2026-2027

Fairfield Union Local Schools

STUDENT HANDBOOK PARENT

Bremen Elementary
740-569-4135

Pleasantville Elementary
740-468-2181

BOARD ADOPTED - APRIL 2026

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Home of the Falcons

Fairfield Union Alma Mater

Oh Hail to Thee Dear Fairfield Sing praises to Thy name
Alma mater brave and fair Thee we'll always claim.
We'll always sing of Fairfield And loyal we'll remain
Sing of Fairfield Union
Mighty Fairfield Union
Oh Hail to Thee Dear Fairfield
Sing praises to Thy name Fairfield.

Fight Song

Fight on Fairfield, fight to the end
Give our team some pep to defend us;
Make that touchdown one that will send
Fairfield on to victory
Fighting always, wait and see,
Fight on for Fairfield High.

School Colors

Red **White** **Black**

District Office Contact Information

Administrative Offices	6417 Cincinnati-Zanesville Rd. NE Lancaster, OH 43130	Phone: 740-536-7384 Fax: 740-536-9132
Transportation Department	6417 Cincinnati-Zanesville Rd. NE Lancaster, OH 43130	Phone: 740-536-7820

Administration Contact Information

Superintendent of Schools Mr. Chad Belville chadbelville@fairfieldunion.org 740-536-7384	Treasurer TBD 740-536-7384
Director of Educational Services Mr. Matt Destadio mattdestadio@fairfieldunion.org 740-536-7384	Director of Elementary Education Mr. Roger Nott rogernott@fairfieldunion.org 740-569-4135
Curriculum Coordinator Ms. Eydie Schilling edyieschilling@fairfieldunion.org 740-536-7384	Assistant Treasurer Mrs. Amy Noland amynoland@fairfieldunion.org 740-536-7384
School Psychologist Mrs. Trisha Rogers trisharogers@fairfieldunion.org 740-536-7306	Assistant Treasurer - Accounts Payable Mrs. Jennifer Haughn jenniferhaughn@fairfieldunion.org 740-536-7384
Special Education Coordinator Mr. John Turnbull johnturnbull@fairfieldunion.org 740-536-7306	Assistant Treasurer - Payroll Heather Baskin heatherbaskin@fairfieldunion.org 740-536-7384
Administrative Secretary to the Superintendent Mrs. Christy Smith christysmith@fairfieldunion.org 740-536-7384	EMIS Coordinator Mrs. Kasi Wilkinson kasiwilkinson@fairfieldunion.org 740-536-7384
Administrative Secretary for Educational Services Mrs. Deanna Throckmorton deannathrockmorton@fairfieldunion.org 740-536-7384	Food Service Director Diana Browning dianabrowning@fairfieldunion.org 740-536-7384

District Website

www.fairfieldunion.org

Board of Education Members

Board of Education Meeting Schedule

Link for 2026 Meeting Schedule

Bremen Staff Directory

Administration

Roger Nott, *Director of Elementary Education*
Eydie Schilling, *Gifted Coordinator/Curriculum Dir.*
Riley Montgomery, *Principal*
Trisha Rogers, *School Psychologist*
John Turnbull, *Special Education Supervisor*
Kelley Myers, *Speech/Language Pathologist*
Christina Shaw Bosch, *Occupational Therapist*
Christina Menosky, *School Counselor*
Jennifer Pike, *School Nurse*

Faculty

Preschool
Laure Steele

Kindergarten
Emily Holm
Kristina Keirns
Jaime McCandlish
Emily Tosca

Grade 1
Tara Montgomery
Melinda Neal
Madison Stewart

Grade 2
Kathryn Barber
Brianna Hoffman
Jilane Predmore

Grade 3
Michelle Correll
Brooke Holt
Amy Myers

Grade 4
Molly Ruff
Hunter Stewart
Sarah Thompson

Reading
Audra Freeland

Intervention Specialists
Laura Alford
Molly Green
Heather Horsley
Riley Kupka
Sierra Roberts

Art
Kerrie Hammick

Music
Carrie Burnworth

Tutor
Danielle Donaldson

Physical Education
Kendal Valesko

Support Staff

Asst. Maintenance
Rex Glaze
Cody Campbell

Food Service
Nicole Hobson, Head Cook
TBD
TBD

Paraprofessionals/Aides
Roseann Elliott
Jennifer Kessler
Amy Lecrone
Sarah Powell
Jackie Starner
Angel Webb
Kassie Wolfe

PreSchool Paraprofessionals
Erin Cramer
Emily Shuttleworth

School Resource Officer
Paul Robberts

Secretary
Andrea Canale

Policy Manual

All Fairfield Union Local School District Board Policies can be found on the Fairfield Union webpage. [Link to Fairfield Union Board Policy Manual]

2026-2027 SCHOOL CALENDAR

New Teacher Orientation	August 6 & 7, 2026 (THURSDAY & FRIDAY)
Teacher Work Day – Classroom Preparation	August 10 (MONDAY)
Teacher Professional Development Days	August 11 & 12 (TUESDAY & WEDNESDAY)
First Day for Students	August 13 (THURSDAY)
Labor Day	September 7 (NO SCHOOL)
Teacher Professional Development Day	September 25 (NO SCHOOL FOR STUDENTS)
Teacher Professional Development Day	September 28 (NO SCHOOL FOR STUDENTS)
Fairfield County Fair	October 12 – 16 (NO SCHOOL)
End of 1st Nine Weeks – Two Hour Late Arrival	October 30 (FRIDAY)
Election Day/Parent Teacher Conferences	November 3 (NO SCHOOL FOR STUDENTS)
Thanksgiving Break	November 25, 26 & 27 (NO SCHOOL)
Last Day Before Christmas – Two Hour Early Dismissal	December 18 (FRIDAY)
Christmas Break	December 21 - January 1, 2027 (NO SCHOOL)
School Resumes	January 4, 2027 (MONDAY)
End of 2nd Nine Weeks – Two Hour Late Arrival	January 15 (FRIDAY)
Martin Luther King Day	January 18 (NO SCHOOL)
Presidents Day	February 15 (NO SCHOOL)
Teacher Professional Development Day	March 24 (NO SCHOOL FOR STUDENTS)
Parent Teacher Conferences	March 25 (NO SCHOOL FOR STUDENTS)
Spring Break	March 26 – 29 (NO SCHOOL)
Election Day	May 4 (NO SCHOOL)
Last Day for Students – Two Hour Early Dismissal	May 25 (TUESDAY)
Teacher Work Day – Records	May 26 (WEDNESDAY)
Graduation Exercises	May 30 (SUNDAY)

GRADING PERIODS

9 Week Grading Periods – All Buildings (175 Days)

1. Aug. 13 - Oct. 30 49 Days
2. Nov. 2 – Jan. 15 41 Days
3. Jan. 19 - Mar. 23 45 Days
4. Mar. 30 - May 25 40 Days

STUDENT SUMMARY

Grades K-12	
Instructional Days	175
Parent Teacher Conference Days	2
Staff Professional Development Days	2
	179

TEACHER SUMMARY

Grades K-12	
Instructional Days	175
Parent Teacher Conference Days	2
Staff Professional Development Days	5
Teacher Work Days	2
	184

Make Up Day Info and Other Important Dates

1. The first 39 hours (1 day = 6.5 hours) of missed school due to closure or delay will be forgiven. After 39 hours of missed school time, days will be made up in the following order: January 18, February 15, March 24, March 29, May 26, May 27, May 28.
2. The District may utilize remote learning, as permissible by law, to make up missed instructional time.
3. Parent-Teacher Conferences will be held from 11:00 am to 7:00 pm.
4. Open House and Orientation – Times to be determined:
    a. Bremen and Pleasantville Elementary Schools August 11, 2026
    b. Fairfield Union High School and Rushville Middle School August 12, 2026

Welcome

Dear Families:

Our entire team is thrilled to welcome your child to a new year of learning! We've put this handbook together as a quick reference guide to help you and your student navigate our daily routines and school life.

