2026-2027

Fairfield Union Local Schools

FAIRFIELD UNION HIGH SCHOOL

BOARD ADOPTED - APRIL 2026

STUDENT HANDBOOK PARENT

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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

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

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.

Our School

The original Fairfield Union High School opened its doors for the first time during the 1962-63 school year. The high school is located on a 134 acre tract of ground situated on State Route 22. This location is found near the geographic center of the school district. Our school district represents a consolidation of three communities: Bremen, Pleasantville, and Rushville. These communities represent a rich heritage, which has lent to Fairfield Union the fine community support that our school enjoys.

The first members of the Fairfield Union Local Board of Education were Robert Rowles, Clark McGhee, Lloyd Ruff, George Howdyshell, Robert Whetstone, and John Walker-Clerk. Lending direction to the academic and extra-curricular programs that first year were Mr. Evan Belville, Superintendent, and Mr. Herman Massie, High School Principal.

Fairfield Union High School has met the needs of a changing enrollment through the years. With the growth of the late 60s and early 70s came expansion of academic programs and physical expansion of the original high school in 1976 to include the auditorium and junior high school additions. The construction of the vocational shop and the athletic field house were also welcomed improvements. In 1989 a guidance office/reception room was constructed and a second computer lab was added within the first high school facility. Fairfield Union is also proud to have the largest trails, outdoor classroom facility (developed between 1965 and 1967), and a covered bridge (moved to its present site from Thornville Rd. in September, 1981).

Throughout the years, Fairfield Union has demonstrated strong athletic programs beginning with four varsity sport areas in 1962 and developing into 17 varsity sport areas for both male and female athletes. Over the years our music and vocational programs have enjoyed both local and national recognition. Our booster clubs have contributed much to the promotion of our programs at the high school level. Nearly every area of our academic program has grown to meet the more demanding needs of our graduates.

We thank our community and the Ohio School Facilities Commission for the joint venture which has allowed us to build our new Fairfield Union High School which opened in 2009.

General Information

Expectations for Students

Students have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all, they share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. The ultimate goal of the school is to provide the students with attitudes and behavior patterns, which will lead to productive employability, and result in an individual who is a positive, contributing member of society.

The need for a well-ordered school environment is unquestionable. So that every student will be informed, rules and regulations pertinent to daily school life are outlined. Students will be afforded all rights as required under due process and the provisions of the Amended Statute of the State of Ohio.

It is our belief that students are entitled to basic civil liberties guaranteed to all citizens. It is, therefore, the purpose of the school not only to encourage the exercise of these liberties, but also to help students develop responsibility and reliability, as well as respect for themselves, classmates, school staff members, and society in general.

It is further recognized that the role of the school official and teacher is to act “in loco parentis” relative to the students. School officials must often make decisions to protect the health and wellbeing of all students, while at the same time safeguarding individual rights.

The following is provided as guidelines and is not all-inclusive. Be sure to review the Fairfield Union Local Schools Board of Education Policy Manual.

Bell Schedules

Regular Bells

1st period	7:20-8:06
2nd period	8:10-9:00
3rd Period	9:04-9:50
4th period	9:54-10:39
5th period (A Lunch)	10:43-11:13
5th period (A Class)	10:30-11:29
5th period (B Lunch)	11:33-12:03
5th period (B Class)	11:17-12:03
6th period	12:07-12:52
7th period	12:56-1:41
8th period	1:45-2:30

Two Hour Delay Bells

1st period	9:20-9:51
2nd period	9:55-10:26
3rd period	10:30-11:01
4th period	11:05-11:36
5th period (A Lunch)	11:40-12:10
5th period (A Class)	11:40-12:11
5th period (B Lunch)	12:15-12:45
5th period (B Class)	12:14-12:45
6th period	12:49-1:20
7th period	1:24-1:55
8th period	1:59-2:30

PBIS Schedule Bells

1st period	7:20-7:51
2nd period	7:55-8:26
3rd period	8:30-9:01
4th period	9:05-9:36
6th period	9:40-10:11
7th period	10:15-10:46
8th period	10:50-11:21
5th period (A Lunch)	11:25-11:55
5th period (A Class)	11:25-11:56
5th period (B Lunch)	12:00-12:30
5th period (B Class)	11:59-12:30
PBIS Period	12:34-2:30

Testing Schedule

(Class 30 min)	
1st period (attendance)	7:20-7:30
Testing	7:30- 9:30
Advisory	9:30- 9:50
1st period	9:53-10:21
2nd period	10:24-10:52
3rd period	10:55-11:23
5th period (A Lunch)	11:26-11:56
5th period (A Class)	11:26-11:56
5th period (B Lunch)	11:59-12:29
5th period (B Class)	11:59-12:29
4th period	12:32-1:00
6th period	1:03-1:31
7th period	1:34-2:02
8th period	2:05-2:30

