

# FAIRLESS HIGH SCHOOL



## STUDENT HANDBOOK 2021 – 2022

Dr. Larry Chambliss  
Principal

*“Soaring to EXCELLENCE Every Day,  
because We Are Amazing”*

# FAIRLESS HIGH SCHOOL STUDENT HANDBOOK

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## PRINCIPAL'S MESSAGE

Welcome to Fairless High School! Falcon Nation is proud of our history of achievement and of our students who dedicate themselves everyday to "Soar to Excellence." We are excited about this new school year. Our partnership with the Kent Stark Campus will continue allowing us to offer College Credit Plus courses taught by Kent Stark and Fairless High School adjuncts. These courses offer qualified students an opportunity to graduate from Fairless High School with many of the required liberal arts college courses completed.

Our goal is to continue to partner with our families in helping all children succeed in preparing for their future. We will provide a safe and caring environment for all of our students. Our staff includes some of the finest educators in the nation. Our student's participation in varied activities will help them be better prepared to live a quality life and take their rightful place in this exciting and complex society. Our school has an excellent academic foundation. We also offer many activities, clubs, and sports to help students become well-rounded, mature young adults. Fairless High School has a climate where all students can "Soar to Excellence Every Day, Because We are Amazing." This year we are going to add an addendum to our school's mantra. At Fairless High School we expect all of our students to "finish" the job at hand. This is our promise to you and our expectation of every student.

This handbook provides you valuable information about school policies and procedures. Our number one priority is to help you become an informed and successful student who can thrive academically and socially.

For news, media, information, events, and athletics follow us on twitter @FairlessHS, Instagram at fairlessfalconyearbook, or check out our webpage [www.fairlesslocalschools.org](http://www.fairlesslocalschools.org)

**Dr. Larry Chambliss**  
Principal

**Dr. Bixler-Zalesinsky**  
Assistant Principal

**\* Note: It is impossible to cover every topic or policy that may arise involving every student throughout the school year. For this reason, the principals remain the final arbiters of school policy and procedures. Please be sure to read this document carefully and return the required signature page.**

## BOARD OF EDUCATION

Mrs. Hope Hill  
Mr. Ken Killian  
Mr. Jason Kirby  
Dr. Jody Seward  
Mr. Charles Snyder

## ADMINISTRATIVE STAFF

Mr. Broc Bidlack, Superintendent (330) 767-3577  
Mr. Michael Hearn, Director of Curriculum, Instruction, & Special Programs (330) 767-3577  
Mr. Ryan Murphy, Special Education Director (330) 767-3913  
Mr. Mark Phillips, Treasurer (330) 767-3577  
Dr. Larry Chambliss, Fairless High School Principal (330) 767-3444  
Dr. Tammy Bixler-Zalesinsky, Fairless High School Assistant Principal (330) 767-3444  
Mr. Nate Held, Fairless Athletic Director (330) 767-7069  
Mrs. Julie Miller, Food Services (330) 767-3444  
Mrs. Val Wiles, Transportation & Facilities Director (330) 767-4259  
Mrs. Cynthia Class, Fairless Middle School Principal (330) 767-4293  
Mrs. Lori Neuenschwander, Fairless Elementary School Principal (330) 767-3913  
Mr. Dan Nero, Fairless Elementary School Assistant Principal (330) 767-3913  
Mr. David Fogle, FMS Dean of Students (330) 767-4293

## **HIGH SCHOOL OFFICE**

**(330) 767-3444**

Mr. Phil Glasgow, School Counselor

Mrs. Aarika Vasiliades, School Counselor

Mrs. Cheryl Haswell, Secretary

Mrs. Kelly Bailey, Secretary

Mrs. Kim King, Receptionist & Attendance (330) 767-7081

## **FAIRLESS LOCAL SCHOOL DISTRICT**

### **VISION**

The Fairless Local School community will offer to all students an environment in which their educational, social, and physical needs will be nurtured and enhanced to meet the ever-changing demands of a global society.

### **MISSION**

The Fairless Local School community will provide a well-rounded, quality education allowing equal opportunity for each student to grow scholastically and socially into productive, responsible adults who are able to compete in a global, technological society.