Please take a few minutes to look through it—having everyone on the same page from day one helps things run much more smoothly. If you ever have a question that isn't covered here, please don't hesitate to reach out to your child's teacher, the front office, or the administration. We are always here to help.

We are committed to excellence, and we know that the best way to reach that goal is by working together. When students, staff, families, and the community collaborate, our students truly thrive.

Thank you for being our partners in education. We can't wait to see what we'll achieve together this year!

Our Vision

Every day, in every way, excellence is a way of life.

Our Mission

Fairfield Union will foster excellence by creating a safe, empathetic environment where everyone is able to thrive as learners and citizens.

General Information

General Rules for Students

The following is a list of rules for students at the elementary buildings. Students will be expected to follow these rules. Rules of conduct must be obeyed and respected for the good of all.

1. When students arrive at school each morning, they are to report to their classroom and be in their seats by the time the tardy bell rings. Those students brought by parents should not arrive before the first bell at 8:35 a.m. Students brought to school before this time will not be supervised by school personnel.
2. Chewing gum is not permitted in school or on the school grounds.
3. No loitering in school or on school grounds following the dismissal of school.
4. Students are to move quietly through the hallways at all times.
5. When using the stairs, or walking in the hallways, always stay to the right.
6. Children may be in their room during recess only by special permission.
7. Children must obtain permission from the teacher to leave the classroom.
8. Leaning, shouting, spitting, and throwing things from windows are forbidden.
9. Children should take things they find to the office.
10. Students should respect other people's property going to and from school.
11. Students are to report to school each day with all needed supplies and prepared lessons.
12. Students should keep their voices lowered while eating lunch. Students should clean up their eating area by placing their silverware, lunch tray, and other materials in the proper place.
13. Students should use the steps, not the seats, when moving onto or off the bleachers in the gym. Students should not climb on the closed bleachers.
14. Students should not scream, whistle, or show signs of disrespect to others while in the gym or assemblies.
15. Students are not to be in unauthorized parts of the building without permission.
16. Students are to follow playground rules.

Positive Behavior Interventions and Supports (PBIS)

In addition to the general rules for students, all Fairfield Union Local School buildings have school-wide behavior expectations for each location in the building. These expectations are based on the matrix below.

Fairfield Union Local School District	EVERY DAY, IN EVERY WAY, EXCELLENCE IS A WAY OF LIFE		
	Be Respectful	**Be Responsible**	**Be Safe**
Classrooms	Use appropriate language Actively listen and encourage others Cooperate with staff requests	Be an active learner in class Ask relevant questions Give meaningful effort Be prepared for class	Follow all school and classroom rules Use equipment correctly Report problems right away
Common Areas (Hallways, RR, Cafeteria, Bus, etc…)	Respect others' personal space Use appropriate language Cooperate with staff requests	Clean up your area Arrive at your destination on time	Follow all school and district rules Use equipment correctly Report problems right away
Community	Be kind to your neighbors and community members Be considerate of others' property	Actively participate in community events	Be considerate of property and social media interactions Report problems right away

Each building also participates in PBIS (Positive Behavior Interventions and Supports). This means in addition to following a progressive discipline approach with students, the school will also celebrate good character and academic excellence regularly. Your child's principal and teacher will share more information about these celebrations throughout the school year.

Staying Connected

We believe that clear, open communication is the key to a positive learning environment. Here is how we can stay in touch:

Monitor Progress: We encourage families to stay updated on grades and assignments by regularly checking ProgressBook.

Contacting Teachers: If you have questions or concerns, please reach out to your child's teacher first via email, phone, or a written note.

Next Steps: If an issue remains unresolved after speaking with the teacher, please feel free to contact the school office for further assistance.

Availability: To help us respect your schedule, please let the office know if you are unable to take non-emergency calls during work hours.

Academic-Related Information

Student Progress and Evaluation

Parents are encouraged to view their child's grades by accessing "Progress Book." The parents of all students have received the information to access the grades. If you need additional information, please contact the office. Parents may also contact the school at any time to review student progress, and plan for the future of their son/daughter. It is suggested that parents call in advance to set up an appointment in order to guarantee the availability of the staff members with which they wish to speak.

Make Up Work

When students are absent from school, they miss classroom instruction, which is essential to the understanding of concepts and subject matter. While teachers will make every effort to "catch up" a student after an absence, it is not feasible to repeat the same instruction that was missed due to the absence. When a student is absent, he/she will have at least one make-up day for each day of absence in which to complete any work assigned by the teacher. For example, if a student is absent for two days, he/she will have two days to make up his/her work. An exception to this would be when a major assignment, quiz, test, or examination had been announced prior to the student's absence, in which case the student would be expected to fulfill the obligation on the day of his/her return.

Progress Number Scale on Report Cards

The Progress Number Scale is designed to inform families about their child's progress toward grade level skills.

This scale applies to Math, English Language Arts, Science, Social Studies, Physical Education, Music, Art, and School Citizenship. A brief description is provided below for each number. . .

- **5**= Advanced Progress -The student has mastered grade-level expectations without teacher support.
- **4**= Above Average Progress -The student has mastered grade-level expectations with minimal teacher support.
- **3**= Average Progress - The student is progressing toward grade-level expectations and requires minimal support from the teacher.
- **2**= Below Average Progress- The student has a basic foundation of grade-level skills and requires moderate support from the teacher.
- **1**= Making Little to No Progress - The student is not meeting grade-level expectations and demonstrates limited knowledge of the skill.
- **NA**= The skill has not been assessed during this nine-week grading period.

Grading Scale

It is not developmentally appropriate to assign letter grades for all subjects at all grade levels. When it is not appropriate to assign a letter grade the following Grading Scale will be used:

92.5 - 100 = A	79.5 - 82.49 =B-	66.5 - 69.49 = D+
89.5 - 92.49 = A-	76.5 - 79.49 = C+	62.5 - 66.49 = D
86.5 - 89.49 = B+	72.5 - 76.49 = C	59.5 - 62.49 = D-
82.5 - 86.49 = B	69.5 - 72.49 = C-	0 - 59.49 = F

Report Cards

Report cards are issued to the students every nine weeks. Families are informed by the school on how report cards will be sent home at the start of each school year.