High School Staff Directory

Administration

Travis Shaeffer, *Principal*

Trent Johns, *Assistant Principal*
Scott Harris, *Athletic Director*
Cathy Poston, *Director of School Counseling*
Erin Ramsey, *School Counselor*
Trisha Rogers, *Psychologist*
John Turnbull, *Special Education Supervisor*
Eydie Schilling, *Gifted Coordinator, Curriculum Director*
Michelle Wright, *Speech Pathologist*
Jennifer Pike, *School Nurse*
Deputy Anna Feasel, *School Resource Officer*

Faculty & Staff

Agriculture
Mr. Judd Baker
Mrs. Rachel Thomas
Mr. Chris Turner

Business
Mrs. Crystal Swick

Family & Consumer Science
Mrs. Jennifer McClure-Spillers

Foreign Language
Ms. Elena Aiello
Mrs. Caroline Toler

Health/Physical Education
Mr. Andy Clark
Mr. Deke Scott

Intervention
Mr. Ryan Danison
Mrs. Amanda King
Mr. Sean Krupla
Mrs. Nina Snoke
Mr. Nate Stephenson

Language Arts
Ms. Ashleigh Harrison
Mr. Luke Horn
Mr. Gregory Masterson Booth
Ms. Kristy Wilson

Mathematics
Mr. Nathan Fisher
Mr. Ryan Montgomery
Mrs. Lindsey Pinder
Mrs. Rachel Schmelzer
Mrs. Marguerite Smith

Media/Publications
Mr. Shane Perdew

Music
Mr. Matthew Gregory
Mr. Jared Kitchen
Mr. Julian Savage

Science
Mr. Joe Alford
Mr. Mike Miller
Mr. Dave Senften
Mr. Eric Vivian

Social Studies
Mr. Tim Bahen
Mr. Bo Brandon
Mr. Travis Keirns
Mr. Jason Thompson

Technology
Network Administrator
Mr. Evan Schaffner

Assistant Technology Support
Mr. David Foraker
Mr. Jax Kovatch

Tutoring
Mr. Kevin Moore

Visual Art
Mr. Bryan Blanton

Workforce Development Coordinator
Mr. Joel Denny

Secretaries
Mrs. Angi Skinner
Mrs. Lorrie Bailey
Mrs. Kathy Williams

Building Aides
Mrs. Sonya Chaffin
Mrs. Brenda George
Mr. Jason Hartman
Mrs. Bridgid Mahler
Mrs. Traci Mahler
Mr. Ben Miller

Food Service
Mrs. Taryn Anderson, Head Cook
Mrs. Renae Baker
Mrs. Christy Sutphen
TBD (2)

Maintenance Directors of Maintenance
Mr. Seth Cooperider, Mr. Nathan Horn

Head of Maintenance
Mr. Randy Beyer

Assistant Maintenance
Mr. Matt Forrest, Mr. David Markwood, Mr. Ken Moore

Problem Solving

- Athletics - Scott Harris
- Clubs - Travis Shaeffer
- ACT/SAT/AP - Cathy Poston
- Fees/Driving to School/Parking - Kathy Williams
- Extended Absence - Lorrie Bailey
- Lost and Found - Main Office
- Records/Transcript Requests - Angi Skinner
- Report Card Error - Classroom Teacher
- Student Schedule - Grade-Level Counselor
- Stolen Property - Deputy Feasel
- Textbooks - Classroom Teacher
- Use of Facilities - Travis Shaeffer
- Work Permits - Kathy Williams

School Counseling Services

School Counseling Department Webpage Link

Academic-Related Information

Graduation Requirements

Please refer to the *Fairfield Union High School Program of Studies*.

Commencement Participation

Commencement is 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. The Fairfield Union Local Schools will strive to appropriately recognize those seniors who have met all Fairfield Union Local School District graduation requirements as well as all state testing requirements. In addition, any seniors who elect to participate in the commencement exercise must (required) attend the scheduled graduation practice.

A. 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.
B. A senior who has not met all local and state requirements for graduation would not be permitted to participate in the commencement program.
C. During the commencement program no specific reference will be made regarding the participant's status.

Special Diplomas

Please refer to the *Fairfield Union High School Program of Studies*.

Career Center students should inquire in the school counseling offices as to the rules and guidelines for a State Diploma with Honors.

Honor Students Policy

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 Diploma with Distinction will be conferred at graduation ceremonies.

Please refer to the *Fairfield Union High School Program of Studies* for a full description of requirements for the Diploma with Distinction.

Honor Student Designation

Graduating Seniors will be recognized as honor students using their cumulative unweighted grade point average. During the commencement ceremony, when students are announced to receive their diplomas, the high school representative will indicate the honors level achieved. The following levels will be recognized. Summa Cum Laude 3.8-4.0; Magna Cum Laude 3.6-3.799; Cum Laude 3.5-3.599; Honor Student 3.0-3.499.