### **MANTRA**

*We Soar to EXCELLENCE Every Day, Because We are AMAZING!*



## BELL SCHEDULE FOR THE 2021-2022 SCHOOL YEAR

<b>Periods</b>	<b>Regular Bell Schedule</b>	<b>Time Per Session</b>
<b>Breakfast</b>	7:15 to 7:35	(20 minutes)
<b>Tardy Bell</b>	7:35 to 7:38	(3 minutes)
<b>Home Room</b>	7:38 to 7:47	(9 minutes)
<b>1st Period</b>	7:50 to 8:39	(49 Minutes)
<b>2nd Period</b>	8:42 to 9:31	(49 Minutes)
<b>3rd Period</b>	9:34 to 10:23	(49 Minutes)
<b>4th Period/Lunch</b>	10:26 to 11:15 (RTI: 10:26-10:45; Lunch: 10:45-11:15)	(49 minutes)
<b>5th Period/Lunch</b>	11:18 to 12:07 (RTI: 11:18-11:37; Lunch: 11:37-12:07)	(49 minutes)
<b>6th Period/Lunch</b>	12:10 to 12:59 (RTI: 12:10-12:29; Lunch 12:29-12:59)	(49 Minutes)
<b>7th Period</b>	1:02 to 1:51	(49 Minutes)
<b>8th Period</b>	1:54 to 2:43	(49 Minutes)





## MAP TESTING SCHEDULE FOR THE 2021-2022 SCHOOL YEAR

<b>Periods</b>	<b>2 Hour Testing Schedule</b>	<b>Times Per Session</b>
<b>MAP Test</b>	7:35 to 9:35	(120 minutes)
<b>An./1st Period</b>	9:38 to 10:17	(39 minutes)
<b>2nd Period</b>	10:20 to 10:55	(35 minutes)
<b>4th Period</b>	10:58 to 11:33	(35 minutes)
<b>5th Period</b>	11:36 to 12:11	(35 minutes)
<b>6th Period</b>	12:14 to 12:49	(35 minutes)
<b>3rd Period</b>	12:52 to 1:27	(35 minutes)
<b>7th Period</b>	1:30 to 2:05	(35 minutes)
<b>8th Period</b>	2:08 to 2:43	(35 minutes)

**\*This bell schedule will be used in the need of a two hour delay to the start of the school day.**



## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive on time, prepared to learn and participate. If for some reason this is not possible, the student should seek help from the principal, assistant principal, or guidance counselor.

**Adult students (age 18 or older) must follow all school rules.**

If residing at home, adult students are encouraged to include their parents in their educational program.

## **REPORTING TO SCHOOL**

THE EARLIEST A STUDENT MAY ARRIVE AT SCHOOL IS 7:15 A.M. BREAKFAST IS SERVED IN THE CAFETERIA FROM 7:15 TO 7:35. STUDENTS MAY REMAIN IN THE CAFETERIA, OR THEY MAY GO TO THEIR LOCKERS AND REPORT TO THEIR HOMEROOM. WHEN THE BELL RINGS AT 7:35 A.M., ALL STUDENTS REPORT TO THEIR HOMEROOM. HOMEROOM LASTS FROM 7:38 A.M. TO 7:49 AM AND ATTENDANCE WILL BE RECORDED. STUDENTS ARE TO SUBMIT WRITTEN NOTES FOR ABSENCE AND/OR EARLY DISMISSAL TO THE FRONT DESK ATTENDANCE OFFICE DURING HOMEROOM.

## **CLOSING THE SCHOOL DAY**

Students are to remain in their regularly assigned 8th period class until the teacher has dismissed the class. NO STUDENTS SHOULD BE IN THE HALL DURING THE LAST FIVE MINUTES OF THE SCHOOL DAY EXCEPT FOR EMERGENCY CIRCUMSTANCES.

Students leaving the building at the close of the day are not to run in the building or on the sidewalk outside the building.

**Students who must wait for their parents are to wait outside, in the lobby, or in the cafeteria.**

**Unless students are participating in an approved activity, under the supervision of a faculty advisor, they are to leave the building immediately after school. Students remaining in the building or on school premises for athletic practice, band practice or approved meetings are to stay in the specifically designated area for such practice or meeting. Students are not allowed to return to the academic wing or to their lockers following practices or meetings.**

### **EMERGENCY SCHOOL CLOSING:**

If road conditions are hazardous due to inclement weather, it may be necessary to delay or close school. School cancellations will be sent out through the district call off service. Information will also be relayed to radio and television as early as possible, but no later than 6:15 a.m. If a decision is made to cancel school the night before, radio stations will be notified by 11:00 p.m. In the event that school is delayed in the morning or dismissed early in the afternoon, parents are advised to make provisions for the care of their children. The school calendar will be adjusted to make up for missed time, if necessary. The following stations are notified of school closings by Fairless Local Schools:

