on the ground (no jumping)  \*Use “Dragon Feet”-one foot on white, one on green | \*Face forward in line  \*Go directly to your destination  \*Listen and watch for teacher direction  \*Voices off | \*Respect things hanging in hallway |
| **Bathroom** | \*Be a positive role model  \*Rule of Two:  2 squirts of soap  2 paper towels  2 minutes | \*Clean up after yourself  \*No Peeking  \*Respect property and others | \*Throw trash in the trash can  \*Make sure toilet flushes  \*Report problems to the teacher | \*Wait patiently  \*Quiet voices  \*Keep hands and feet to yourself |
| **Cafeteria** | \*Eat your own food  \*Use kind words | \*Follow Directions  \*Throw away trash and clean up space  \* Be a buddy to your lunch neighbor | \*Keep tables and floor clean  \*Report problems to teacher or Ms. Barb | \*Wait patiently  \*Keep hands and feet to yourself |
| **Specials** | \*Be a positive role model  \*Walk quietly | \*Respect the work of others  \*Listen to the teacher | \*Full participation  \*Be prepared  \*Use materials and equipment carefully and correctly | \*Follow adult directions  \*use inside voice |
| **Arrival** | \*Be a positive role model | \*Sit in your assigned  \*Keep hands and feet to yourself  \*Listen respectfully to adult directions  \*Do morning work | \*Be on time  \*Clean and straighten your desk  \* Follow the morning routine | \*Respond to greeting  \*Greet classmates and teacher  \*Use inside voice  \*Listen to announcements quietly |
| **Dismissal** | \*Walk to the bus  \*Be a role model | \*Keep hands and feet to yourself  \*Line up correctly  \*Listen when lining up | \*Have your materials ready and packed up  \*Know where you are going after school | \*Say goodbye to your teacher  \*use inside voice in bus line |
| **Bus** | \*Be a positive role model  \*Follow bus rules | \*Keep food and drink in backpack  \*Keep hands and feet to yourself  \*Walk  \*Stay seated on bus | \*Be on time  \*Keep belongings in book bag  \*Keep aisle clear | \*Greet bus driver  \*Use appropriate voice  \*use kind words  \*respect personal space |
| **Playground** | \*Follow directions  \*Share  \*Play Fair  \*Follow playground rules | \*Come prepared  \*Use equipment appropriately | \*Line up when called  \* Face forward in line  \*Clean up equipment when done | \*Use inside voice as you come inside  \*Listen when lining up |

**DRESS CODE**

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

All Kindergarten students are **required** to have a change of clothes in a clear zip-lock bag with their name on it. It is suggested that all other students have a change of clothes in their backpack should they have an “accident.” Parents will be contacted to bring clothes if their child doesn’t have them! No article of clothing, accessory, or appearance shall distract from the educational process.

Students may not wear clothing with writing which refers to alcoholic beverages, contains profanity, sexually, or suggestive language or pictures. Students will be sent to the clinic to change, and repeat offenses will subject the student to disciplinary measures.

* No face paint permitted, except in the event of a special school party or event or pre-approved by administration
* Hats or caps may not be worn in the building, halls, or classrooms (except with the permission of principal).
* Tops that show the midriff are not permitted.
* Pants must not sag and must be worn at waist level.
* Facial piercing or jewelry is not permitted.

The principal is given the authority to regulate any mode of dress that may be unsafe or detrimental to the educational process. Students are encouraged to wear tennis shoes in order to protect them from injury while playing on the playground equipment**.**

* On your child’s PE day, tennis shoes **MUST** be worn for safety.
* If you choose to allow your child to wear flip flops, an extra pair of shoes **MUST** be kept in the student’s book bag.
* Students without the proper shoes will not be able to participate in PE that day.

**ANIMALS**

Animals/pets are not permitted at school any time during the school day unless approved by administration for a specific reason or event.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. 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 is aware of any dangerous situation or accident, she/he 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. It is the parent or guardian’s responsibilities to makes changes to update these records in writing as needed.

**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.

## IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. 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 Melissa Buchanan, district nurse.

## 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 extracurricular 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.

**USE OF MEDICATIONS**

Students who must takeprescribed medication during the school day, must comply with the following guidelines:

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 and/or district nurse 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 main office and district nurse and must be delivered to school by an adult 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 main office/district nurse 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 must be delivered to school directly by the parent.**
* 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.