Homework Policy

Homework policies are determined by the individual teachers. Homework which is properly designed, carefully planned, and geared to the development of individual students has a worthwhile place in the overall educational program. In addition to traditional homework, our schools encourage parental involvement in the education of each student, i.e., instilling a strong value in the importance of learning.

Homework is assigned to help the student develop good study habits, promote responsibility, and foster self-discipline. Academically, it should reinforce material previously covered in class. Homework assignments help the parents to be aware of the child's academic progress.

Characteristics of Effective Homework:

1. The type of homework assignment given should fit the instructional objective being covered.
2. Students should understand the purpose of the homework.
2. The homework assignment should cover only previously discussed information and be introduced clearly and effectively.
3. Assignments should be reviewed with feedback, evaluation, or correction time provided.
4. Homework should never be used as a punishment.

Elementary-Grades K-4:

1. Types of Homework
    a. Practice: This is the most common type of homework, designed to practice a particular skill that has been covered in class. Typical practice exercises include memorization of facts.
    b. Preparation: This type of assignment is designed to prepare for the next lesson. The teacher should provide students with background information as preparation for the assignment. Then, typically, students would read the next chapter or study for a test with the teacher providing study outlines or guides.
    c. Extension: These are assignments that take the student beyond the work begun in class, and ask the student to apply learned skills to new situations. This type of assignment can be the most meaningful and motivating for the student. They tend to be projects that encourage a creative and imaginative approach toward learning. Examples would include creative writing, research projects, and free reading.
2. Suggested Length of Assignments
    a. Grades 1 & 2: Homework assignments should last no longer than 15 minutes per evening, no more than four nights per week.
    b. Grades 3 & 4: Homework assignments should last no longer than 30 minutes per evening, no more than four nights per week.

Please remember the importance of reaching out to your child's teacher with any questions or concerns regarding homework.

Academic/Behavior Plans

Students who are having difficulty demonstrating their knowledge of content and skills, or habitually fail to turn in assigned work, may be placed on academic/ behavior plans to provide students with supports that promote learning.

Grade Level Retention

Each student's progress will be evaluated throughout the school year to determine if they are on track to progress to the next grade level. Communication will take place between Administration, Staff and Parents. A meeting will be held to determine retention.

Acceleration/Identification of Students for Talented and Gifted

The Fairfield Union Board of Education believes that all children are entitled to an education commensurate with their particular needs. Therefore, the Board of Education has an adopted policy that addresses academic acceleration (both subject and grade acceleration), early entrance to kindergarten, and early high school graduation, as well as the identification of students for Talented and Gifted programs.

Attendance Policy and Procedures - Student Absences and Excuses

Attendance

It is the belief of the Fairfield Union Local School District that all students are expected to have regular attendance. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease; or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. 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;
7. absences due to a student being homeless
   or

8. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up any work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Excused Absence Documentation

All documentation required by board policy to excuse the time a student is absent from school must be submitted to the school no later than three (3) days upon a student's return to school. If documentation is not presented to the school within three (3) days, the student's absence will be considered unexcused.

Due to the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student reaches 38 hours of excused or unexcused absences in a month or 65 hours of excused or unexcused absences in a year, a doctor's note will be required for personal illnesses to be considered excused absences.

Religious Expression Days

The Board reasonably accommodates the sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief systems in accordance with State law.

Students in grades kindergarten through 12 will be excused for up to three religious expression days per school year to take holidays for reasons of faith or religious or spiritual belief systems, or participate in activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. No academic penalty will be imposed on a student who is absent for such reasons in accordance with this policy and all requirements of State law. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations for determining absence hours for the purpose of parental notification under Ohio Revised Code 3321.191(C)(1).

Students are provided with alternative accommodations with regard to examinations or other academic requirements due to an absence for a religious expression day in accordance with the following procedures:

1. The parent/guardian must provide the school principal with written notice of up to three specific dates for which alternative accommodations are requested within 14 days of the start of the school year, or within 14 days after the date of enrollment if transferring or enrolling into the District after the start of the school year.

2. The principal will approve the request without inquiry into the sincerity of the student's religious or spiritual belief system. The Principal may contact the parent/guardian whose signature appears on the request to verify the request; if the parent/guardian disputes signing the request, the request may be denied.
3. If the approved absence creates a conflict, the principal requires the appropriate classroom teachers to schedule a date and time for an alternative examination or other academic requirement that may be before or after the originally scheduled time and date.

Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days.

The District develops a non-exhaustive list of major religious holidays or festivals for which a religious expression day will not be unreasonably withheld or denied. The list is non-exhaustive and may not be used to deny a student's request for accommodation for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list. The list will include a statement to this effect. A student will not be denied a request under this policy for a religious expression day because it is not included on the list.

This policy and the list of holidays developed by the District are posted in a prominent location on the District website.

Further information about this policy can be provided by:
Title: Superintendent
Address: 6417 Cincinnati-Zanesville Road NE, Lancaster, OH 43130
Phone number: 740-536-7384
Email: chadbelville@fairfieldunion.org

Early Dismissal

Students are expected to stay at school the entire day or until the student is dismissed. Please note the portion of time a student misses for an early dismissal will count toward the total hours of absence permitted by state and board policy. Each student leaving school property during school hours will be required to have written communication from the parent or guardian.

1) Obtaining an Early Dismissal
    a) A written explanation from the parent must be submitted to the office the morning of the early dismissal. A telephone number must accompany the request so the dismissal can be verified.
    b) Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
    c) Telephone requests for early dismissal will not be honored due to safety concerns.
    d) Exceptions can be made, at the determination of the principal, for high school students who provide their own transportation with verification from the parent or guardian.

Tardies

Students are expected to be on time and in attendance every day. When a student arrives after the start of school, the portion of time a student misses will count toward the total hours of absence permitted by state and board policy. Additionally, students may be subjected to school discipline, as explained in the student code of conduct, for excessive tardiness to school.

School Health Services

Student Illness While at School

When the student arrives at the clinic the nurse aide will determine if a phone call is needed to the parent/guardian. If the student is too ill to remain at school, the parent/guardian will be contacted to pick up the student.