Class Rank

By April 15 of each year, the overall senior class ranking will be calculated. The class ranking will be determined using the students weighted grade point average.

Valedictorian/Salutatorian

The selection of Valedictorian will be determined utilizing the weighted grading scale. The Valedictorian will be the student who attains the highest weighted GPA (including ties). The Valedictorian(s) will have the opportunity to speak at Graduation. All students earning a 4.0 or above on the weighted or unweighted grading scales would be considered Salutatorians and given the opportunity to speak at the Senior Awards Ceremony. The Valedictorians and Salutatorians will be recognized at Graduation.

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 Valedictorian(s) will have the opportunity to speak at the Graduation Ceremony.
2. If the Valedictorian(s) elects not to speak, the Senior Class President will speak at the Graduation Ceremony.
3. Following the conclusion of the 7th semester, 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 valedictorians and salutatorian. At that time, the designation will be official and final.

5. The grade point averages of the top five percent of the class will be computed on 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 counselor.
6. 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.

School Counseling Appointments

School counselors are available during regular school hours or by appointment. Counselors will assist students in setting educational, occupational, and personal goals. If you need to see your counselor, make an appointment with the counseling office during a study hall, before school or after school. Students are assigned to counselors as follows:

Cathy Poston - 11th and 12th grades along with all College Credit Plus Students
Erin Ramsey - 9th and 10th grade & Career Center Students

Schedule Changes

Students are expected to make all schedule choices during the registration process. Student/parent-initiated schedule changes made after school begins may be made with parent permission and only during the first ten (10) school days. When a course is dropped within this timeframe, the course will be deleted from the student's transcript. Courses will be dropped and/or added, within this timeframe, if space is available, with the teacher, counselor, and/or administrator approval, for the following reasons:

1. To balance classes between semesters
2. To accommodate a student who may need to make a change to meet graduation requirements
3. To adjust for courses completed, with a passing grade, in summer school or online credit recovery
4. To accommodate an original request that was not honored due to a scheduling conflict
5. To adjust for special/alternative programming
6. To change an inappropriate course level

Schedule changes will not be made during the first day of school– follow your printed schedule until it is officially changed and you have a hard copy of your new schedule.

Access to Student Records

The school 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 the 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 Counseling Staff will be present at all times to interpret the information and answer questions.

Student Progress and Evaluation

Parents are encouraged to view their child's grades over the internet 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.

The Grading System

Course work for students shall be evaluated and averaged on a percent basis for each grading period. This percentage grade shall be converted to a letter grade when posted on the student grade reporting form. Semester and final averages shall represent the cumulative average of all previous percentage grades for grading periods and examinations. Student participation is an important part of the learning process. When a student is absent from class he/she diminishes his/her opportunity to receive the full benefit of the instructional setting. All staff may factor daily participation into the overall student evaluation process.

Grading Scale:

When assigning letter grades, the staff shall use the following grading scale:

100-93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59-0 = F

Report Cards

Report cards are issued to the students every nine weeks. It is the students' and parents' responsibility to see that the report is reviewed and the counselor or teacher is contacted if questions or concerns arise.-Families are informed by the school on how report cards will be sent home at the start of each school year.

Make-Up Work

Students will be allowed at least one make-up day for each day of absence. 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. The student is responsible for arranging with the instructor a schedule for completing the make- up work. Teachers will not be expected to assume responsibility for a student's failure to make appropriate arrangements.

Grading Extension

A grading extension will be issued only for the following reasons:

1. Illness on the part of the pupil.

2. An extreme emergency.

The grading extension must be approved by the teacher and the building principal in the case of an emergency.

Concluding a Grade Extension

The timeframe of the grade extension will be determined by the high school administration through collaboration with the student, their guardians and their teachers. The required coursework for the grade extension must be completed in the predetermined timeframe or the assignments will receive a 0%. At the conclusion of the grade extension timeframe the grade will be updated accordingly.

Academic Honors

Honor Roll

The Honor Roll is determined after each nine- week formal grading period. Students may be posted to either the "A" or "A/B" Honor Roll. To qualify for the "A" Honor Roll, nothing less than an "A-" may be earned in each subject area. For the "A/B" Honor Roll, a student must not receive a grade of less than a "B-" in any subject.

Academic Letters

Beginning with their sophomore year, students may earn an Academic Letter based on achieving a GPA of 3.5 and/or an ACT score of 25. Students must complete one of the following activities in addition to meeting the GPA / ACT score requirement. The qualifying event must take place in the current school year.

