

## GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning; interpretation of test scores; and/or social concerns; or any question the student may feel he/she would want to discuss with the counselor. Students desiring to see the counselor may request a pass from the counselor during study hall, lunch, or prior to first period in the morning.

### ACCESS TO STUDENT RECORDS

The guidance counselors shall be accountable for the control and maintenance of student records.

In the review of student records, a parent or student 18 years of age and older will be provided an opportunity to inspect any and all official personal school records.

Fairfield Union High School will follow procedures established by Public Law 93-830 in releasing student records; procedures established by this law are as follows:

1. Parents shall be granted an opportunity for a hearing when they desire to challenge the content of the records and to provide for correction or deletion of any inaccurate, misleading, or inappropriate data.
2. School records can only be released with the written consent of the parents. The following exceptions are:
  - 2.1 Other school officials within the institution who have a legitimate educational interest.
  - 2.2 Officials of other schools in which the student intends to enroll, with the condition that the student's parents be notified of the transfer, receive a copy of the record desired, and have an opportunity to challenge the content of the record.
  - 2.3 Authorized representatives of the Comptroller General of the U.S., Secretary of HEW, Administrative Head of an education agency, State Educational Authorities under certain conditions.
  - 2.4 In connection with a student's application for or receipt of financial aid.
3. In order to release school records, there must be a form filed with the high school office, indicating the written consent of the parents-legal guardian, specifying the records to be released, the reasons for such release, and to whom the records are to be released. There may be a judicial order pursuant to any subpoena requiring the school to send the records to a law enforcement agency or court official. An officer investigating a missing child may also have access to these records.
4. A written request by agencies desiring access to records shall be required in writing and made a permanent part of the student's file, but only for inspection by parents or student. It must indicate the legitimate educational or other interest that the agency has in seeking the information.

During the time a parent or student reviews the student's personal official record, a member of the Guidance Staff will be present at all times to interpret the information and answer questions.

### 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.

### POLICY FOR STUDENT WITHDRAWAL FROM A COURSE

1. A written request for withdrawal from a course will be required from the parent or guardian and placed in the student's permanent file folder.
2. Only elective courses will be considered for withdrawal.
3. After ten (10) school days, No student shall be allowed to drop a course except upon the written recommendation of the teacher, the written recommendation from their counselor, and the final determination for all withdrawals rests with the building principal.

### WHAT ABOUT SCHOOL PROGRESS?

Parents may initiate a conference with the teacher, counselor, or principal at any time regarding the progress of their son/daughter. It is suggested that one call in advance to set up an appointment in order to guarantee the availability of the counselor, teacher, or administrator. All conferences would be designed to bring together the teacher, etc., and parents so that each may contribute information which will be helpful to the student's continual academic and social growth. Parents are

encouraged to contact the school at any time to review student progress, and plan for the future of their son/daughter. As a first step, it is recommended that the student's counselor be contacted.

## WHAT ABOUT HOMEWORK?

### HOMEWORK REQUESTS AND PROGRESS BOOK

In cases of student absence, the student or parent may access Progress Book via the school website at [www.fairfield-union.k12.oh.us](http://www.fairfield-union.k12.oh.us) each day of absence. A user name and password is required for access to Progress Book. Parents should contact the guidance secretary for this information.

Any student who is absent from school for more than five (5) days will be given, after the fifth day of accumulative, additional written assignments to be completed for each course the student is enrolled in during the quarter he/she is absent. This work must be completed within a time period equivalent to twice the amount of time he/she was absent. No make-up work will be accepted beyond this time period. If you have additional questions/concerns regarding make-up work please call the junior or senior high office.

#### Definition of Homework

Assignments to be completed outside the regular class period - either in independent study or at home.

#### Purpose of Homework

1. To reinforce skills through drill.
2. To reinforce material covered in class by review.
3. To provide the pupil with a method for reflecting on ideas presented in the classroom.
4. To provide a means for developing desirable habits such as completing work on time, budgeting one's time, and promoting growth in responsibility.
5. To introduce new work as a prerequisite for meaningful discussion.
6. To bring pupils into contact with out-of-school resources.
7. To broaden and enrich the knowledge of a pupil.
8. To encourage pupils in the process of self-education and self-direction.
9. To allow for differences in the ability, achievement, and interest of the pupil.