Dispensing of Medication Regulations

The following regulations will be observed in administering medication.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The school nurse is responsible for administering medication. If the school nurse is not available, the building principal or his/her designee will assist students in taking required medications. The school nurse, principal or designee will record whether the medication was taken or not.
2. Prior to dispensing medication, written permission must be obtained from the student's parent and physician. The administration of any medication without the order of a physician and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by Ohio law.
3. The Fairfield Union "Request for Dispensing of Medication" form must be completed by the parent or guardian and the physician. This form provides parent permission, medical information, and the physician's order required by Ohio law. A separate form is required for each medication or dosage. A new form is required for each school year. No medication will be administered unless this permission, information, and order is provided.
4. The student is responsible for reporting on time for medication(s). If the student is very young, the teacher will assist with directing the student to the clinic for medication.
5. Whenever possible, the parents are advised to deliver medication directly to the school nurse, or health services aide, or secretary. School personnel are not responsible for medication prior to delivery to them.
6. All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage. The written authorization for medication administration will expire at the end of the school year unless otherwise noted by the health care provider.
7. It is the responsibility of the parent/guardian to assure a continuous supply of medication for the child and to be aware of the quantity of medication supplied to the clinic and when additional medication is needed.
8. If a student brings medication to school without the properly completed Dispensing of Medication form and asks school staff to administer the medication, the school will inform the parent of the District medication policy and procedures and the inability to give the medication. Any unauthorized medication will be held by the school and returned to the parent. The parent may come to the school and dispense their child's medication.
9. The school nurse, principal or his/her designee will administer the medication in accordance with the physician's instructions. Students may not carry or administer their own medication because reactions to the medication taken may not be recognized and inappropriate treatment might be rendered. If the physician specifically indicates that a life-threatening situation could occur if the student does not have immediate access to that particular medication, the medication may be carried by the student. School personnel are not responsible for medications carried by a student.
10. When a medication has been discontinued, the parent must pick up any remaining medication within one week after discontinuation or the school nurse will dispose of it.
11. Controlled substances cannot be self-administered by students under any circumstances.
12. All prescription and non-prescription medication will be stored in the original container. All medication will be stored in a secure location in the school clinic or office unless special circumstances require an exception to this regulation. These cases will be evaluated on an individual basis. Any medication requiring refrigeration will be stored in a secure refrigerator.

Epinephrine Auto-Injector (Epi-Pen)

1. The District medication policy and all regulations for implementing the policy also apply to the administration of Epinephrine through an Epi-pen.
2. If the physician specifically documents on the medication permission form that, a life-threatening situation could occur if the student does not have immediate access to that particular medication and the physician signs that the student has been trained and is capable of self-administration of the medication (Epi-pen), then the medication may be carried by the student. This right applies at school or at any activity, event, or program sponsored by or in which the student's school is participating. A building principal may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The denial shall follow a consultation with the parent/guardian, principal and school nurse.
3. Written approval from the physician and parent must be on file with the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent.
4. The Emergency Care Plan for Students with Severe Asthma/Allergy form must be completed and followed for all students requiring the use of an Epi-pen during school hours or during school-related activities. The student's health care provider and the student's parent(s)/guardian must sign the plan. It is the responsibility of the student's parent(s)/guardian to obtain the health care provider's signature.
5. Only pre-measured doses of Epinephrine may be given at school. If a physician's orders include a repeat Epi-pen injection, the parent must supply the school with two Epi-pens. The expiration date must be clearly indicated on the Epi-pen(s).

Inhalers For Asthma

1. The District medication policy and all regulations for implementing the policy also apply to the administration of inhalers.
2. If the physician specifically documents on the medication permission form that a life-threatening situation could occur if the student does not have immediate access to that particular medication and the physician signs that the student has been trained and is capable of self-administration of the medication (inhaler), then the medication may be carried by the student. This right applies at school or at any activity, event or program sponsored by or in which the student's school is participating. A building principal may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The denial shall follow a consultation with the parent/guardian, principal and school nurse.
3. The student must report any use of his/her inhaler to the clinic, teacher, or coach in charge at the time of use.

Non-Prescription Medication

1. The District medication policy and all regulations for implementing the policy also apply to the administration of non-prescription medication. Parent permission must be given before over-the-counter medications are dispensed. It is the responsibility of the parent to complete

the parent section of the Request for Dispensing of Medication form for the administration of non-prescription drugs. Aspirin, cough drops, vitamins, herbs, antacids, Tylenol, and ibuprofen are medications.

2. All non-prescription drugs must be in the original containers. The parent must supply all medication.

Operational Information

Textbooks

1. Textbooks are assigned by the subject teacher.
2. Textbooks must be returned with only normal wear at the end of the course.
3. Any student who has lost a textbook or is unable to return a textbook due to theft or damage will be responsible to pay for it at the current replacement cost. Textbooks are very expensive and we ask each student to use extreme care in protecting and maintaining each textbook used.
4. A repair fee may be assessed if the book was damaged.

Custody Information

If you have any custody or domestic issues concerning your child that the school should be aware of, please inform the principal in writing and submit appropriate court documentation if applicable. If information needs to be sent to a location other than what is on the emergency medical form, please submit in writing. Note: The child's legal name must be used on all school documentation.

Change Of Address

If you change residence, please inform the school AND update the online forms module One View. Once the information is updated in your account and verified by the administration, school records will be updated. OneView Portal Link

Residency Verification

Following any change of address and for all new students, residency verification must be completed through the District Office (740-536-7384).

Open Enrollment

If you move out of the district and want your child to keep attending Fairfield Union, you must fill

out Open Enrollment Forms obtained from the District Office – 6417 Cincinnati- Zanesville Rd. NE, Lancaster, OH, 43130. Link to Open Enrollment Form

Student Records and the Public's Right to Know

The Fairfield Union Board of Education supports the right of the people to know about programs and services of their schools and makes efforts to disseminate appropriate information. Records pertaining to individual students and other confidential materials are not released for inspection. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Only that information deemed "directory information" may be released from an individual student's file. Student directory information includes student's name, address, telephone number, date and place of birth, participation in school activities, achievement, awards, honors, weight and height if a member of an athletic team, major field of study and dates of attendance and graduation. This information will be disclosed without prior written consent. If the parents, legal guardian or adult student prefers that such information not be released, they must notify the principal in writing.

Educational records are maintained in the administrative offices of the building a child attends. Records of students no longer attending a Fairfield Union School will be located in the building the student last attended. Parents or an eligible student may review the student's educational records.

Fire And Tornado Drills

Fire and tornado drills will be conducted periodically, and the following guidelines are to be observed:

1. Response to alerts must be prompt, but orderly. Disorderly conduct will not be tolerated.
2. Students will remain quiet at all times.
3. Evacuation routes are posted in each classroom.
4. State law prohibits sounding false alarms. Violators may be prosecuted.
5. Detailed safety procedures will be posted in each room.

Visitors

1. ALL visitors to the building must enter through the main office entrance, sign in and obtain a visitor's badge.
    a. All visitors will be required to sign out before leaving the building.
2. Communication between Parents/Guardians and school personnel is encouraged.
    a. Parents may visit classrooms as long as they do not interrupt or interfere with the educational processes.
        i. Classroom visitation will require a 24 hour notice to both the teacher and administration prior to the visit.
    b. Parents/Guardians can also make an appointment for a phone or virtual conference with their student(s) teacher.

Restrooms

Students are expected to act appropriately in the restroom, including being quiet, washing and drying hands, and not loitering in the restroom. The restrooms are not for play.

Physical Education Class

Students must have a written note from parents/physicians to be excused from gym class.

Cafeteria Rules and Regulations

It is the aim of the cafeteria personnel to make available to all students well-planned, dance well-prepared, nutritionally-adequate meals.

Breakfast

A breakfast program is available each morning prior to the start of the scheduled school day. Please Note: Breakfast is not typically served on late start days at the elementary buildings.

