

**2024-2025**

**Fairfield Union  
Rushville Middle School**

**STUDENT  
HANDBOOK  
PARENT**

**BOARD ADOPTED  
APRIL 2024**

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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 <a href="mailto:chadbelville@fairfieldunion.org">chadbelville@fairfieldunion.org</a> 740-536-7384	Treasurer Mrs. Courtney Roberts <a href="mailto:courtneyroberts@fairfieldunion.org">courtneyroberts@fairfieldunion.org</a> 740-536-7384
Special Education Coordinator Mr. John Turnbull <a href="mailto:johnturnbull@fairfieldunion.org">johnturnbull@fairfieldunion.org</a> 740-536-7306	Payroll - Treasurer's Office Mrs. Amy Noland <a href="mailto:amynoland@fairfieldunion.org">amynoland@fairfieldunion.org</a> 740-536-7384
School Psychologist Mrs. Trisha Rogers <a href="mailto:trisharogers@fairfieldunion.org">trisharogers@fairfieldunion.org</a> 740-536-7306	Assistant Treasurer - Accounts Payable Mrs. Jennifer Haughn <a href="mailto:jenniferhaughn@fairfieldunion.org">jenniferhaughn@fairfieldunion.org</a> 740-536-7384
Curriculum Coordinator Ms. Eydie Schilling <a href="mailto:edvieschilling@fairfieldunion.org">edvieschilling@fairfieldunion.org</a> 740-536-7384	Assistant Treasurer - Payroll Kasi Wilkinson <a href="mailto:kasiwilkinson@fairfieldunion.org">kasiwilkinson@fairfieldunion.org</a> 740-536-7384
Administrative Secretary to the Superintendent Mrs. Christy Smith <a href="mailto:christysmith@fairfieldunion.org">christysmith@fairfieldunion.org</a> 740-536-7384	EMIS Coordinator Mrs. Tonya Nuss <a href="mailto:tonyanuss@fairfieldunion.org">tonyanuss@fairfieldunion.org</a> 740-536-7384
Administrative Secretary for Educational Services Mrs. Deanna Throckmorton <a href="mailto:deannathrockmorton@fairfieldunion.org">deannathrockmorton@fairfieldunion.org</a> 740-536-7384	Food Service Director Diana Browning <a href="mailto:dianabrowning@fairfieldunion.org">dianabrowning@fairfieldunion.org</a> 740-536-7384
Network Administrator Mr. Evan Schaffner - <a href="mailto:evanschaffner@fairfieldunion.org">evanschaffner@fairfieldunion.org</a> 740-536-7306	Transportation Coordinator Mr. Dean Rarey <a href="mailto:deanrarey@fairfieldunion.org">deanrarey@fairfieldunion.org</a> 740-536-7820

District Website - [www.fairfieldunion.org](http://www.fairfieldunion.org)

## Board of Education Members

FAIRFIELD UNION LOCAL SCHOOLS

**TAMI CONRAD-ZANGMEISTER**  
BOARD OF EDUCATION, PRESIDENT

🏠 8337 Lake Rd. NE  
Millersport, OH 43046

✉️ tamiconrad@fairfieldunion.org



FAIRFIELD UNION LOCAL SCHOOLS

**KEVIN KEMMERER**  
BOARD OF EDUCATION, VICE PRESIDENT

🏠 2745 Musser Road  
Baltimore, OH 43105

✉️ kevinkemmerer@fairfieldunion.org



FAIRFIELD UNION LOCAL SCHOOLS

**TODD HOFFMAN**  
BOARD OF EDUCATION, MEMBER

🏠 1510 Lutheran Church Rd.  
Lancaster, OH 43130

✉️ toddhoffman@fairfieldunion.org



FAIRFIELD UNION LOCAL SCHOOLS

**TINA JOHNS**  
BOARD OF EDUCATION, MEMBER

🏠 2550 West Rushville Rd. NE  
Lancaster, OH 43130

✉️ tinajohns@fairfieldunion.org



FAIRFIELD UNION LOCAL SCHOOLS

**JEFF SCHMELZER**  
BOARD OF EDUCATION, MEMBER

🏠 118 Purvis Avenue  
Bremen, OH 43107

✉️ jeffschmelzer@fairfieldunion.org



## Board of Education Meeting Schedule

[Link for 2024 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](#)