AGRICULTURE - Complete ONE of the following:

- Earn the State FFA Degree
- Earn the SAE Proficiency Award
- Participate in Public Speaking contests
- Participate in C.D.E. Judging contest
- Serve as an FFA Officer
- Serve as an FFA Committee Chairman

BUSINESS- Complete ONE of the following:

- Compete at the State (Ohio Career Development Conference) or International Level (International Career Development Conference) in a Principles, Series, Team Decision Making, Personal Financial Literacy or Professional Selling Event
- Complete and compete, at the State or International Level, one of the Integrated Marketing, Project Management, Business Operations Research, or Entrepreneurship Projects
- Attend a Business-related Leadership Conference (i.e. Thrive Academy)

- Serve as a DECA Officer or Committee Chair
- Maintain a B average or higher in Business courses, totaling the equivalent of three years of study (this can be any combination of year-long or semester-long courses).
- Complete a mentored Capstone project in any field of Business

WORLD LANGUAGES - Attain an A or B final grade in all World Languages courses and complete ONE of the following:

- Attend a university summer camp
- Complete a summer or year experience in a foreign country
- Complete three consecutive years of the same foreign language plus an additional 2 consecutive levels of a second foreign language (Proof of completion must be provided for any credits earned through CCP)

FAMILY & CONSUMER SCIENCES - Complete ONE of the following:

- Complete Power of One.
- Complete State Degree.
- Complete an FCCLA Star Competitive event and compete at the Regional competition or higher level (State or National).
- Complete 12 hours of FCCLA organized service projects (MUST be FCCLA service projects).
- Successfully (A or B final grade) complete 1 year long course and 4 semester courses (= 3 years) or 6 semester courses (= 3 years) of Family, Consumer Science courses.

LANGUAGE ARTS - Complete TWO of the following:

- Attend a writing workshop - Include proof of attendance
- Have a B average in AP English or CCP English (including dual enrollment) form signed by teacher or professor
- Have an A average from the person in charge of one of the following:
    - Media production class-proof of grade from teacher
    - Yearbook class-proof of grade from teacher
    - A role in a musical/play proof of grade from teacher, or if no grade, recommendation from director
- Score a 25 or higher on the English or reading section of the ACT or score a 7 or higher on the writing section proof of scores
- Place top 10 in a Signet Classics, Penguin Classics, or other teacher approved writing competition (proof needed)
- Have an original writing published in a local (business or organization) publication. (ex. *Lancaster Eagle Gazette, Town Crier, or Fairfield Medical Center's The Monitor*)
    - Approval of the language arts department and copy of the publication

MATHEMATICS - Complete ONE of the following:

- Achieve an ACT Math score of 25 or higher.
- Achieve a B average in one of the following classes:
    - PreCalculus
    - Calculus
    - CCP Math

    - CCP Statistics
- Complete a three (3) year sequence of honors level courses with a B average.

SCIENCE - A or B average in current Science Coursework, and complete ONE of the following:

- Complete a mentored Capstone project in any field of Science
- Attend a Scientific Conference or Symposium with Certificate/Verification of attendance
- Score of 25 or higher on the Science portion of the ACT
- Successfully complete any 3 of the following with an A or B average: Environmental Science, Chemistry, Biology II, Physics

SOCIAL STUDIES - Complete TWO of the following:

- Participate in Buckeye Boys State or Buckeye Girls State
- Participate in Daughters of the American Revolution (D.A.R)
- Have an A average in either AP US History OR AP US Government
- Have an A average in any two (2) Social Studies Electives classes

VOCATIONAL - Students who attend the Career Center may qualify for an Academic Letter at FUHS by achieving any of the following levels of performance:

- Recognition at the state level or higher in the program area.
- Hold an office in an organization that is associated with your vocational field.
- Serve as a member of a board in your vocational area.
- Compete in your vocational field at the regional, state or national level.
- Induction into the NTHS.
- Accomplishments achieved outside the classroom that rise to the level of the items listed above, as determined by the FUHS Principal, Assistant Principal and School Counselor.

OTHER - Complete ONE of the following:

- ACADEMIC COMPETITION TEAMS: Team member attending 60% of practices.
- Serve as an officer in any recognized school organization or club.

Each department chairperson/advisor will sign off on the student's completion of the activity. Letters will be awarded in the spring of each school year.

Conflict Policy (Scheduling of Events)

Fairfield Union encourages students to be active with multiple groups and organizations as part of their educational experience. While the District recognizes the value of students having a broad range of experiences, it is inevitable that conflicts will arise when students are members of multiple student organizations, and thus, efforts will be made to schedule events in a manner so as to minimize conflicts. It is important to note that students share in the responsibility to help avoid and resolve conflicts when possible. When a student does have a conflict, the student should take the responsibility of informing the supervising adults, so the supervising adults can devise a resolution.

When multiple school events are in conflict, the staff members responsible for each event in

conflict will work with school administration to determine a resolution to the conflict. Multiple factors will be considered in determining a resolution when events are in conflict with each other. Ultimately, the building principal will have final say in determining a resolution to any conflicts.