Lunch

All students are expected to eat lunch unless we have a parent permission slip excusing them from eating. Please Note: no commercially prepared food will be permitted (unless for a staff advised activity).

Free or Reduced Meals

Forms to apply for free or reduced school meal prices are sent home at the beginning of the school year to every family. Free and reduced price lunches may be applied for through the office. Completed forms are reviewed and families that qualify are notified of their school meal status.

Toys, Collectibles and Blankets

Items that may cause distraction or disruption are not permitted at school. These items include but are not limited to toys, collectibles, trading cards, blankets, fidget spinners, skateboards or other toys. The school is not responsible for any lost, stolen, or damaged toys/collectibles/blankets.

School Dances

School dances are open only to Fairfield Union students in grades K-4.

Inappropriate Dress and Appearance

The Fairfield Union Elementary Schools are proud of the appearance of their students. The pride of each student is reflected in the manner in which he/she dresses.

Section 3313.20 of the Ohio Revised Code states, "The Board of Education shall make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school grounds and premises."

The dress and grooming habits of each student should be appropriate for the age level of the student; should protect the health, safety, and welfare of the student as well as other students; should foster an attitude of good citizenship; and should reflect the morals of the community in which the student lives.

1. Students may wear shorts to school during appropriate weather.
2. Very short or tight shorts should not be worn. The bottom of shorts and skirts should extend past the student's fingertips when standing with the arms straight down to one's side.
3. All students shall wear appropriate footwear. "Flip Flops are highly discouraged."
4. See-through clothing, midriff-type blouses/shirts are prohibited. Undergarments should be fully covered.
5. Due to the need to display good manners, hats are not to be worn in the building.
6. Pajamas and slippers are not to be worn at school.
7. Clothing advertising alcoholic beverages, tobacco products, and containing inappropriate language and/or messages is not to be worn.
8. The dress and hairstyle as well as hair color of a student may not divert the attention of the students in the classroom from the activities in the classroom nor may the wearing apparel interfere with the normal school and class activities.

If a student's dress or appearance does not conform to the above guidelines, the student shall be referred to the principal. The above-mentioned list is to be used as a reference guide and is not necessarily all-inclusive. The administration will exercise its judgment on appropriate dress at all times. Students who fail to conform to the dress standards will be asked to change into appropriate attire and will not be permitted to attend class until their dress is deemed appropriate.

Exceptions may be made for Spirit Weeks and/or special occasions.

Artificial Intelligence in Education

The Fairfield Union Local School District, in conjunction with the Ohio Department of Education and Workforce Development, and to comply with HB96 has adopted an Artificial Intelligence in Education policy. This policy can be found in the Board Docs on the Fairfield Union website: Board Docs. Navigate to Section E: Support Services; Code EDEC.

Bring Your Own Technology (BYOT)

The Fairfield Union Local School District has implemented a 1 to 1 technology policy for all students. Every student receives a Chromebook for their academic use throughout the academic year. Due to this we strongly encourage ALL students to refrain from bringing personal devices to school.

All students must have permission to use the school phones.

Bring Your Own Technology Guidelines

In addition to the Fairfield Union Local Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

1. If the use of headphones is permitted, the volume level must be set so it cannot be heard by others.
2. Students may not use cell phones, cameras, camcorders, or any device which may capture an image, picture, or video, in any restroom or locker room facility on the grounds of the Fairfield Union Local School District. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/video of an individual without his/her consent is considered in violation of privacy and is not permitted, unless authorized by the building principal.
3. The Fairfield Union Local School District cannot provide access to our internal resources or servers to any personally-owned devices.
4. The Fairfield Union Local School District cannot provide access to our copiers or printers to any personally-owned devices.
5. The Fairfield Union Local School District or its staff cannot provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
6. The Fairfield Union Local School District cannot guarantee the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

Security and Damages

The responsibility to keep any personally-owned device secure and safe rests entirely with the individual owner. Fairfield Union Local Schools cannot be responsible for any device damaged or stolen while on district property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

Privileges and Rights

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into the Fairfield Union Local School District. If staff members suspect improper use and/or abuse of this or related policies, they have the right to confiscate related BYOT student technology at any time.

Cell Phone Policy

Use of Cellphones and Electronic Communication Devices by Students
Purpose of the Policy

House Bill 96 requires all schools to limit the use of cellphones/electronic communication devices during the school day. Also, the Fairfield Union Local School District recognizes the impact of student cellphone use on student mental health and achievement and acknowledges the distractions cellphones present within the classroom. Therefore, the following procedures shall be implemented to promote student focus, academic achievement and mental well-being in all Fairfield Union Local Schools.

Scope of the Policy

The cellphone policy shall apply to all students, on school property, during school hours.

General Rule

Student use of cellphones/electronic communication devices (ECD) shall be prohibited during instructional hours. Cellphones/ECDs may only be used before or after school hours. Cellphones/ECDs must be powered off and stored in lockers/cubbies, backpacks, or kept out of sight if lockers/cubbies/backpacks are not available.

Definitions

- Cellphone/Electronic Communication Device (ECD): any personal device (smartphones, smartwatches with calling, tablets, etc…) capable of voice call, texting, internet access, or social media posting.
- Instructional Hours: from the start of 1st period or 1st instructional block through student dismissal at the end of the school day.

Exceptions

- Health-related usage, including devices specified in an IEP or 504 plan or with a physician's note advising of a specific medical condition that requires monitoring.
- As directed by administration or staff during an emergency situation or for safety/security reasons.
- Approved by an administrator during special activities or field trips.
- For educational use by College Credit Plus or Dual Enrollment students while in the Media Center/Library.

Violations and Consequences

- 1st violation: Student sent to the office. The device will be confiscated and returned to the student at the end of the day.
- 2nd violation: Student sent to the office. The device will be confiscated and the parent will be required to retrieve the device.
- Additional violations: Student sent to the office. The device will be confiscated and the parent will be required to retrieve the device. The student will also be subjected to the student code of conduct for repeated violations of the handbook.

Responsibilities

- The District and staff assume no liability if a student's phone or ECD is broken, lost or stolen.
- Notices of this policy are posted in a central location in every school building, in student handbooks and in a prominent location on the District website.
- Parent communication with students during school hours should go through the building office.

Discipline

The Administration and staff at Bremen and Pleasantville Elementary schools accepts the traditional American concept that the teacher is "*in loco parentis*" (in the place of a parent) and, as such, has the same rights and duties concerning students as a parent has, particularly in the matter of disciplinary control and administration of consequences when needed.

A consequence for an action can and does take several forms, depending upon the seriousness of the offense. Some violations are covered by Board of Education policy with specific consequences. Most, however, are evaluated according to the circumstances, the situation, and the seriousness of the offense by the staff member, faculty member, or the principal. Disciplinary action can take the form of demerits, detention, temporary instructional re-assignment, in-school suspension, out-of-school suspension, emergency removal, referral to Juvenile Court, or expulsion**.** Occasionally, disciplinary measures can be taken in other forms such as payment for damages, time made up, or other ways. In all cases, every attempt is made to be fair with the student and to be sure that the consequence is in line with the seriousness of the offense. The disciplinary record of a student is always considered when action is taken. Failure to attend a discipline assignment described below will result in the assignment of a more severe consequence.