#### Characteristics of Good Homework Assignments

1. Homework should be carefully planned, meaningful, interesting, and geared to the needs of the pupils.
2. Pupils should understand the purpose of the assignment.
3. Some assignments should be given to be completed over a period of time, placing the responsibility on the student to utilize his/her time to best advantage.
4. Assignments should be personally evaluated by the teacher when completed.
5. Pupils should be encouraged to go beyond what is actually assigned.
6. Some homework should be of an informal nature. Reading good fiction and non-fiction, including books, magazines and newspapers, watching good television and movies, and sharing ideas with parents, all play an important part in the development of the student.
7. To provide a means by which parents can see what is taking place in the school.

#### Types of Homework Activities

1. Continuation of work begun in class.
2. Drill in fundamental skills.
3. Review of materials.
4. Research for long-term projects.
5. Gathering of materials and a systematic presentation.
6. Purposeful seeking of ideas and information through observation.
7. Experimentation to uncover fundamental truths.
8. Textbook, library materials, reference works, and recreational reading.
9. Make-up of essential and appropriate work missed due to absence.

#### Length of Homework Assignments

Because pupils differ in the ease and speed with which they learn, it is not possible to set down strict guidelines as to the length of the assignments. Homework, therefore, must be given at the discretion of the teacher.

#### Make-Up Work

A student may make up work for excused absences only. When a student has been absent from school and the absence is considered excused, the student is given a period of twice the length of the absence to make up work missed. Whether it is the same work done in the classroom or special assignment by the teacher is up to the discretion of the teacher. **IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE HIS OR HER TEACHERS TO RECEIVE MAKE-UP WORK.**

## INCOMPLETE WORK

An incomplete grade will be issued only for the following reasons:

- a. Illness on the part of the pupil.
- b. An extreme emergency. The incomplete grade must be approved by the teacher and the building principal in the case of an emergency.

Removal of an incomplete grade:

- a. The incomplete must be removed before the conclusion of the next succeeding grading period or it automatically becomes an F.
- b. An incomplete recorded for the last (fourth) grading period must be cleared no later than two weeks after the close of school or it will be recorded as an F for that grading period for the purpose of determining a final grade for the course.
- c. Any variation from a and/or b must have written consent of the principal.

## ROLE OF THE HOME

1. Provide conditions conducive for studying.
2. Encourage the child to complete homework assignments to the best of his or her ability.
3. Show an interest in what the child is doing and encourage him to work independently.
4. Understand what the school expects homework to accomplish and recognize the value of various types of homework.

HOME INSTRUCTION - The following procedures should be followed to establish home instruction:

## RESPONSIBILITIES OF THE SCHOOL DISTRICT

1. The school district will assign a guidance counselor or principal to initiate procedures for placing a student on home instruction.
2. This person will follow due process procedures for MFE, IEP development, and contact county office supervisor to help process appropriate forms. (Forms 102, 102, 104b, 105, 106, 106b)
3. The assigned local school district's representative will contact the home instruction teacher and parents to set up IEP meeting.
4. The counselor will monitor the home instruction program for this student and contact county office supervisor when home instruction is nearing completion and student is ready to return to regular school program.
5. The counselor will communicate with the local school district office to establish appropriate record-keeping procedures for time reporting, submission of vouchers, payment, information, etc.

## RESPONSIBILITIES OF THE TUTOR

1. The tutor will arrange a schedule with parent and student for tutoring sessions.
2. The tutor will periodically talk with the student's regular classroom teachers regarding course work and determine what materials will be needed.
3. The tutor will assign grades.
4. The tutor will maintain an accurate log of tutoring sessions. The number of hours must coincide with the number of days missed. Time sheets must be turned in to appropriate school personnel.
5. The tutor will notify principal or counselor of termination date and help with re-entry into the regular classroom.

## RESPONSIBILITIES OF THE CLASSROOM TEACHER (S)

1. Communication is the regular teacher's most important role in the home instruction program. The home instruction teacher will need materials and texts from the classroom and it is the regular teacher's responsibility to provide these whenever possible.
2. Although it is the responsibility of the home instruction teacher to determine the educational program and determine grades for the work completed, the regular classroom teacher will need to incorporate these grades into the student's grade average for the grading period missed. The student should not be penalized for the assignments missed during the absence.