National Honor Society

The faculty at Fairfield Union, in stressing academic achievement, awards membership in the National Honor Society as the highest honor a student can achieve at Fairfield Union in recognition of his or her academic pursuit.

Article IV, Section 3 – Eligibility

A. Candidates eligible for selection to this chapter must be incoming members of the junior or senior class.
B. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Fairfield Union High School. Transfer members must meet the new school requirements within one semester in order to retain membership.
C. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of a 3.7 on a 4.0 scale at the end of the-fourth quarter of his/her sophomore year.
D. Upon meeting the grade level, enrollment and GPA standards, candidates shall then be considered based on their service, leadership, and character.

Article V Selection of Members: Establishes the time, methods, and procedures for the identification of candidates and selection of members.

Section 1

The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting member of the Faculty Council.

Section 2

The selection of active members shall be held once a year during the fall semester of the school year.

Section 3 - Prior to the final selection, the following shall occur:

A. Students' academic records shall be reviewed to determine scholastic eligibility.
B. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration by a specific deadline.

C. The faculty council shall be requested to evaluate the Candidate Forms, faculty evaluations, and other relevant information of those candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser. All materials will be reviewed to determine those who fully meet the selection criteria for membership. Candidates with a majority vote will be selected. All Faculty Council decisions are final.

Section 4. – Candidates become members when inducted at an official and dignified induction ceremony.

Section 5. – An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. – An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

All current members must abide by the current Fairfield Union National Honor Society Chapter bylaws in their entirety.

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.

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 missed work. 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

If a student becomes ill while at school, the student must obtain a hall pass to the clinic from the staff member to which they are assigned. Students must report directly to the clinic.

When the student arrives at the clinic the parent (guardian) will be contacted to discuss the nature of the student's illness and what the appropriate next steps will be. The status of a student leaving school early, excused / unexcused will be handled on a case by case basis. Parents should not come to the school to pick up their child until they are able to have a conversation with the health aide or an administrator regarding the condition of their child.

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

Elevators

The elevator is only for use by students in special circumstances. Students must register in the clinic in order to receive prior approval. Students using the elevator without prior approval will be subject to disciplinary actions.

Lockers

1. Each student will be assigned a locker according to grade level.
2. All students are assigned to a specific locker with a school issued padlock. If the padlock should be lost, stolen, or damaged, the student will be charged a replacement fee based upon actual cost for the replacement of the padlock.
3. Only school issued padlocks may be used on student lockers. It is recommended that your combination not be given to anyone.
4. Lockers may be subject to periodic inspection at the sole discretion of the school administration. Items which are in violation of the serious misconduct code should not, under any circumstances, be kept in a student locker or on school property.
5. The school is not responsible for items stolen from or removed from assigned lockers.
6. LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO INSPECTION, ANNOUNCED OR UNANNOUNCED.
7. To help ensure that no one else gains access to your locker, do not share your combination code with other students.

Hall Passes

General Rule

1. After the beginning of the first period, students are permitted in the halls only if a written pass has been acquired from a faculty member or the office.
2. Hall passes must be carried/visible and must include the first and last name of the student, date, location (destination), teacher signature, and time of departure.

3. No hall pass will be considered valid if it is not completely filled out. It is the student's responsibility to have a properly completed pass when traveling in the hallways during scheduled class periods.
4. Students are discouraged from traveling from one room to another except during the four-minute class change periods.

Excused To See Another Teacher

1. You must have a written excuse from the teacher who wishes to see you before the class period begins.
2. IMPORTANT - no teacher should write an excuse to see a student out of another class unless it is of an EMERGENCY NATURE.

Field Trips

A permission slip will be required for all students who intend to participate in any educational field trip. The deadline for the permission slip will be seven (07) school days prior to the scheduled date of the trip.

School Fees: Participation in extracurricular field trips will not be permitted unless payment has been received for school fees. Participation in any extracurricular activity or field trip will not be permitted for any student with a negative school lunch balance greater than $50.

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/replacement fee may be assessed if the book is damaged or lost.

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 Drop-Off and Pick-Up

Parents are encouraged to allow their child to ride the bus transportation provided. If a Parent or Guardian needs to drop off or pick up their child from school, please use the following guidelines.

Students being dropped off at school in the morning should not arrive before 6:45 a.m. Students should be dropped off at the west side of the building (student entry) adjacent to the senior parking area and report directly to the cafeteria/gymnasium. Student pick up should occur at the same location (west side of the building).

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.