## 2024-2025 SCHOOL CALENDAR

New Teacher Orientation	August 8 & 9, 2024 (THURSDAY & FRIDAY)
Teacher Work Day – Classroom Preparation	August 12 (MONDAY)
Teacher Professional Development Days	August 13 & 14 (TUESDAY & WEDNESDAY)
First Day for Students	August 15 (THURSDAY)
Labor Day	September 2 (NO SCHOOL)
Teacher Professional Development Day	September 20 (NO SCHOOL FOR STUDENTS)
Teacher Professional Development Day	September 23 (NO SCHOOL FOR STUDENTS)
Fairfield County Fair	October 7 – 11 (NO SCHOOL)
End of 1st Nine Weeks – Two Hour Late Arrival	October 25 (FRIDAY)
Comp. Day for Parent Teacher Conferences	November 27 (NO SCHOOL)
Thanksgiving Break	November 28 & 29 (NO SCHOOL)
Last Day Before Christmas – Two Hour Early Dismissal	December 20 (FRIDAY)
Christmas Break	December 23 - January 3, 2025 (NO SCHOOL)
School Resumes	January 6, 2025 (MONDAY)
End of 2nd Nine Weeks – Two Hour Late Arrival	January 17 (FRIDAY)
Martin Luther King Day	January 20 (NO SCHOOL)
Presidents Day	February 17 (NO SCHOOL)
Teacher Professional Development Day	March 21 (NO SCHOOL FOR STUDENTS)
Spring Break	April 18 – 21 (NO SCHOOL)
Last Day for Students – Two Hour Early Dismissal	May 22 (THURSDAY)
Teacher Work Day – Records	May 23 (FRIDAY)
Graduation Exercises	May 25 (SUNDAY)

### GRADING PERIODS

#### 9 Week Grading Periods – All Buildings

1. Aug. 15 - Oct. 25	44 Days
2. Oct. 28 – Jan. 17	47 Days
3. Jan. 21 - Mar. 21	42 Days
4. Mar. 24 - May 22	<u>42 Days</u>
	175 Days

### STUDENT SUMMARY

<u>Grades K-12</u>	
Instructional Days	175
Parent Teacher Conference Days	2
Staff Professional Development Days	2
	<u>179</u>

### TEACHER SUMMARY

<u>Grades K-12</u>	
Instructional Days	175
Parent Teacher Conference Days	2
Staff Professional Development Days	5
Teacher Work Days	<u>2</u>
	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 20, February 17, March 21, April 21, and May 23.
- 2) The District may also utilize remote learning or blizzard bags, as permissible by law, to make up missed instructional time.
- 3) Parent-Teacher Conferences will be held during evening hours (4:00 p.m. to 7:45 p.m.) as follows:
  - a. Bremen and Pleasantville Elementary Schools - November 21, November 25, March 18 and March 20
  - b. Fairfield Union High School and Rushville Middle School - November 19, November 25, March 18 and March 20

- 4) Open House and Orientation – Times to be determined:
  - a. Bremen and Pleasantville Elementary Schools - August 12, 2024
  - b. Fairfield Union High School and Rushville Middle School - August 13, 2024

## WELCOME

Welcome to Fairfield Union Rushville Middle School! It is with great honor that I serve as the principal of this middle school, grounded in a rich tradition of academics and extracurricular activities. It is my goal to continue that tradition by offering students opportunities to grow academically, socially, and emotionally as they transition through their middle school experience.

Our staff is committed to taking a proactive approach in creating an environment where students feel safe, connected, and engaged in their learning. High expectations for academics and behavior are vital to the learning environment.