Student Code of Conduct

Minor Misconduct Code

Each of the following violations may result in a disciplinary/office referral being issued to the student including but not limited to:

1. Tardiness to school, tardiness to class, failure to obtain an admit slip to class

2. Possessing or consuming food in unauthorized areas
3. Public displays of affection, including holding hands
4. Failure to report to class with appropriate materials
5. Wearing inappropriate footwear on gym floor
6. In hall without permission/pass
7. Littering on school grounds
8. Disruptive conduct
9. Violation of classroom rules
10. Violation of playground rules
11. Being disrespectful
12. Use of chewing gum
13. Violation of general school rules.

Note: Each teacher will post in his or her classroom specific rules for classroom conduct. It will be the individual student's responsibility to become familiar with the specific rules of his or her classroom teachers.

Arriving or Leaving Campus

After boarding the bus or arriving on campus, a student is considered the responsibility of the school and is not allowed to leave without permission. All students who arrive late to school must sign in through the office.

As a safety precaution, we are asking that you come to the school office and sign your child in or out when you need to take the child from school. Please continue to cooperate with us and sign your child in or out in the office.

Serious Misconduct Code

A violation of the Serious Misconduct Code will result in an immediate referral to the principal/assistant principal. A violation of any of these rules may result in disciplinary action (see Discipline Dispositions below). Only the principal/assistant principal may suspend students, only the principal will make expulsion recommendations, and only the superintendent of schools has the authority to expel students. Due Process procedures must be obeyed in all cases.

The Serious Misconduct Code applies at all times that the school is responsible for a student, i.e.: normal school hours, while on school property before or after school hours, on the school-bus or at the bus stop, and/or while attending any and all extra-curricular and co-curricular activities either on or off school property. Athletes and members of clubs, groups, and associations may also face disciplinary action according to their organizations specific code of conduct. The school Administration reserves the right to enforce disciplinary action for unforeseen infractions, even if not specified herein.

1. Dangerous Weapons and Instruments: A student shall not possess, handle, transmit, or conceal any object that would be dangerous to anyone while on school property, at a bus stop, or at a school- sponsored activity.

a. Dangerous Weapons In Schools: In accordance with Section 3313.66 of the Ohio Revised Code, students who bring dangerous weapons or look-alike weapons to school may be expelled from school for up to one year. The following information further describes actions that are prohibited by this provision.
    i. Firearms: If a student is found to have brought a firearm on school property, to be in possession of a firearm, to have a firearm while in a school vehicle, or to possess a firearm while attending a school- sponsored activity, the Superintendent may expel the student for a period of one calendar year.
    ii. A firearm shall be defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosion or by compression; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device as defined in 18 U.S.C.A. Section 921- 924, which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge, missile having an explosive or incendiary charge, mine or devices similar to any of those described above.
b. Knives and Other Sharp Instruments: If a student is found to be in possession of a knife or other sharp instrument while on school property, in a school vehicle, while attending any school-sponsored activity, or while involved in any other school-related activity, the superintendent may expel the student from school for up to one year. The definition of a knife includes, but is not limited to, a cutting instrument-having a sharp blade that is capable of causing serious bodily injury.
c. Other Dangerous Weapons: If a student is found to be in possession of other dangerous weapons at any school activity as described in item a. or b. above, the superintendent may expel the student from school for up to one year. Other dangerous weapons are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, drugs, or other items possessed with the intent of harming others.
d. Threats implying a weapon or intent to harm/Inducing panic: If a student is found to have made a threat or to have implied that he/she has any weapon as described in a, b, or c above, whether the threat or implied threat is spoken, written, or otherwise conveyed the superintendent may expel or exclude from school for up to one full calendar year.
e. Interpretation: The superintendent is afforded broad discretion in interpreting and enforcing this regulation; while the school district does not condone weapons at school in any form, the overriding principle used to administer this provision is the intent of the student possessing the weapon, as determined by the investigation of school administrators. The following examples illustrate this “intent” issue:
    i. Was the weapon brought to school with the intent of injuring another person, i.e. a pocket knife.
    ii. Does the student carrying a pocket knife clearly have no intention of injuring another person or is the knife a “switchblade” which suggests questionable or ill intent?

iii. In both of the above situations, even if it is determined that no ill intent was involved, a clear message shall be sent to the student that any and all weapons are prohibited.

2. Narcotics, Alcoholic Beverages, Intoxicating Substances, Drugs, Look-a- Likes, Synthetic Drugs, and Counterfeit Drugs and paraphernalia: A student shall not possess, use, transmit, conceal, or show evidence of having used these harmful items while on school property or at a school activity.
    a. Any student found to be in violation of this provision will be suspended from school (out-of-school suspension) for a minimum period of five (5) school days to a maximum period of ten (10) school days. Referral to and participation in a school approved substance education class will be required for all first-time violators of this rule. In addition, charges may be filed through the Fairfield County Prosecutor's Office and a period of expulsion from school may be assigned. A second violation of this rule will result in a ten (10) day suspension from school (out-of-school suspension) as well as any or all of the options listed previously.
    b. In addition, students shall not possess paraphernalia related to these items. Proper use of a medication authorized by a medical prescription from a registered physician is not considered a violation of this rule. The board of education passed a counterfeit controlled substance policy on May 9, 1983. The policy is simplified by the following definitions: A counterfeit controlled substance is defined as
        i. any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
        ii. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured processed, packed, or distributed it;
        iii. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
        iv. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packing, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit-controlled substance as a controlled substance.
3. Actions against employees: For education to occur, an orderly atmosphere is necessary.
    a. Accordingly, school officials have the power to discipline students whose conduct disrupts the educational process. The fact that such conduct occurs outside the school setting does not preclude the possibility that such conduct may adversely

affect the educational atmosphere. The risk of disruption is especially acute when students commit certain actions against school employees. In such situations the authority of school employees will be undermined and therefore education disrupted.

b. Accordingly, a student shall not commit certain actions against employees or their property regardless of when or where such acts take place. Violation of this policy is punishable in accordance with the student code of conduct, which includes the possibility of suspension and expulsion of the student.
c. The actions referred to in this policy include, but are not limited to, assault, battery, vandalism, theft and harassment, obscene or profane language directed toward a staff member, or threats.