Library Rules and Regulations

1. The library is a place for research and reading. A quiet atmosphere is to be maintained at all times.

2. The library will officially open at 7:20 a.m.
3. Students who wish to use the Library during study hall must report to study hall for attendance and then receive a pass to travel to the Library. The study hall teacher will then send to the library a list of students for whom a pass was written. Once a student is in the library they will remain there until the end of the class period.
4. Students may only have five (5) books borrowed from the library at a time.
5. Books may be checked out for a two-week period.
    a. Books may be renewed by presenting the book at the circulation desk.
6. Students wishing to take out books must check them out at the circulation desk.
7. Each student is responsible for any materials checked out in his/her name.
8. Students should not loan materials to anyone.
9. Students should return materials as soon as they have finished, the latest date being the due date stamped in the book.
10. Students with overdue library books will not be permitted to check out additional books or use library facilities until overdue materials are returned.
11. Students must pay a replacement cost for any lost or damaged library books.
12. Periodicals and reference materials are not to be checked out. See the librarian if you need to gain access to these materials.
13. Users of electronic devices will be responsible for adhering to all district/building acceptable use policies, codes of conduct, or administrative guidelines while using the district's wireless network.
14. Each student will be required to use their student ID (lunch account number) to check out books.
15. Discipline: Any infraction of the above rules will result in the student losing library privileges, and/or other disciplinary actions. This includes the use of library materials.

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.

Cafeteria Rules and Regulations

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

There are two lunch periods at the high school. Lunch is served in two shifts: periods 5A and 5B, whichever fits into the individual's schedule.

1. ALL LUNCH PERIODS ARE CLOSED
2. Students may not leave school property without permission from the administration
3. No outside visitors will be permitted
4. No commercially prepared food will be permitted (unless for a staff advised activity)
5. All lunches are to be eaten in the cafeteria. Food is not to be removed from the cafeteria area (unless for a staff advised activity). Students leaving utensils, trays, food, or paper items on tables will be subject to disciplinary action by the staff members on duty or by the administration.

The cafeteria provides both class A lunches and an a la carte line, or students may bring their lunches. Without the full cooperation of the student body, it is difficult to keep the cafeteria area clean for all students. There is a break between each eating group in which the tables are cleaned. However, it is still necessary that students remove their eating utensils and other materials from the table when they finish eating so that the next group will have a clean eating area. If students leave the eating area the same way they find it, our cafeteria will remain clean.

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.

School Dances

Dances sponsored by a student group of Fairfield Union must be scheduled through the principal and recorded on the office calendar well in advance (2 weeks) of the proposed date. Scheduling is on a first come, first scheduled basis. Dances sponsored for 9th-12th grade students are open only to those Fairfield Union students in grades 9 through 12.

1. All dances and parties must be arranged under the supervision of a club or organization.
2. There must be appropriate advisors and chaperones present at each function. The advisors and chaperones must be submitted to the principal no later than four (4) days before the function or the activity will be canceled.
3. All arrangements for the activity must be cleared by the principal at the time it is put on the calendar.

4. The head class advisor or club advisor will be responsible for the organization of the activity with the class or club officers including the clean-up arrangements. The parts of the facility used should be clean and orderly and ready for its intended use the next day.
5. All social activities of Fairfield Union are to be considered closed, (open only to Fairfield Union students), unless otherwise designated and approved by the school administration. If guests are permitted, a pre-registration form will be required.
6. Once a student leaves a dance, he/she is to leave the premises immediately and is not permitted to return to the grounds or that activity. Students are not to loiter on the school grounds during or following dances.
7. The junior-senior prom is considered to be a formal dance and appropriate formal wear will be required for admittance. Both the fall and winter homecoming dances are considered to be semi-formal and appropriate semi-formal wear will be required for admittance.
    a. No guests below 9th grade or over 19 years of age will be permitted without special permission from the building principal.
    b. For guests to be considered, a pre-registration form will be required. Additionally, guests may be required to schedule a meeting with the building principal a minimum of 1 week prior to the event.
8. Only members of the junior and senior classes will attend the prom banquet when held. The prom dance will be open to juniors and seniors and guests; however, student participants and their guests will be required to obey all school regulations while in attendance.
9. Any violations will be dealt with on an individual basis in accordance with adopted policies and procedures.

Homecoming Court

Fall Homecoming- Queen and Escort

1. A nomination vote shall occur with all enrolled female names for Homecoming Court, provided to respective grade levels. The senior list is sent to all grade levels for Queen.
2. A second voting shall occur, with the top three names for 9th-11th grade Homecoming Court female candidates and six names for Senior Queen's court candidates for grade 12.
3. One attendant from each grade 9-11 will be announced after voting concludes and this person will choose their OWN FUHS student escort for the pep rally and introduction at the football game. Attendant criteria from the FUHS student handbook applies to escorts (Subject to Principal approval and cumulative GPA of 2.5).
4. Three Queen candidates from grade 12 will be announced after voting concludes and these candidates will choose their OWN FUHS student escort for the pep rally and introductions at the football game (Subject to Principal approval and cumulative GPA of 2.5).