Please take time to read and understand this handbook and the student conduct that is expected in our middle school. Students are responsible for their actions and represent not only themselves, but our Falcon Family. All students are expected to be respectful, responsible, safe, and involved. These four qualities lead to our SUCCESS!

It is also our objective to be a part of a working team with parents/guardians to help support our students and families. Engaging in two-way communication is extremely important, so please seek advice or guidance from our staff or administration if you have any questions or concerns. You are invited to visit our school's web page at [www.fairfieldunion.org](http://www.fairfieldunion.org) and/or call the school at 740-536-7249.

I am very excited about the upcoming school year and I look forward to working with all of you!

Go Falcons!

Sincerely,  
Tricia Haughn, Principal

## Our Vision

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

## Our Mission

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



## General Information

### Bell Schedules

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#### Regular Bell Schedule

**Breakfast** - 7:00-7:15

Call Bell To 1st Period - 7:15

1<sup>st</sup> Period - 7:20-8:06

2<sup>nd</sup> Period - 8:09-8:55

3<sup>rd</sup> Period - 8:58-9:44

4<sup>th</sup> Period - 9:47-10:33

5<sup>th</sup> Period - 10:36-11:22

6<sup>th</sup> Period - 11:25-12:11

7<sup>th</sup> Period - 12:14-1:00

8<sup>th</sup> Period - 1:03-1:49

9<sup>th</sup> Period - 1:52-2:38

#### **Lunch Periods**

5th period 5th Grade 10:36-10:58

6th Grade 10:58-11:22

6th period 7th Grade 11:25-11:47

8th Grade 11:47-12:11

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#### 2-Hour Delay Schedule

**Breakfast** - 9:00-9:15

Call Bell to 1st Period - 9:15

1st period - 9:20-9:48

2nd period - 9:51- 10:19

3rd period - 10:22-10:50

4th period - 10:53- 11:21

5th period - 11:24- 12:10

6th period - 12:13-12:59

7th period - 1:02-1:30

8th period - 1:33- 2:01

9th period - 2:04-2:38

#### **Lunch Periods**

5th period 5th Grade 11:24-11:47

6th Grade 11:47-12:10

6th period 7th Grade 12:13-12:35

8th Grade 12:35-12:59

# Middle School Staff Directory

## Administration and Staff

Tricia Haughn, *Principal*

Dawn Rice, *Assistant Principal*

Scott Harris, *Athletic Director*

Eydie Schilling, *Curriculum Director, Gifted Coordinator*

Brian Funk, *Counselor*

Tessa Gossett, *Counselor*

Trisha Rogers, *Psychologist*

John Turnbull, *Special Education Supervisor*

Janeen Thompson, *School Nurse*

Mark Bennington, *School Resource Officer*

## Faculty

### ❖ Fifth Grade Team

Casey Bischof  
Amanda Kolbe

Lindsey Hockman  
Jodi Markwood  
Kelsie Turkowski

Jamie Kostiuk  
Stacy Spicer

### ❖ Sixth Grade Team

Lisa Caton  
Pam Dickson  
Julie Verdow

Holly Culver  
Devan Lewellen

Jennifer Dilcher  
Suzanne Stewart  
Kelsie Turokowski

### ❖ Seventh Grade Team

Scott Burke  
Jon Markwood  
Drew Stemen

Pam Dickson  
Lacie Murdock

Jodi Forsythe  
Bart Smith  
Nate Stephenson

### ❖ Eighth Grade Team

Elly Diehl  
Marlo Grubb  
Rachel Thomas

Pam Dickson  
James Miller

Debbie Gatten  
Nate Stephenson  
Debora Young

### ❖ Tutor

Veronica Dalrymple

### ❖ Electives

Luke Boucher  
Annamarie Khan  
Marcia Miller  
Monica Phillips

Matt Gregory  
Jared Kitchen  
Stephanie McCoy  
Julian Savage

Sarah Henderly  
Megan Leitnaker  
Jennifer Miller  
Paul Sullivan

### ❖ Building Aides

Diana Foltz  
Sonya Chafin

Becky Pugh  
Amanda Strawn

Andrew Ray  
Cindy Swinehart

### ❖ BRT Aides

Taylor Clark

Jerrica Leith

Angela Lewis

### ❖ Assistant Maintenance

Greg Markwood

Ken McCarty

Scott Robinette

### ❖ Food Service

Peggy Elder  
TBD

Nicole Holbrook  
Michelle Runkle

Mary McCafferty

## Guidance Department Information

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### [Guidance Department Webpage Link](#)

## Guidance Services

Our school guidance counselor is available during regular school hours or by appointment. Our guidance counselor will assist students in setting educational, occupational, and personal goals.

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## Class Schedules

Students can request a class change after the 5<sup>th</sup> day of class, but not exceeding the 10<sup>th</sup> day of class. This is accomplished by notifying the school counselor and parent consent is required.