Radio Station **1480AM / WHBC**

TV Channels **3, 5, and 8**

### **TWO (2) HOUR DELAYED START**

If conditions are hazardous due to inclement weather, it may be necessary to delay the start of school until 9:35 a.m. Students will be permitted to enter the building at 9:15 a.m. When this is necessary, every effort will be made to have this information on the radio and television stations as early as possible, but not later than 6:15 a.m. If a decision is made the night before, radio and television stations will be notified by 11:00 p.m. In the event that school

is delayed in the morning, parents are advised to make provisions for the care of their children. **The bus will pick up your child 2 hours from the time they were originally scheduled for pick up by the bus.**

### **VISITORS AT SCHOOL**

A student wanting to bring a visitor to school must receive permission in advance from the administration.

### **ATTENDANCE POLICY**

#### **REPORTING STUDENT OFF SCHOOL**

A parent/legal guardian must report student absences by phone between 7:00 a.m. and 9:00 a.m. The phone number is (330) 767-7081. **Please leave voicemail with Student's Name, Reason for Absence, your Name and Relation, and number you may be reached.**

#### **ABSENCE**

The following reasons for absence are excused **with appropriate documentation:**

- Medical or dental appointment
- Required court appearance
- Authorized religious holidays
- Vacation approved in advance by the principal
- Death in the immediate family (up to 3 days excused)
- Suspension

#### **RETURNING FROM AN ABSENCE:**

Every student who has been absent from school **must bring a written excuse signed by a parent or legal guardian with the student's full name** to the attendance office upon return. The attendance office will then determine if the absence is to be counted as excused or unexcused. Repeated failure to bring in a note may result in disciplinary action.

#### **EXCESSIVE ABSENTEEISM:**

If a student accumulates more than seven (7) absences, excused and/or unexcused (days missed for suspension not included), from any one class during a single nine-week grading period, that student may receive an "F" grade in that class for the nine-week period. Exceptions will be made only when a lengthy illness is verified in writing by a doctor or where extenuating circumstances exist as determined by the principal. No doctor's excuses will be accepted if any alteration of dates has occurred. A copy of the doctor's bill is not acceptable.

#### **EXTENDED ABSENCE FOR HOSPITALIZATION:**

Hospitalization at a treatment center will be treated the same way as any general hospitalization. Hospitalization automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. When the student returns to school, he/she will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second semester, the new schedule would be followed. If the student has received an "incomplete" during the time of treatment, appropriate time will be given for the student to make up work. If, prior to treatment, the student has not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine an alternative. Withdrawal from a course may be necessary to free some time within the student's schedule for participation in various support groups. It is advised that year-long credit courses be maintained for possible credit. In addition, credit may be granted for course work completed satisfactorily at the treatment center. Guidance counselors will alert the teachers of the returning student to provide good communication and a unified approach in dealing with make-up work.

## **EARLY DISMISSAL**

Students are urged to make dental, doctor, and driver's license test appointments for non-school hours. If this is impossible, a note from the parent or guardian must be presented to the attendance office **before 1st period** no later than the morning of the appointment. If the note is later than the 1st period, a phone call to the parent may be made to verify the authenticity of the late arrival of the note. The student's excuse must include:

- Student's first and last name;
- Grade in school;
- Doctor's or dentist's name, address, and phone number;
- Appointment time;
- Time requested for dismissal; and
- Parent's or legal guardian's signature.

Upon return, the student will produce a signed slip from the doctor, etc., verifying the student's attendance at the appointment.

These procedures will also be followed in cases requiring absence from school for a job interview or appointments with recruiting officers.

The student's name and the time to be excused will be printed on the attendance bulletin for that day. An absence of one half (½) day will be charged if the student signs in after 10:00 a.m. or signs out prior to 12:30 p.m. Before leaving the building, the student must report to the attendance office and secure permission to sign out showing departure time and reason for dismissal. When the student returns the same day, he/she must sign in at the attendance office and secure an admit slip before returning to class.

## **SICKNESS WHILE IN ATTENDANCE:**

If a student finds it necessary to leave school, whether because of sickness or emergency, he/she must report to the **clinic** to secure permission to leave. No phone calls made from cellular devices or other locations are acceptable.