4. Disruption of School: A student shall not by use of violence, force or coercion, threat, or any other means cause material disruption or obstruction to any part of the school or its operation including extra- curricular activities.
5. Academic Integrity: Each student at Fairfield Union is expected to do his/her own classroom related work/homework. Fairfield Union prohibits all forms of academic dishonesty, including copying homework, cheating, plagiarism, forgery, alteration or misuse of school documents and records and/or furnishing false information to the school. In addition, a student shall not knowingly furnish academic work for the purposes stated above. If a student engages in classroom related academic dishonesty, his/her grade on the work in question may be lowered/credit for such assignments may be denied. Repeated violations may result in more punitive results.
6. Damage to, or Theft of School Property/Unauthorized or illegal entry of school property: A student shall not cause or attempt damage to any part of school property. Further, a student shall not enter any school property without proper authorization or attempt to remove/steal/damage any property items. (Please note: Misuse of Chromebooks in any way can result in disciplinary action. Additional information can be found in the Chromebook Handbook.)
7. Damage to, or Theft of Private Property: A student shall not attempt to damage to or take or knowingly possess the property of another without authorization while on school premises during a school activity, or while at any school function, or event held on or off of school property.
8. Assault/Fighting/Physical Actions: A student shall not act or behave in such a way as may physically threaten or cause physical injury to any student, teacher, or school employee while on school property or at a school activity.
9. Tobacco/Tobacco Products/Look-a-Likes, Electronic Cigarettes (Vaping and Vaping Products) and Counterfeit Tobacco Products, and Vaping Accessories: A student shall not use, possess, conceal, or transmit any form of tobacco product or look-a-like/counterfeit tobacco products, Nicotine Pouches, Electronic Cigarettes (Vaping and Vaping Products) or any related vaping accessories, including but not limited to vape chargers and other charger devices. Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, 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 may contain tobacco or nicotine. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

a. Any use or possession shall carry a suspension of three days, first violation; five days, second violation; and ten days on the third violation.
b. In addition, any tobacco product or look-a-like/counterfeit tobacco products or vaping products will be confiscated and will not be returned to the student and/or parent/guardian.

10. False Alarms and Reports: A student shall not initiate a fire alarm, or initiate a report warning of a fire, bombing, or other catastrophe without cause, or, by giving false testimony or falsely reporting school incidents.
11. Insubordination and Disrespect: A student shall not disregard the reasonable request of school employees or refuse to comply with reasonable directions given by a teacher or school official.
12. Profane Language, Profane Gestures and Profane Behavior: A student shall not use verbal/written profanity/profane gestures/obscene or inappropriate sexual behavior or obscene language at school or at a school activity. Possession of obscene publications or materials is strictly prohibited.
13. Unauthorized Fires: The willful and malicious burning of, or attempt to burn any part of any building, or any property belonging to the Fairfield Union Schools. We prohibit unauthorized fires of any kind.
14. Forgery/Altering School Records: The act of forging, signing another person's name, to any school forms or material prepared for the school including: hall passes; parental notes; parental permission slips; passes from a teacher, administrator, or secretary; or the act of altering school records or documents is prohibited.
15. Gambling: All gambling activities participated in by students are prohibited.
16. Bullying/Harassment/Intimidation/Menacing: No student shall bully, harass, threaten, menace, or verbally abuse another student or school employee for any reason including ethnic, racial and/or sexual harassment. All incidents will be handled according to Board Policy and Regulations JFCF and JFCF-R as follows:

a. The Board of Education is committed to providing a learning and working environment in which students and staff can participate in school programs and activities in an atmosphere free from all forms of prohibited harassment, hazing, dating violence, or bullying. This activity on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex, or sexual orientation is prohibited.
b. Permission, consent or assumption of risk by an individual subjected to harassment, hazing, dating violence, or bullying does not lessen the prohibition contained in this policy.
c. It is the policy of the Fairfield Union Local Board of Education and School District that harassment, hazing, dating violence, or bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other

employee of the school district shall encourage, permit, condone, or tolerate any harassment activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any harassment, hazing, dating violence, or bullying.

d. Prohibited harassment, hazing, dating violence, or bullying includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observed, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. The intentional act also includes violence within a dating relationship. Any of these behaviors are prohibited on school property or at a school-sponsored activity.

17. Repeated Violations of Other School Rules: A student shall not continually violate established rules of teachers, study hall monitors, school officials, or fail to comply with directives of school personnel.

Serious Misconduct Code - Consequences

Progressive Discipline

The administration of the student code of conduct will be progressive and cumulative for each individual student. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered. The administration reserves administrative discretion in use of progressive discipline.

Detentions

Before School Detention

A student may be placed on before school detention for violation of the Serious Misconduct Code or repeated violation of the Minor Misconduct Code. The student, when placed on before school detention, is required to report to school at a designated time. Upon arrival at school, the student is to report to the office where he/she will be assigned a seat in the area designated for before school detention. Classroom assignments must be completed when a student is serving before school detention, and the student is not permitted to leave the assigned area except with permission. Due process procedures are followed and the parent or guardian is notified in writing regarding the before school detention.

After School Detention

A student may be placed on after school detention for violation of the Serious Misconduct Code or repeated violation of the Minor Misconduct Code. The student, when placed on after school detention, is required to report to the office after school has concluded for the day. Upon arrival at the office, the student is to report directly to where he/she will be assigned a seat in the area

designated for after school detention. Classroom assignments must be completed when a student is on after school detention. While on after school detention, the student is not permitted to leave the assigned area except with permission. Due process procedures are followed and the parent or guardian is notified in writing regarding the after school detention.

Temporary Instructional Re-Assignment and Emergency Removal

In certain circumstances a student may be placed on Emergency or Administrative Removal for up to 24 hours. The following procedures are observed when this option is used:

1. Temporary Instructional Re-Assignment/In School Detention
    a. The Temporary Instructional Re-Assignment/In School Detention is designed to be used as an intermediate step between detention and formal suspension.
    b. Temporary Instructional Re-Assignment/In School Detention for up to 24 hours may be used when a student's presence poses a disruption to education, but the student poses no danger to others, himself/herself, or property.
2. Emergency Removal
    a. This procedure is used when the student's presence poses a danger to others, himself/herself, or property. Emergency Removal normally leads to other more serious disciplinary action, in accordance with ORC 3313.66
    b. Due Process proceedings are not necessary for Emergency Removals; however, if a suspension or expulsion follows the emergency removal, then Due Process proceedings must be observed.
    c. Grade level will be considered when determining the disciplinary measures for all elementary students.

The difference between Emergency Removal and Temporary Instructional Re-Assignment is that Temporary Instructional Re-Assignment may serve as the sole disciplinary action. Due Process proceedings must be observed.

In-School Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct.

A student may be placed on in-school suspension for violation of the student serious misconduct code or repeated violation of the minor misconduct code. The student, when placed on in-school suspension, is required to report to school as usual. Upon arrival at school, the student is to report to his or her teacher. After doing this, the student is to report directly to where he/she will be assigned a seat in the area designated for in-school suspension. Classroom assignments must be completed when a student is on in-school suspension. While on in-school suspension, the student is not permitted to leave the assigned area except with permission. As in all cases where a suspension of any type is involved, due process procedures are followed and the parent or guardian is notified in writing of the intent to suspend and the suspension itself.

Out-of-School Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. All student suspensions will receive a hearing and all due process procedures will be followed. Parents will be notified about the action taken by the administrator. Students will receive a copy of the offense and parents will receive a copy.