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## Academic Related Information

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### 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.

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### 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. Student participation is an important part of the learning process. When a student is absent from class he/she diminishes their opportunity to receive the full benefit of the instructional setting. All staff will factor daily participation into the overall student evaluation process.

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### Grading Scale

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

100 - 93 = A  
92 - 90 = A-  
89 - 87 = B+  
86 - 83 = B  
82 - 80 = B-  
79 - 77 = C+

76 - 73 = C  
72 - 70 = C-  
69 - 67 = D+  
66 - 63 = D  
62 - 60 = D-  
59 - 0 = F

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## 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. The fourth and final grade card for the year is mailed home.

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## Homework

Homework is an area that deserves a parent's close attention. Homework has four purposes – pre-learning, checking for understanding, practice, and processing.

Quality homework assignments should have a clear academic purpose that is apparent to the student. It should directly relate to the instruction that is occurring in class. It should give students grounding in what is to be learned next, reinforce existing knowledge/ skills, or demonstrate mastery of knowledge/ skills.

Students should have a quiet place and time at home where they can do homework on a regular basis. While the time it takes students to complete tasks will vary, if you are having concerns about your student's homework load, please contact their team of teachers. On nights that students do not have explicit homework assignments, they are encouraged to review notes and class activities from that day.

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## 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.

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## Incomplete Work

An incomplete grade will be issued only for illness on the part of the pupil or an extreme emergency. The incomplete grade must be approved by the teacher and the building administration.

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## Removal of an Incomplete Grade

The incomplete must be removed before the conclusion of the next succeeding grading period or it automatically becomes an "F". An incomplete recorded for the last (fourth) grading period must be cleared no later than two weeks after the close of school or it will be recorded as an F for that grading period for the purpose of determining a final grade for the course.

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## Grade Point Average

The standard cumulative grade point average shall be determined by the following process. Courses in which units of credit are granted with a letter grade (A, B, C, D) assigned to them are used to determine the standard cumulative grade point average. A course granting one unit (or partial unit) of credit will have the following numerical points (or prorated numerical points) assigned in order to determine the standard grade point average. The total number of credits earned is divided into the total numerical points received in order to determine the cumulative grade point average.

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

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## Academic/Behavior Plans

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

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## Grade Level Retention

Retention shall be considered if a student has earned two or more failing grades in core subjects or one failing grade in a core subject with two or more failing grades in non-core subjects. Communication will take place between Administration, Staff and Parents. A meeting will be held to determine retention.

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## Honor Rolls

Students who earn all A's will be on the All "A" Honor Roll. Students who earn all A's and B's will be on the "A/B" Honor Roll. Both lists of honor students are published on the middle school web page, and these students are honored quarterly and at the end of the year.