## **ATTENDANCE for ATHLETICS**

Students must be in attendance ½ day in order to participate in any athletic event on that day. Exceptions only with legal or medical documentation.

## **VACATION POLICY:**

A student may be granted permission by the administration to go on a family vacation under the following conditions:

1. One of the student's parents or legal guardians is to accompany him/her on the vacation.
2. The request must be made in the form of personal contact by the parents or legal guardians a minimum of forty-eight (48) hours in advance.
3. The student's current academic standing must be acceptable.
4. The student's attendance prior to the time of the request must be acceptable.
5. The student will secure all homework assignments prior to the vacation. The student will have one additional day granted for the vacation request to complete the homework upon his/her return.
6. The vacation request will be limited to a maximum of ten (10) school days.
7. Final approval of the vacation rests with the principal.
8. No family vacations will be approved during examinations or state testing.
9. No vacations will be approved during senior or sophomore trips. If prior arrangements are not made, the student's absence will be counted as an unexcused absence. Proper disciplinary action will take place.
10. Granted vacation time may be limited to one per school year.

**MAKE-UP WORK:**

Make-up work due to an excused absence must be made up promptly. The time allowed for make-up SHALL NOT EXCEED ONE DAY MORE THAN THE PERIOD OF ABSENCE. It is the responsibility of the student to arrange for and to perform the necessary work.

**COLLEGE VISITATION:**

Seniors may be permitted two (2) days to visit a college campus and Juniors may be permitted (1) day. The day will be treated as an excused absence if the following procedures are followed:

- A. Student must be in good academic standing.
- B. Student must demonstrate responsible likelihood of being accepted by the school visited.
- C. Student must be accompanied by a parent or parents of another student.
- D. Student must secure the proper form from the attendance office two (2) days prior to the visit.
- E. A visitation form signed by an official of the college visited must be submitted to the attendance office upon return to school.

**TARDINESS TO SCHOOL/STUDY HALL/CLASS:**

Any student may accumulate a total of three (3) tardies to school **PER SEMESTER** without penalty. A student's first three tardies to a subject class or study hall **PER SEMESTER** will be subject to teacher discipline. Beginning with the fourth (4th) tardy to school, class or study hall, the student will be issued a consequence by an Administrator. Repeated violations could ultimately end in a hearing with the Superintendent.

**TRUANCY AND UNEXCUSED ABSENCES:**

Consequences are listed under the Enforcement of the Code of Conduct. A student is considered habitually truant or excessively absent by the following under House Bill 410:

**DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

1. 'Chronic truant' is removed from the law;
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse; or
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

**DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES**

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow the district's policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

**DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

1. Within 7 school days, of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;

- b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

#### **Withdrawal:**

A student who intends to withdraw from school must follow the designated withdrawal procedure. This procedure will include personal contacts with guidance services, the principal, each subject teacher, the high school office, and the librarian.

#### **ELIGIBILITY STANDARDS**

Students eligible for a waiver of school fees include, but are not limited to, the following:

- A. Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.
- C. Students who are eligible to receive reduced price lunch or breakfast will receive the same percentage in fee reduction.

#### **THE LEARNING COMMONS**

The TLC offers tutoring for classwork and test preparation, online courses for new credit and credit recovery, resources such as books and electronic databases for reading enjoyment and school work. Students may use the TLC before school and during study hall. Permission to be in the TLC during a regularly scheduled class, must be obtained from the student's teacher.

#### **LUNCH PERIODS**

Students may not leave the school during their lunch period. Students are reminded to place all trash in the containers.

#### **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletics and social events, general information for the day and specific instructions are announced over the P.A. system each morning. Students responsible for putting notices on the announcements must have them approved by their advisor and in the main office the day before the notice is to be announced.

Special notices to be posted on the bulletin boards outside the main office, in the library, guidance office or as spirit posters must be pre-approved by the administration. No information should be distributed without prior approval.

#### **MEDICATIONS**

When it is necessary for school personnel to administer prescribed medication, the following procedures will be observed:

- Written request must be obtained from the physician and parent/legal guardian before any medication is administered by school personnel appointed by the principal. The request must specify:
  - Full name and address of the student;
  - School and class in which student is enrolled;
  - Name of medication and dosage or procedure required;
  - Time(s) of day administration of medication is required;
  - Special instructions, including storage and sterile requirements;
  - Date when medication is to begin and duration of administration;
  - Possible reactions to be reported to the physician;
  - Date of the request form; and

- Physician's name, address, phone number and signature;
- Medication must be in the original prescription bottle.
- No student may administer medication to another student at any time. Doing so will be considered a drug policy violation.