## RESPONSIBILITIES OF THE PARENT

1. The parent should insure that the child and the home instruction tutor have a quiet place to work with little or no interruption.
2. Once a schedule has been established, the parent should make sure the child is ready to begin on time. If a change needs to be made in the schedule, contact the teacher as soon as possible.
3. Since a home instruction teacher is only giving your child one hour of instruction for each day missed, your child will be asked to complete work on his/her own. Encourage your child to cooperate with the teacher and complete work



course work by April 15 in order to be approved for participation in the graduation ceremonies.

**REQUIREMENTS FOR GRADUATION - To graduate, a student must earn:**

1. Each student will be required to earn 23 (twenty-three) units of credit. Students are encouraged to earn more than the required credits as their interests and abilities dictate. Specific credits required should be reviewed below. In addition to the number of credits all students must successfully pass the following subject requirements:
  - Science . . . . . 3 units (one unit of Life Science and one unit of Physical Science, Agriculture Science I and II will count as one Life Science credit if the science portion of the proficiency test is passed)
  - Math . . . . . 4 units
  - English . . . . . 4 units
  - Health . . . . . ½ (1 semester)
  - Phys. Ed. . . . . ½ (2 semesters or summers)
  - Social Studies . . . 3 units
  - Other . . . . . 1 unit (1 credit or two ½ credits in Business Technology, Fine Arts, or Foreign Language)
2. Special Diplomas
  - a. Diploma with Distinction in a certain Department (local award)--may be earned by maintaining an overall 3.3 grade point average in which 3.5 is maintained in the specific department courses. There must be at least 4 years of study in that specific department.
  - b. The student who completes the college preparatory curriculum shall be required to meet all but one of the criteria listed below in order to receive a State Diploma with Honors:
    1. Earn four units of English;
    2. Earn at least three units of mathematics which shall include Algebra I, Algebra II, and Geometry or a three-year sequence of courses which contains equivalent content;
    3. Earn at least three units of science that include instructional emphasis on the physical, life and earth and space sciences;
    4. Earn three units of social studies;
    5. Earn either three units of one foreign language or two units each of two foreign languages;
    6. Earn one unit of fine arts;
    7. Earn either one unit of business/technology and two additional units in 1-6; or earn three additional units in 1-6;
    8. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
    9. Obtain a composite score of twenty-seven on the American College Testing Program's (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT).
  - c. Vocational students should inquire in the guidance offices as to the rules and guidelines for a State Diploma with Honors.
3. Honor Students Policy - POLICY 5125.01 The Fairfield Union Board of Education believes that students should elect academically challenging courses and that reasonable academic competition enhances the learning environment.

To this end all students achieving a 3.5 G.P.A. or above in specific areas of study: general studies, vocational studies, and college preparatory studies, will receive special recognition. The designation of "Graduate With Highest Distinction" will be conferred at graduation ceremonies.

The selection of a class valedictorian(s) and salutatorian(s) shall be based upon the grade point average (G.P.A.) of all eligible candidates at the conclusion of eight (8) semesters of completed course work. This G.P.A. will be based upon the adopted 4.0 grade point scale and shall include completion of the following units of credit earned:

- 4 units of English/Language Arts
- 4 Units of Math, Including Algebra I & II and Geometry
- 3 Units of Laboratory Science
- 3Units of Social Studies
- 2 Units of Foreign Language
- 1 Unit of Fine Arts

Announcement of the valedictorian(s) and salutatorian(s) shall be made at the graduation service.

**HONOR STUDENTS REGULATIONS**

ADM. REG. 5125.01

**CLASS RANK**

1. "Graduate of Highest Distinction" honors will be conferred on students according to their areas of study; i.e., college preparatory, vocational and general studies.
2. By April 15 of each year, overall class rank and those graduating with highest distinction will be determined according to cumulative grade point averages, in accordance with Grade Point Average Administrative Regulations, 5123.02.
3. During the commencement ceremony, when students are announced to receive their diplomas, the high school principal will

indicate those graduates who have earned the honor of "Graduate With Highest Distinction".