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## Honor Society

Selection to the Honor Society for 8<sup>th</sup> Grade will be done by a committee of five teachers who may call upon other faculty members for input. Those who qualify for the National Honor Society must have achieved a 3.50 grade point average at the end of the third quarter of their 7<sup>th</sup> Grade year or at the end of the third quarter of their 8<sup>th</sup> Grade year. All grades are cumulative for 7<sup>th</sup> and 8<sup>th</sup> Grade. This point average is figured from the five subject areas of Language Arts, Math, Science, Social Studies, and Reading. The qualities of leadership, service, character, and citizenship will also be considered in the selection of members to the Honor Society.

A student who fails to maintain the required G.P.A. or is in violation of other National Honor Society rules and guidelines may be subject to probationary status or denial of participation.

# Attendance Policy and Procedures – Student Absences and Excuses

## Attendance

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

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

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

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

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

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

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

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up any work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is

considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

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

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

## Excused Absence Documentation

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

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

## 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. Students who call parents from their cell phone without going through the clinic may be unexcused. 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.

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## 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).

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## 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.

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## 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

### Book Bags

No student is permitted to carry a "book bag" at RMS unless the student is preparing to store the bag in his/her locker upon entry into the school or if the student is exiting the building at the conclusion of school.

## Elevators

The elevator is only for use by students in special circumstances. Students must register in the main office 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. 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.
3. The school is not responsible for items stolen from or removed from assigned lockers.
4. LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO INSPECTION, ANNOUNCED OR UNANNOUNCED.
5. Students are not permitted to share lockers.
6. Students are not permitted to change lockers without permission from the administration.
7. To help ensure that no one else gains access to your locker, do not share your combination code with other students.

## Field Trips

A permission slip will be required for all students who intend to participate in any educational field 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 fee may be assessed if the book was damaged.

## Custody Information

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

## Change of Address

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

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## Residency Verification

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

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## 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 main doors and report directly to the cafeteria/gymnasium.

Students being picked up at the end of the day should be met in the parking lot in front of the activity center. For safety reasons, students will not be permitted to meet their ride in the parking lot in front of the school, behind the school or by the bus garages.

## Student Records and the Public's Right to Know

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

Educational records are maintained in the administrative offices of the building a child

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

## Fire / Tornado / School Safety Drills

Fire Tornado and School Safety drills will be conducted periodically. Evacuation routes and detailed safety procedures are posted in each classroom. Response to alerts must be prompt, but orderly. Students will remain quiet at all times.

## 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.

## Physical Education Class

Students must have a written note from parents to be excused from gym class. Students will receive 1 excused release from gym class. Other occurrences may be considered unexcused. Extended excuses from gym class must be initiated by a doctor. Students must have appropriate footwear for gym class.

## Restrooms

Students are expected to act appropriately in the restroom, including being quiet and not loitering in the restroom. The restrooms are not for play. Students who vandalize the restroom will be subject to severe consequences.

## Cafeteria Rules and Regulations

### Breakfast

A breakfast program is available each morning prior to the start of the scheduled school day. Breakfast is not typically served on late start days.

## Lunch

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 class A lunches 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.

## Toys, Collectibles and Blankets

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

## School Dances

Dances are open only to Rushville Middle School students in grades 7 and 8. 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.

## 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

Rushville Middle School is proud of the appearance of their students. The pride of each student is reflected in the manner in which he/she dresses.