Winter Homecoming - King and Escort

1. A nomination vote shall occur with all enrolled male names for Homecoming Court, provided to respective grade levels. The senior list is sent to all grade levels for King.

2. A second voting shall occur, with the top three names for 9th-11th grade Homecoming Court male candidates and six names for Senior King's court candidates for grade 12.
3. One attendant from each grade 9-11 will be announced after voting concludes and this person will choose their OWN FUHS student escort for the pep rally and introduction at the basketball game. Attendant criteria from the FUHS student handbook applies to escorts (Subject to Principal approval and cumulative GPA of 2.5).
4. Three King candidates from grade 12 will be announced after voting concludes and these candidates will choose their OWN FUHS student escort for the pep rally and introductions at the basketball game (Subject to Principal approval and cumulative GPA of 2.5).

Substitute Teachers

Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is a very important member of our professional staff and has all the rights and privileges of a regular faculty member while on duty. Students are expected to extend a substitute the same courtesy, respect, and obedience as is expected by the regular staff.

Work Permits

Work permits are required by the State of Ohio and must be acquired by a student who seeks part time employment on a regular basis. The application form may be picked up from the cashier or secretary. The principal, physician, and parent must complete sections of the application as well as the employer. Falsification of a work permit could subject a student to disciplinary and legal action. For more information on State Ohio Work Permits visit the Ohio Department of Commerce Work Permit Site

Inappropriate Dress and Appearance

A student shall not dress or appear in a manner deemed inappropriate because (a) it either endangers or interferes with the student's health and/or welfare or the health and/or welfare of other students, or (b) causes disruption or directly interferes with the educational process. Classroom teachers have the right to establish reasonable dress standards in their classes and those standards will be approved and enforced by the administration, and students have the responsibility to abide by those standards. Students will be asked to change into appropriate attire or they will be placed on Administrative Removal/Temporary Instructional Reassignment from classes for the day. Repeated infractions will result in disciplinary action.

It is our intent to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education.

1. Any garment specifically made to be worn as an undergarment may not be showing or worn as an outer garment. All outerwear must cover underwear.
2. Shirts must be properly sized. Undergarments, chest and cleavage, back and midsection (stomach) may not be visible. The stomach and the chest area must be covered in an appropriate manner.

3. Shorts and skirt length must be long enough to cover a student in a school-appropriate manner, as deemed by the administration, while standing or seated.
4. Hats, bandanas, do-rags, and or other head coverings that create or have potential to create a distraction or safety hazard are not to be worn in the building. Headwear that is clearly intended to be used as a hair fashion product will be permitted if it meets the language and spirit of this policy. The final decision as to whether headwear is appropriate rests with the Administration. Head coverings for religious purposes will be permitted. Exceptions to this policy may be made during designated "school spirit" activities.
5. Blankets, quilts, or other types of throws or coverings will not be permitted.
6. "Hoodies" or other hooded shirts/sweatshirts are permitted at school, but the hood must be down while in the building.
7. Gang-related and/or cult-related apparel cannot be worn. This includes, but is not limited to, pant legs rolled up, bandanas, sweatbands, chains, or any clothing expressive of a group.
8. Symbols or designs of any kind may not be drawn on the face, and outlandish makeup is not permitted.
9. Any chains, bracelets, collars with studs, or sharp objects are not to be worn.
10. Sunglasses may not be worn inside the building.
11. Attire with suggestive or questionable messages (including, but not limited to vulgarity, alcohol, cigarettes), are not appropriate, and, therefore, should not be worn to school.
12. Students may not wear holiday costumes or decorative contact lenses. Exceptions are made for school "Spirit Weeks."
13. Attire (including jewelry) with weapons or gang symbols are not permitted.

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 not be permitted to attend class until their dress is deemed appropriate. Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, DECA, FFA, FCCLA and other such groups.

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.

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 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.

Student Use Of School Facilities/Presence On School Property

A student may use school facilities or grounds only while they are under the direct supervision of a school staff member or with special permission of a school administrator.

Motor Vehicles-Student Drivers/Riders

It is considered a privilege for a student to drive or ride in a privately- owned motor vehicle. Denial of driving/riding privileges may be imposed by the administration for violation of any of the following rules. A student parking fee will be assessed and an assigned parking space will be given to each approved student driver.

1. All motor vehicles must be registered with the school office. Proof of automobile insurance coverage is necessary before a parking sticker will be issued.
2. Upon registration of a motor vehicle, a parking sticker will be issued to the student driver for that vehicle.
    a. This sticker must be placed on the back of the inside rearview mirror and be visible when looking through the front windshield of the vehicle.
    b. Parking stickers may only be used by the student to whom they were assigned and are not transferable to any other student driver.
    3. All student vehicles must be parked only in their assigned/designated student parking lot area. Each student driver is issued a specific (numbered) parking space and may only park in that designated space.
        a. Trucks will park in the perimeter spaces.
        b. Cars will park in the interior spaces.
        c. Staff parking areas are not permitted for student use.
4. No student driver or rider may be in the student parking area during the regular school day without permission from the high school office.
5. The posted speed limit will be considered the maximum speed at which a student driver may operate his/her vehicle while on school property.
6. When buses are entering or leaving the school property, they are always considered to have the right-of-way. Student drivers must yield the right of way to all school bus traffic.