#### VALEDICTORIAN/SALUTATORIAN

1. By April 15, the current class standings for first and second place will be announced, but with the understanding that the valedictorian and salutatorian will not be officially announced until commencement. The indicated valedictorian and salutatorian will be given the first opportunity to be the class speakers.
2. If one or both decline, a class speaker will be chosen from the top ten percent of the class, based on cumulative grade point average, to fill the vacancy. The class speaker(s) will be selected from seniors who are in the top ten percent of their class. The speaker or speakers then will be elected by secret ballot prepared by the class advisor. All graduating seniors are eligible to vote if the voting process takes place. The votes shall be tallied by and the results announced by the head class advisor.
3. During the week immediately preceding April 15, the grade point averages of the top ten percent of the senior class will be figured using current grades as indicated by the teachers of these students at that time.
4. During the commencement ceremony, the high school Principal will announce the names of the valedictorian and salutatorian. At that time, the designation will be official and final.
5. In the event of a tie for valedictorian, both or all names will be announced and a salutatorian will be named. However, the salutatorian will not serve as a class speaker.
6. In the event of a tie for salutatorian, the valedictorian and all names of those tying for second place will be announced.
7. The grade point averages of the top five percent of the class will be computed the last day of school preceding commencement exercises and reported to the high school Principal. This final computation shall be the responsibility of the senior guidance counselor.
8. Students who have been enrolled in and completed post-secondary option courses while at Fairfield Union High School will not have the credits in those classes included in the calculation for valedictorian or salutatorian.
9. Students eligible/ineligible for valedictorian and salutatorian are as follows:
  - A. Students who are completing their fourth year of high school are eligible; students who graduate early are ineligible.
  - B. A student must have earned at least twelve units of credit from Fairfield Union High School in order to be eligible for the designations of valedictorian or salutatorian.
  - C. Because of the difficulty of evaluating the quality of course work taken while on home education, or a non-chartered school, students who transfer from home education or non-chartered school status after completion of eighth grade, but before the start of the freshman year in high school are eligible; those who transfer from home education or non-chartered school status after the start of the freshman year are ineligible.

#### COMMENCEMENT PARTICIPATION

Commencement in an extra-curricular activity that historically has provided for the public recognition of those students who have met all state and local requirements to receive a high school diploma. With the introduction of the Ohio Department of Education Ohio Graduation Test a change in traditional graduation requirements has taken place. As a result, the Fairfield Union Local Schools will strive to appropriately recognize those seniors who have passed all component parts of the proficiency tests as well as having met all other state and local requirements. Likewise, some form of recognition should be afforded to those seniors who have met all traditional graduation requirements, but, have not, at the time of commencement, passed all component parts of the ninth grade proficiency test/Ohio Graduation Test. In addition, any seniors who elect to participate in the commencement exercise must (required) attend the scheduled graduation practice.

In response to the Ohio Graduation Test, as a condition for diploma issuance, the following administrative guidelines will be instituted to address commencement participation:

1. In order to participate in commencement and receive a high school diploma a senior must have successfully completed all state and local requirements for graduation.
2. A senior who has successfully completed all state and local requirements for graduation, with the exception of the passage of all component parts of the Ninth Grade Proficiency/Ohio Graduation Test, will be permitted to participate in commencement. A senior who has not met all local and state requirements for graduation would not be permitted to participate in the commencement program.
3. During the commencement program no specific reference will be made regarding the participant's status.

#### EARLY GRADUATION

Under certain circumstances, students can graduate at the end of three instead of four years. While this is an option available to students who qualify, unless the student has some extraordinary reasons for doing so, it is the feeling of this administration that early graduation is not always in the best interest of the student. Many students feel that graduating early will give them an advantage in seeking jobs. Unfortunately, many do so only to find that if they are not yet eighteen, they are not employable for better jobs. Others state that they wish to get an early beginning on their college or technical school education. Again, the age factor comes into play. Even though the student can be accepted early, he or she will probably find himself on the "outside" of the social life of institutions of higher learning. Finally, it is our belief that the student who completes his or her education in four, rather than three years has far more opportunity to gain necessary knowledge in depth, is not pressured with an

unduly heavy class load, and has more time to mature as well as enjoy the classmates he or she has grown up with. For these reasons, we ask that you consider the options and consequences before deciding that early graduation is for you. Application for early graduation must be made with the senior counselor no later than June 15 of the summer before the student's junior year. A student who wishes to graduate early must complete the appropriate application form, meet with the senior counselor, parents, and principal before the school year begins to review the student's records, discuss the student's plans for the future, and receive the necessary signatures on the application form.