**NONPRESCRIBED (OVER THE COUNTER) MEDICATIONS**

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.

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 school office and clinic.

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.

**CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from noncasual‑contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student’s health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child’s blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting 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.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

* Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 ‑ Exposure Report).

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 his/her physician or the 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 parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or Health Department.

* The student's parents will 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.
* The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

**FAIRLAND LOCAL SCHOOL HEAD LICE POLICY**

Fairland Local School District Pediculosis (head lice) policy is in line with evidence based practice and is formulated based on the recommendations from the American Academy of Pediatrics, the Center for Disease Control, and the National Association of School Nurses.

Standard Procedure:

1. A student with a suspected case of head lice will be referred to the School Nurse, School Administrators, or other school staff for assessment.
2. If a student is identified to have an **active infestation**, as defined by the presence of a **LIVE** louse or lice, a parent or guardian will be notified and the student will be sent home. Siblings of the student will be screened, if applicable.
3. If a student is found to have nits (eggs) only, a parent or guardian will be notified but the student may remain in the classroom, to go home at the end of the day. The nurse or administrator will act on professional judgment regarding an exclusion arrangement. Exclusions for nits will be dependent on the assessment and the severity of the situation. These students may be rechecked in 14 days, as determined by the nurse or school administrators.
4. Students sent home are expected back in school within (1) day of the notification and must be checked in by the nurse or school administrators, after appropriate treatment has been received at home. **A PARENT OR GUARDIAN MUST BRING THE STUDENT TO SCHOOL FOR THE READMISSION CHECK.** If the student is found to have continued active infestation (live bugs and/or no progress in nit removal), the parent will be instructed to take the student home for further treatment.
5. In the case of an “outbreak” or if deemed necessary by the school nurse or administrators, an informational letter will be sent home, notifying families that head lice has been detected within a classroom.
6. In order to protect the confidentiality of students and family members, as well as decrease the chance of misdiagnosis or embarrassment, the nurse will notroutinely screen the classmates of the affected student. Full classroom screenings will be performed when deemed necessary by the school nurse or administrators.

## 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, Roni Hayes 740-886-3100.

**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. Directory information includes: Student Records; Inspection of Information Collection Instrument; Safe at Home/Address Confidentiality Program. Directory information can be provided upon request to any individual, other than a for‑profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in Fairland Local School District Board Policy Manual.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records includetest scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Jennifer Graham, guidance counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.GOV](mailto:FERPA@ED.GOV) and PPRA@ED.GOV

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[FERPA@ED.Gov;](mailto:FERPA@ED.Gov;) and

PPRA@ED.Gov

## STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Fairland Eastcharges specific fees for the following activities and materials used in the course of instruction: consumable items, such as workbooks, paper,etc. During the first month of school students receive a list of books , supplies and amount due for these. Your prompt attention to the school fees is appreciated.

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.

Students can avoid late fines by promptly returning borrowed materials.

## SUPPLIES

Students are expected to provide for their personal needs, such as pencils, paper , glue, crayons, scissors, etc. Teachers will send home a list of needed supplies yearly.

Please make the school aware, if your child is unable to provide the needed supplies.

## PTO / PARENT TEACHER ORGANIZATION

The PTO organization represents both the East and West Elementary Schools. Items and services are provided for the students through funding efforts. Parents are encouraged to actively participate in the PTO. The PTO meets monthly and monthly bulletins are sent home with information and activities. The PTO sponsors two parties a year, a Harvest Party in October and a Valentine Party in February. Scheduled parties,which are cancelled due to school closing, will be held the next school day.

## PARTIES

Individual parties are not allowed during scheduled class time. If parents wish to celebrate an individual child’s birthday, a treat for lunch is suggested.

Any food or drink brought to school to be shared for parties or prior approved class lunch or treats, must have an ingredient list, as well as nutritional information (calories, carbohydrates, fat, etc.) provided. This information is located on food labels and packaging, it should also be available from the preparing facility upon request. Due to dietary restrictions caused by medical conditions, life threatening food allergies and food intolerances, any food or drinks without this information will not be shared with the class.

Personal party invitations may be passed out at school, only if there is an invitation for each individual in the entire class.

## STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

* + Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
  + Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
  + Students may not engage in house-to-house canvassing for any fund‑raising activity.
  + Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
* 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.

**PHOTOS/SOCIAL MEDIA**

Visitors/Parents attending Fairland East for lunch, field trips, class parties and other school functions may only photograph their own child. Is the responsibility of the individual to obtain permission from parent/guardian of any other child before taking photos/videos and then sharing these with others or posting on any social media or website.

**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 anyloss or damage to personal valuables.

**MEAL SERVICE**

The School participates in the National School Lunch Program and makes breakfast and lunch available to students. Students may also bring their own lunch to school to be eaten in the school’s cafeteria.

Meals may be paid for in advance, daily or through payment option e-Funds for schools. Both lunch and breakfast may be prepayed.

Students with an unpaid balance of $25.00 or more will be unable to charge lunch or breakfast. Parents/ Guardians will be notified of delinquent fees by phone or letter notification.

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 she/he is eligible, contact Mrs. Sowards, in the school office.

**CAFETERIA**

While in the cafeteria, all students are expected to act responsibly and mannerly. Each student is to eat his/her own food. All food and drink must be consumed in the lunchroom; none may be taken from the lunchroom. Students should sit at their designated tables and respect the lunchroom workers. Paper, drinks and food should be discarded in the appropriate containers. Students should remain seated until the supervising teacher dismisses them to line up.

Parents/guardians may only provide lunch for their own child. Visitors may not bring lunch for a select group of friends. A parent may provide lunch for an entire class with prior approval from their homeroom teacher. Due to food allergies, and possible dietary restrictions, any food or drink provided to be shared with a class, must include an ingredient list, and nutritional information (calories, carbohydrates, etc.).

Parents and/or grandparents may eat lunch with their child once a month. The school reserves the right to do away with this priviledge. Due to the State Fire Marshall, siblings below school-age cannot eat in the cafeteria.

Any food or drink brought to school to be shared for parties or prior approved class lunch or treats, must have an ingredient list, as well as nutritional information (calories, carbohydrates, fat, etc.) provided. This information is located on food labels and packaging, it should also be available from the preparing facility upon request. Due to dietary restrictions cused by medical conditions, life threatening food allergies and food intolerances, any food or drinks without this information will not be shared with the class.

## USDA is an equal opportunity provider and employer.

## E-FUNDS FOR SCHOOLS (payment option for meals)

Parents have the ability to have school payments, automatically withdrawn electronically from their checking account or charged to their credit card. They also have the flexibility to pay at anytime through the school’s website.

Payments from a credit card or checking account may be set up. Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password –protected file. You may also establish a reoccurring payment or may opt to make a one-time payment. “ The e-Funds for Schools” electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. There is a $1.00 transaction convenience fee for each electronic checking payment that is made. The system carries a Non-Sufficient Funds(NSF) charge if the payment is “bad”. For Payments made by credit or debit card, there is a transaction convenience fee $1.95. When the account is set up, please review the options carefully.

You are in control of your account and can make a payment at any time that is convenient for you. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing a home or work email address, an email notification informing your student’s name, purpose of the payment, and the amount of the item will be sent to you each time that a payment is processed. The e-Funds for school site is secure and use industry standared data encryption.

Please visit our websit at <http://www.fairland.k12.oh.us> for more information.

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 s/he is eligible, contact the school office.

**VISITORS**

State law requires any person visiting the school report directly to the school office. If school visitation is approved, each visitor must sign in and be prepared to show picture I.D. Visitor will then receive a pass that MUST be worn and visible during the visit. This will assist in providing a safe environment for all students.

Parents are encouraged to keep open communication with classroom teachers. Any conference with teachers should be scheduled in advance.

**\*\* DUE TO LIABILITIES AND REGULATIONS, SIBLINGS OR STUDENTS NOT ENROLLED IN OUR SCHOOL ARE NOT ALLOWED IN THE BUILDING WHILE SCHOOL IS IN SESSION. \*\***

**SAFETY AND SECURITY**

A. All visitors must report to the office when they arrive at school.

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. All exterior doors are locked during regular school session hours.

F. Portions of the building that will not be needed after the regular school days are closed off.

G. School security is in accordance with ORC#3313.26.

## 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 several times per 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.

Drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill.

## EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

**WKEE,WTCR,WSAZ TV,WOWK TV, Armstrong Channel 203 and phoning the district number (740-886-3126)**

* Information concerning school closings or delays can also be found on the School’s web page at (fairland.k12.oh.us)
* Parents can sign up to be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

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

On bad weather days, allow extra time to operate the buses safely. The drivers will make decisions as to run routes, which are safe or not safe. If your child’s bus does not run, the child will not be counted absent. If the bus cannot return your child home safely, you will personally be contacted to transport home. Your cooperation and assistance are important, in reducing misunderstanding and confusion.

**EARLY DISMISSAL**

During inclement weather or at the time of special emergencies, it may be necessary to dismiss school early. Early dismissals will be announce in the same manner as school closings or delays. Emergency/early dismissal forms are sent home yearly for parents to provide instructions for their students in the event of an early dismissal. It is parents’ responsibility to update these forms as needed. Teachers will not be expected to contact parents for special instructions.

## DELAYED OPENING – BAD WEATHER

The regular arrival time may be postponed by one or two hours, as deemed necessary for the safety of all concerned. Notifications will be sent in the same manner as school closings.

One hour delay – tardy bell 9:00am – school doors will open at 8:25am.

Two hour delay –tardy bell 10:00am - school doors will open at 9:25am.

Please do not drop your student off before the listed times. Supervision of students will not begin until the listed times.

If your child’s bus does not run in the morning due to weather, it will not run the afternoon route either, even if the weather improves.

## LOST AND FOUND

The lost and found area is in the cafeteria supply room. 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 at the close of the school year.

## USE OF OFFICE TELEPHONES

Office telephones may be used for school use only by school staff.

## USE OF WIRELESS COMMUNICATION DEVICES

Smart phones/watches/smart devices are not permitted at school. Any device which makes a noise or vibrates or otherwise attracts attention will be deemed to be creating a disruption. Any device found in violation will be confiscated and turned into the office.

1st offense – smart device taken from student, Parents called to pick up

2nd offense – smart device taken from student, 3 days D-Hall, Parents called to pick up

3rd offense – smart device taken from student, 5 days D-Hall, Parents called to pick up

**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 extra-curricular 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.
* 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.

## GRADES

Fairland East Elementary has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The School applies the following grading system:

100 to 93 = A ; 92 to 90 = A-; 89 to 87 = B+; 86 to 83 = B; 82 to 80 = B-;

79 to 77 =C+; 76 to 73 = C ; 72 to 70 = C-; 69 to 67 = D+; 66 to 63 = D;

62 to 60 = D-; 59 and below F.

**PROMOTION/RETENTION**

Students are promoted to the next grade level annually if they have completed that year’s work with passing grades according to the adopted grading scale and have shown adequate progress in the testing program. The final yearly grade averages will be used in determining promotion or retention.

**A student may be retained if he/she makes below 70% in reading or makes a failing grade in two or more other subjects, or retention is deemed to be in the best interest of the student by the teachers and the principal.** Ohio Revised Code grants the final decision for retention with the school principal.

**HOMEWORK**

1. All homework assignments are due the following day or upon the day of return in the event of school cancellation, of personal illness, or any other legitimate excuses. Extended assignments will be due at a date established by the teacher.
2. Under certain circumstances the teacher may keep a child in during recess to complete an assignment.
3. **Students** are responsible for homework completion.

**STATE TESTING**

The State of Ohio mandates Kindergarten Readiness Assessment br administered to all kindergarten students by September 30th or no later than November 1st.

The State mandated Diagnostic test may be administered to all students in grades 1 and 2. These are administered in the areas of reading, math and writing.

The Fairland Local School District has adopted and implemented a test security policy. A copy of this policy is located in the office.

**COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene and materials that are harmful to minors, as defined by the Children's Internet Protection Act

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to material that is objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet..

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

* Students are responsible for their behavior and communication on the Network.
* Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
* Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cycberbullying, visit <http://www.cyberbullying.com>
* **Cyberbullying includes, but is not limited to the following:**

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening,

To the extent permitted by the First Amendment, instances of cyber‑bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

Any questions or concerns regarding the information in the Student Handbook should be directed to the school office.