7. Peeling and squealing of tires, loudly revving the engine, loud playing of radio/stereo or excessive blowing of vehicle horns will not be permitted.
8. A student driver shall not possess in his/her motor vehicle any items as defined by the Serious Misconduct Code in this handbook.
9. Frequent or excessive tardiness to school will result in denial of driving or riding privileges as determined by the building principal. See policy under Code of Conduct.
10. Student vehicles will not be permitted to leave school property during regular school hours without authorization through the high school office.
11. Vehicles will be subject to periodic inspection at the sole discretion of the school administration.

Failure to follow and abide by the rules listed above may result in denial of driving privileges, immobilizing the vehicle, having the vehicle towed at the student/owners' expense.

Discipline

Minor Misconduct Code

Demerit System

Students will receive one demerit per violation of the following:

1. Tardiness to class
2. Public displays of affection, other than holding hands
3. Failure to report to class or study hall with appropriate materials
4. Being in the halls, restrooms, or other unsupervised areas without a pass
5. Minor disruptive conduct in the classroom library, restrooms, hallway, or cafeteria.
6. Failure to follow specific classroom or study hall rules.

Classroom Rules

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

Note: Demerits will accumulate during each quarter. In order to appeal a demerit given by a staff member, the student must do so within 24 hours of its issue. Appeals may be made in writing to the principal or assistant principal.

Consequences of Demerit Accumulation

- When a student accumulates 3 demerits within one quarter, a follow up phone call or a letter will be sent to the student's parents/guardians.
- The accumulation of 5 demerits will result in administrative discipline **of up to and including a one hour administrative detention.**
- The accumulation of 7 or more demerits will result in further administrative discipline **up to and including In-School Suspension**.
- Additional violations will be referred to the principal/assistant principal **and may be considered serious misconduct.**

Excessive Tardiness To School

Any student who is not in first period when the tardy bell rings is considered tardy to school and must sign in through the main office. Please note that these offenses are cumulative.

Consequences (per quarter):

- **Unexcused** Tardies 1-4 = Warning
- **Unexcused** 5th tardy = Administrative discipline up to and including a 1 hour After School Detention.
- **Unexcused** 6th tardy = Further administrative discipline up to and including a 2 hour After School Detention .
- **Unexcused** 7th tardy or more will result in further administrative discipline and may be considered serious misconduct.**

**Students should be aware that excessive tardies may result in the removal of student privileges including but not limited to driving privileges.

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. **Doing so may result in administrative disciplinary action.**

When arriving late to school, students must sign in at the attendance office.

A student must have permission from a parent or guardian to leave school grounds and must sign out in the office before leaving. Written permission must be on file prior to first period. Doctor, dentist, and legal appointments must be documented. Refer to earlier section Early Dismissal for complete details.

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 Product, 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 charging 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.
18. Operating Motor Vehicle on School Property: A student shall not operate a motor vehicle in a reckless manner on school property, and he/she shall not drive a motor vehicle while school is in session unless authorized to do so.
19. Students are not permitted in the student parking lot at any time during regular school hours without permission from the high school office.

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

One and two hour administrative detentions as well as lunch detentions are assigned by the principal or assistant principal and will be held after school on Tuesdays and Wednesdays, or during a students lunch period. It is the responsibility of the student to make arrangements for transportation home from an 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
    a. The Temporary Instructional Re-Assignment is designed to be used as an intermediate step between detention and formal suspension.
    b. Temporary Instructional Re-Assignment 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.

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. At the discretion of the administrator, certain offenses will be issued an in-school suspension option as part of the disciplinary process. Due Process proceedings must be followed.

Students will be notified as to the time and place of the in-school suspension. In-school suspension will be housed in the high school. Failure to attend could result in an out-of-school suspension. Students will not be counted as absent from school and are permitted to receive credit for completed assignments.

Our ISS program is an alternative learning site where students are given the opportunity to continue the education process and receive credit for their work. Due to the nature of the program, students are not permitted to sleep during ISS. A list of ISS rules are provided to students at the time of the assignment.

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.

Appeals to in-school suspension must be made through the building principal.

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 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 counseling 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.

In the case of graduating seniors whose suspension from school would run through graduation, the principal may determine a penalty which, if accepted by the student, would allow the student to participate in the graduation ceremony.

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 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.

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.

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."