#### REQUIREMENTS FOR EARLY GRADUATION

1. Only Juniors (11th grade) will be considered for early graduation. Other students may only be considered if they have at some point in their educational career, fallen behind by one or more grade levels.
2. A student must be able to meet all requirements for graduation as set down by the State of Ohio and the Fairfield Union Local Board of Education. (See requirements for graduation.)
3. A student applying for early graduation must have passed all parts of the Ohio 9th Grade Proficiency Test.
4. No correspondence courses will be permitted to enable the student to graduate early unless extenuating circumstances exist as determined by the principal.
5. The student must have a cumulative grade point average of at least 3.00 before he or she will be considered for early graduation.
6. The grades of the candidate for early graduation will be reviewed at the end of the first quarter and at the end of the first semester. If at either of these times, a student is receiving a failing grade in a course needed for graduation, permission for early graduation will be withdrawn.
7. At the end of the first semester, the candidate for early graduation must be maintaining a minimum of a 2.00 average ("C") in all classes or the permission for early graduation will be withdrawn.
8. Final permission for early graduation will not be granted until the student has satisfactorily completed all course work and has met the requirements for graduation.
9. Final approval for early graduation must come from the Board of Education.

#### PHYSICAL EDUCATION REQUIREMENTS

According to the State Board of Education, all students must complete 1/2 credit in Physical Education. A diploma cannot be granted until such requirements are fulfilled. The only exception will be a written statement from the physician indicating a student cannot participate in the physical activity portion of the Physical Education. If the student is not permanently disqualified by the physician request, all P.E. requirements must be completed. At the beginning of the P.E. class, the instructor will advise students of the requirements for completing the class. During physical education classes, students should lock their personal belongings in the lockers provided. The school cannot be responsible for articles lost, damaged, or stolen. A written excuse from home is required to be excused from gym class and if it is for multiple days, a doctor's statement is required.

#### STUDENT OPPORTUNITIES AND RESPONSIBILITIES

##### Opportunities for an Education

All youth irrespective of race, creed, color, or sex are entitled to equal opportunities to obtain an education conforming to the minimum standards prescribed by the State Board of Education. In the Fairfield Union Schools, all youth residing within the boundaries of the Fairfield Union Local School District between the ages of five and twenty-one years living with a parent, guardian, or approved custodian, or a student who has attained the age of majority residing in the school district have been extended this privilege and right.

No student may be denied this educational opportunity because of marriage, parenthood, pregnancy, economic status, handicap, or age of majority. However, the law and the courts have also established that each student has the responsibility to abide by the rules and regulations established by the Board of Education designed to protect the health, safety, welfare, and rights of others to enjoy the same educational opportunities.

A student may forfeit his or her educational opportunity when his or her conduct is such that it substantially disrupts the educational process or violates the rules and regulations deemed essential to obtaining the maximum benefit from the educational process.

1. Marriage, Parenthood, and Pregnancy
  - a. Students who are married may continue in school. These students may be permitted to participate in all extra-curricular and co-curricular activities. Continued attendance is dependent upon the same responsible attitude, moral behavior, and regular attendance as required of other students.
  - b. Students who are parents may continue in school. These students may be permitted to participate in all extra-curricular and co-curricular activities. Continued attendance is dependent upon the same responsible attitude, moral behavior, and regular attendance as required of other students.
  - c. Any pregnant student, married or unmarried, may attend school and participate in all activities as long as the attending physician deems it safe. In the event a pregnant student's physician deems it unsafe for the student to attend regular school, an alternative form of education, approved by the State Department of Education, shall be provided until the student's physician releases the student to attend regular school.
2. Economic Status