To be suspended Out-of-School means that while you are suspended, the day(s) are recorded as absence(s). Classroom assignments may be completed when a student is serving Out-of-School Suspension. The student is not permitted on school property, to attend regularly scheduled classes, or to participate or attend extra-curricular activities.

In case of school closing due to weather or other emergency situations, the dates listed on the suspension form will automatically be adjusted so that the number of required days is served.

Should a student or a student's parent(s) choose to appeal the principal or other designated administrator's suspension, he/she must do so within 14 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent who acts as the Board's designee. The decision of the Board's designee shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Corporal Punishment

Corporal punishment is not practiced in the Fairfield Union Local Schools.

Expulsion

A student may be recommended for expulsion from school for a period of up to one semester by the principal only. The superintendent may expel a student from school. A student may be recommended for expulsion for any act which endangers the health, safety, or welfare of students or school personnel, violation of the serious misconduct code, or repeated violations of such or any act which seriously inhibits the educational process. If a student is expelled from school, he/she is not permitted on the school grounds at any time; is not permitted to make up work; and loses all credit for that semester.

Expulsion and Exclusion

To assure the safety of students in the school and the smooth operation of the educational programs, under serious circumstances the Principal may recommend that the Superintendent consider expelling a student from school. Pursuant to the 33 Ohio Revised Code § 3313.612 and § 3313.66 the superintendent may expel a student for up to 80 days, exclude a student for up to one year, or permanently exclude a student from the district (in specific cases accompanying a criminal conviction). The following acts may constitute just reasons for a recommendation for and judgment of expulsion or exclusion; however, this list is not exhaustive:

1. Attending school or school sponsored activities, or being on district property while under the influence of drugs, alcohol, or other intoxicants.
2. Selling, having for sale, supplying, purchasing, or acquiring any intoxicating substance on any district property or while at a school sponsored activity.
3. Repeated violations of the student handbook.
4. Striking an employee or damaging or stealing the property of an employee of the Fairfield Union Local Schools.
5. Assault or any violent offense.
6. Theft of school property.
7. Destruction of school property.
8. Possession of weapons while on district property or while attending a school sponsored activity.
9. Making threats of intent to do harm or inciting panic (i.e. bomb threats, false alarms, "hit lists," etc.)

Students expelled or excluded from the Fairfield Union Local Schools will NOT be permitted to make-up any missed work or earn any credit for FULS courses. Students will be withdrawn from FULS at the time of expulsion. Students must re-enroll at the end of their expulsion/exclusion. If the student was expelled/excluded prior to the end of the first semester, no credit will be earned in the course. If the student re-enrolls with FULS prior to the end of the year, only partial course credit can be earned depending upon the exact date of re-enrollment. The student should work with the building administration and/or guidance department for specific academic planning.

Disciplinary Actions At The End Of The School Year

If any offense occurs near the end of the school year, the penalty may carry into the summer in the form of community service in order to satisfy the number of calendar days stipulated by the offense.

Students Expelled From Other Districts

The Superintendent may deny admission to an otherwise eligible student who is under expulsion from another school district. Prior to the decision of the Superintendent, the student must be given an opportunity for a hearing. The student may not be denied admission beyond the expulsion period imposed by the school district last attended.

Interrogations and Searches

The Fairfield Union Local District has custody of all students during the school day and during school hours of approved co-curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed district regulations to be followed in the case of interrogations.

The right of inspection of students' school cubbies/lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted by school boards and administrators. It should be exercised to assure parents that the school, in exercising its "in loco

parentis" relationship with their children, will employ every safeguard to protect the well being of those children. Nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the education process, preserve discipline and good order or promote safety and security of persons and their property within the area of educational responsibility.

Student lockers are the property of the district and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the school board to permit the building administrator to search any locker and its contents as the administrator believes necessary. This policy will be posted in every building.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process. Additionally, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators on a case-by-case basis.

Title IX/Civil Rights-Equal Opportunity

The Fairfield Union Local School District is committed to providing a broad range of extra/co-curricular programs to meet the interest of all our students.

If a question arises regarding a Title IX issue, a review appeals process may be initiated by contact or District Title IX/Civil Rights Coordinator.

Anti-Discrimination, Anti-Harassment, and Anti-Bullying Policy

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or 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. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment,

the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Transportation

Transportation Special Requests

Parents requesting routine transportation to or from a designated stop other than their home address will be required to complete the **Transportation Special Request Form** in the OneView Portal. Every effort will be made to accommodate such requests but may take up to five school days to be implemented. This includes requests for sitters or day care before and after school as well as shared parenting.

Students who are requesting to ride to a friends' house must have a note signed by both sets of parents/guardians and the approval of the transportation coordinator. Those students wanting to ride a bus other than to or from their designated pick up or drop off location must make this request one school day prior to the date of the request. Due to bus capacity, such requests will be limited.

Procedure Of Disciplining School Bus Misbehavior

Student safety is our first priority, and this is especially important when students are riding school transportation. Students who ride school transportation are subject to the discipline procedures in the student handbook, which may include but are not limited to warning, detention, in-school suspension, and out-of-school suspension. When student behaviors present a safety concern or when there are repeated violations of the code of conduct, infractions of the bus rules could result in discipline up to and including suspension or permanent removal from the bus.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Pupils have duties and obligations, which contribute to their safe and orderly transportation. All pupils will be expected to follow the rules and regulations listed below when riding Fairfield Union Local Schools' buses.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from bus stops.
3. Behavior at school bus stops and on the bus must not threaten the life, limb or property of any individual.
4. Pupils must go directly to an assigned seat so the bus may safely resume motion.
5. Pupils must remain seated except when boarding or leaving the bus and keep aisles clear.
6. All policies, rules and regulations listed in the school discipline codes apply to students while passengers on buses. PBIS expectations also apply while students are on the bus.
7. Pupils must not use profane language or gestures.
8. Pupils must refrain from eating, drinking and chewing gum on the bus except as required for medical reasons or as permitted by the school district for non-routine trips during which pupils on the bus shall be supervised by a chaperone(s).
9. Pupils must not use tobacco or nicotine in any form.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board their assigned bus only at designated locations unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put heads or arms out of the bus windows.
15. Pupils must obey all rules posted on the bus.
16. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
17. Reasonable conversation is permitted as long as noise is kept to a minimum.
18. Students must not transport animals, weapons, dangerous instruments, glass containers, or radios.
19. Pupils must not litter or cause damage to the bus or property of others.
20. A student shall adhere to and comply with reasonable directions given by the bus driver.
21. Students must not threaten or in any way intimidate bus drivers, or use any other action endangering the operation of the bus.
22. In the case of a bus incident (accident, break down, etc.), please respect the law. Students cannot be released to parents/guardians until permission is granted by proper law enforcement.

Authority Of School Bus Drivers

(From Ohio Pupil Transportation Laws and Regulations)

1. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.
2. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he should not excuse a pupil from the bus. He shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.

3. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation.
4. Ohio Revised Code Section 3319.41 states in part: “Such persons and non-certified school employees and school bus drivers may also within the scope of their employment use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or property.”