1. Students may wear shorts to school during appropriate weather.
2. Very short or tight shorts should not be worn. Shorts and skirts should be mid-thigh or longer.
3. Low-cut (front, back, sides) shirts, tank tops, or spaghetti strap tops should not be worn. (Straps must be wide enough to cover any undergarments.)
4. No undergarments should be visible at any time.
5. Pants that sag, showing clothes underneath (shorts and/or undergarments) are not permitted.
6. All students shall wear appropriate footwear for school activities such as physical education class.
7. See-through clothing or garments that show the midriff or belly are prohibited.
8. Pants, shorts, and shirts should not have holes that expose any undergarment, inside pockets, or bare skin mid-thigh or higher.
9. Sunglasses are not permitted inside the building without a doctor's excuse.
10. Blankets, quilts, or other types of throws or coverings will not be permitted.
11. Due to the need to display good manners, hats, bandanas, hoods or other items that cover the head shall not be worn except when approved by the principal for special spirit days.
12. Pocket chains, chain belts and spiked neck collars are not permitted.
13. Clothing or clothing appearance may not reflect gang symbols.
14. Clothing advertising alcoholic beverages, tobacco products, and containing inappropriate language and/or messages is not to be worn. Illustrations, names, logos, slogans, advertisements or patches shall not be profane, sexually explicit, promote hate, contain references to alcohol, tobacco, drugs or be considered to be in bad taste.
15. The dress and hairstyle, as well as hair color of a student, may not divert the attention of the students in the classroom from the activities in the classroom, nor may the wearing apparel interfere with the normal school and class activities.
16. Advisors of extra-curricular and co-curricular activities, with the approval of the principal, shall have the right to establish dress and grooming codes specific to their activity or group.

The Administration at Rushville Middle School reserves the right to question improper dress of any individual, discuss the appearance of the student with him/her and parents, and require improvement. In such instances, it will be necessary for persons involved to dress properly before being allowed to attend classes. All student groups representing Rushville Middle School (music, clubs, athletics, field trips, etc.) must adhere to the above regulations before participation will be approved. Additional guidelines may be instituted by an advisor, director, or coach requiring other specific requirements for participation in extra-curricular or co-curricular activities.

## Inappropriate Dress and Appearance Procedures

Dress code violations will be dealt with on a case by case basis. Repeated violations may result in disciplinary action.

## Bring Your Own Technology (BYOT)

(Cellular Telephones/Smart Phones/Electronic Devices)

The Fairfield Union Local School District 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.

Middle School students are not allowed to carry their cell phones and they are not allowed to use them during the day. Cell phones are to be placed in the student's locker before 1st period and remain there until the end of the day.

## 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 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. Student use of any electronic device while in class is restricted to academic or instructional purposes as determined by the instructor. During these times, the use of such devices for personal, business, or entertainment purposes is prohibited.
4. The Fairfield Union Local School District cannot provide access to our internal resources or servers to any personally-owned devices.
5. The Fairfield Union Local School District cannot provide access to our copiers or printers to any personally-owned devices.
6. 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.
7. 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.

## Discipline

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

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

Failure to attend a discipline assignment described below will result in the assignment of a more severe consequence.

## Student Code of Conduct

### Demerit System – Minor Misconduct Code

Each of the following violations may result in a demerit being issued to the student including but not limited to:

1. Disruptive conduct.
2. Public displays of affection, including holding hands.
3. Failure to report to class or study hall with appropriate materials.
4. Being disrespectful.
5. Wearing inappropriate footwear on the gym floor.
6. Violation of general school / classroom rules.
7. Tardiness to Class.

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## Classroom Rules

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

Note: Demerits will accumulate during each Quarter.

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## Consequences of Demerit Accumulation

- When a student accumulates **3 demerits**, a phone call will be made by the team to inform the parent that a conduct problem has developed.
- The accumulation of **5 demerits** will result in one After-School Detention being assigned. Parents will be notified of discipline assignment by mail and phone call
- The accumulation of **9 demerits** will result in two After-School Detentions being assigned. Parents will be notified by phone and mail.
- Additional demerit accumulation will be dealt with by the principal on an individual basis and may include discipline under the serious misconduct code.

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## Excessive Tardiness To School

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. Any student who arrives at school after 7:21 a.m. (9:21 a.m. on late start days) is considered tardy to school. Please note that these offenses are cumulative.

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## 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.