- a. No student shall be denied access to or the opportunity to enroll in any course of instruction offered by the Board of Education because of his or her inability to pay the prescribed fees or purchase the instructional materials approved by the Board of Education. School officials shall have the right to make an appropriate investigation to determine whether a waiver of fees or the waiver of the cost of prescribed instructional materials is justified.
  - b. In the event that it is found that the non-payment of fees or non-payment of instructional materials is not justified, course credit shall be withheld in accordance with Section 3313.642 of the Revised Code of Ohio until such fees or costs are paid.
3. Handicapped Students
- a. All handicapped students shall be provided equal opportunity for an education in accordance with Sections 3323.01-3323.10 of the Revised Code of Ohio. A handicapped child has been defined as "a person under twenty-two years of age who is mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multiply impaired, or otherwise health impaired, or who has specific learning disabilities, and by reason thereof requires special education."
  - b. A special education program means "the required related services and instruction specifically designed to meet the unique needs of a handicapped child, including classroom instruction, and instruction in hospitals and institutions."
  - c. "Related services means transportation, and such developmental, corrective, and other supportive services as may be required to assist a handicapped child to benefit from special education, including the early identification and assessment of handicapped conditions in children, speech pathology and audiology, psychological services, occupational and physical therapy, physical education, recreation, counseling services, and medical services, except that such medical services shall be for diagnostic and evaluation purposes only."
  - d. Appropriate public education means "special education and related services that:
    1. Are provided at public expense and under public supervision;
    2. Meet the standards of the State Board of Education;
    3. Include an elementary and secondary education, and may include a preschool education;
    4. Are provided in conformity with the individualized education program required under this chapter (section of the law)."
  - e. Each parent and handicapped child shall be guaranteed procedural safeguards in decisions relating to identification, evaluation, or educational placement of a handicapped child or the provision of education or related services in accordance with the statutes of Ohio. A copy of these safeguards may be secured from the Guidance Department.

#### AGE OF MAJORITY - (18 YEARS OF AGE)

- A. All youth residing in the Fairfield Union School District between the ages of five and twenty-one years shall have the right of access to a free public education. Each student upon reaching the age of majority (eighteen years) shall comply with all rules and regulations governing the conduct of students established by the Board of Education in the same manner as the student who has not attained the age of majority.
- B. No student, regardless of age, may sign his or her own notes or permission slips for absence, early dismissal, or tardiness to school. Only a parent or legal guardian's signature will be acceptable for such purposes.
- C. Students reaching the age of eighteen years may voluntarily quit school with or without the permission of school officials or their parents.
- D. Students attaining the age of twenty-one years during their senior year may complete the year tuition free. Adults between the ages of twenty-one and twenty-five needing only one year of credits to graduate may attend regular school on a tuition basis for one-year period only to complete requirements for a high school diploma if said requirements are not available in an Adult Evening High School. This may only be done with the approval of the building principal and the Fairfield Union Local Board of Education.

#### STUDENT BILL OF RIGHTS

1. I have the right to learn without interference.
2. I have the right to work in a safe environment.
3. I have the right to move without interference.
4. I have the right to be touched by another student only when I choose.
5. I have the right to have my work respected.
6. I have the right to have my property respected.
7. I have the right to be heard when I'm speaking.
8. I have the right to get help when it is my turn.
9. I have the right to appropriately express my feelings and to have my feelings respected.
10. I have the right to have my opinions heard.

#### STUDENT BILL OF RESPONSIBILITIES

1. (Right to Learn) I have the responsibility to allow others to learn. I have the responsibility to work at learning, stay on task, exercise effort.
2. (Safe Environment) I have the responsibility to care for myself and the environment so as not to endanger others.
3. (Right to Move) I have the responsibility to manage my own body so as not to hurt myself or others. I have the responsibility to go to and to remain in designated areas.
4. (Right Not To Be Touched) I have the responsibility to manage my own body so that I don't touch others when they don't

want to be touched.

5. (Respect for Work) I have the responsibility to respect the work of others. I have the responsibility to take care of my own work and work area.
6. (Respect for Property) I have the responsibility to respect the property of others. I have the responsibility to keep my possessions where they belong.
7. (Right To Be Listened To) I have the responsibility to listen and respond to others. I have the responsibility to speak clearly, honestly, appropriately and respectfully.
8. (Right To Help In Turn) I have the responsibility to wait my turn and to respect others' turns. I have the responsibility to ask for help when I need it.
9. (Right To Feelings) I have the responsibility to express my feelings appropriately. I have the responsibility to respect the feelings of others.
10. (Right To Opinions) I have the responsibility to express my opinions appropriately. I have the responsibility to respect the opinions of others.