6. **Damage 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.
7. **Damage to, or Theft of Private Property:** A student shall not attempt to damage to or take or knowingly possess the property of another without authorization while on school premises during a school activity, or while at any school function, or event held on or off of school property.
8. **Assault/Fighting/Physical Actions:** A student shall not act or behave in such a way as may physically threaten or cause physical injury to any student, teacher, or school employee while on school property or at a school activity.
9. **Tobacco/Tobacco Products/Look-a-Likes, Electronic Cigarettes (Vaping and Vaping Products) and Counterfeit Tobacco Products:** 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). Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco or nicotine. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.
  - a. Any use or possession shall carry a suspension of three days, first violation; five days, second violation; and ten days on the third violation.
  - b. In addition, any tobacco product or look-a-like/counterfeit tobacco products or vaping products will be confiscated and will not be returned to the student and/or parent/guardian.
10. **False Alarms and Reports:** A student shall not initiate a fire alarm, or initiate a report warning of a fire, bombing, or other catastrophe without cause, or, by giving false testimony or falsely reporting school incidents.
11. **Insubordination and Disrespect:** A student shall not disregard the reasonable request of school employees or refuse to comply with reasonable directions given by a teacher or school official.
12. **Profane Language, Profane Gestures and Profane Behavior:** A student shall not use verbal/written profanity/profane gestures/obscene or inappropriate sexual behavior or obscene language at school or at a school activity. Possession of obscene publications or materials is strictly prohibited.
13. **Unauthorized Fires:** The willful and malicious burning of, or attempt to burn any part of any building, or any property belonging to the Fairfield Union Schools. We prohibit unauthorized fires of any kind.

14. **Forgery/Altering School Records:** The act of forging, signing another person's name, to any school forms or material prepared for the school including: hall passes; parental notes; parental permission slips; passes from a teacher, administrator, or secretary; or the act of altering school records or documents is prohibited.
15. **Gambling:** All gambling activities participated in by students are prohibited.
16. **Bullying/Harassment/Intimidation/Menacing:** No student shall bully, harass, threaten, menace, or verbally abuse another student or school employee for any reason including ethnic, racial and/or sexual harassment. All incidents will be handled according to Board Policy and Regulations JFCF and JFCF-R as follows:
  - a. The Board of Education is committed to providing a learning and working environment in which students and staff can participate in school programs and activities in an atmosphere free from all forms of prohibited harassment, hazing, dating violence, or bullying. This activity on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex, or sexual orientation is prohibited.
  - b. Permission, consent or assumption of risk by an individual subjected to harassment, hazing, dating violence, or bullying does not lessen the prohibition contained in this policy.
  - c. It is the policy of the Fairfield Union Local Board of Education and School District that harassment, hazing, dating violence, or bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any harassment activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any harassment, hazing, dating violence, or bullying.
  - d. Prohibited harassment, hazing, dating violence, or bullying includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observed, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. The intentional act also includes violence within a dating relationship. Any of these behaviors are prohibited on school property or at a school-sponsored activity.
17. **Repeated Violations of Other School Rules:** A student shall not continually violate established rules of teachers, study hall monitors, school officials, or fail to comply with directives of school personnel.

## Serious Misconduct Code – Consequences

### Progressive Discipline

The administration of the student code of conduct will be progressive and cumulative for each individual student. The number of violations and/or seriousness of violations will determine the

severity of the disciplinary action administered. The administration reserves administrative discretion in use of progressive discipline.

## Detentions

Administrative detentions are assigned by the principal or assistant principal and will be held after school on Tuesdays and Thursdays . It is the responsibility of the Parent to make arrangements for transportation home after administrative 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. 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.



## 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.

Students on suspension are not permitted to attend or participate in school functions and are not to be on district property during suspension time. Further, students on suspension are not permitted to attend school-sponsored trips. Suspensions from school are considered unexcused absences.

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 Out of School Suspension must be made through the building principal.

## 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 guidance department for specific academic planning.

## Disciplinary Actions At The End Of The School Year

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

## Students Expelled From Other Districts

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

## Interrogations and Searches

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

The right of inspection of students' school 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 prior to the start of school each morning. Due to bus capacity, such requests will be limited.

## Procedure Of Disciplining School Bus Misbehavior

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

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."