The written request form must be signed by the student's parent/legal guardian authorizing school personnel to administer the medication according to procedures prescribed by the physician.

### **MEETINGS**

Meetings in the school building are to be held on designated days and are not to extend beyond 9:00 p.m. An advisor must be present at all times and special meetings must be approved by the office.

### **SCHEDULE CHANGES**

Withdrawal from any course or transfer from one level course to another may require a conference among student, parent/legal guardian, teacher, counselor and principal.

### **CARE OF BOOKS**

Students are responsible for the proper care of books and chromebooks assigned to them. Students must pay for these in case of being lost, misused or damaged unnecessarily. Textbooks should be covered.

### **FIRE/TORNADO/SAFETY DRILLS:**

State law requires schools to hold periodic safety drills. Since the signal for a real fire is the same as the one for a fire drill, it is imperative that all students move quickly and quietly out of the building, following the directions posted in each classroom. Any student causing a false alarm is subject to suspension from school and being reported to the appropriate law enforcement agency. Misconduct during these drills is unacceptable and subject to disciplinary action.

### **PHONE USAGE:**

Students must come to the clinic to call home in the event of illness. Students may not use their cell phones to call home in the event of sickness. Students **WILL NOT** be called out of class to answer the telephone except in the case of an emergency.

### **HOMECOMING DANCES – FALL AND WINTER:**

- Any Fairless student in good standing in grades 9-12 may attend and invite guests.
- Students may invite an alumnus or friend, as long as he/she is at least the rank of freshman and under twenty-two (22) years of age. The date's name and other pertinent information must be submitted to the administration forty-eight (48) hours prior to the dance.
- All alumni and out-of-district guests must be approved by a principal prior to purchasing tickets for the dance.
- A Decoration Committee may be established by the advisor, with final approval of the administration.
- Dress must be appropriate for the theme of the dance and **follow dress code guidelines.**
- Dancing must follow the guidelines that are deemed appropriate by the school administration.

### **PROM**

- Only junior or senior rank students from Fairless High School may attend or invite guests.
- Any junior or senior may invite an alumnus or friend above the rank of freshman and under twenty-two

(22) years of age. The date's name and other pertinent information must be submitted to the administration for approval two (2) weeks prior to the prom.

- All alumni and out-of-district guests must be approved by the Principal prior to purchasing tickets.
- A Decoration Committee may be established by the advisor, with final approval of the administration. The day before the prom may be used for decorating the prom site. The size of the committee will be limited to a maximum of ten (10) students. Other committees as deemed appropriate may be established by the administration.
- Dress must be appropriate for the theme of the dance and follow dress code guidelines.
- Dancing must follow the guidelines that are deemed appropriate by the school administration.

### **ATHLETIC/EXTRACURRICULAR PROCEDURES:**

#### **DEFINITION OF SEASON:**

The "athletic season" as these policies and procedures shall be defined as beginning with the first official day of practice until the end of the regular season as determined by the OHSAA. Extra-curricular seasons are defined as the first official day of practice to the end of the activity.

#### **FOR AN ACTIVITY:**

Enrollment in each activity will be closely monitored by the athletic director and the administration. When they feel that participation numbers have become critical, a decision relative to the future of that activity will be made as quickly as possible. The decision to maintain or cancel an activity will be based upon some or all of the following criteria: fielding a respectable team, safety of athletes involved, financial considerations and any other areas deemed appropriate by the administration. It is extremely desirable that the decision to field a team or to not field a team be made as quickly as possible. This way we may notify our opponents of our intentions to honor any contracts we may have with them. Therefore, the administrative decision to begin an activity will be made no later than the fifth (5th) day after the official start of that activity.

### **TRANSPORTATION POLICY**

The Fairless Board of Education has adopted a pupil transportation policy for buses operated by the Fairless Local Schools. If parents support our efforts to make sure that there is good behavior on the bus, we can assure you the safest possible transportation.

In order to ensure the safety and security of our students, FLSD will continue with a two-stop maximum for our students who are bused to and from school. These stops must be consistent and not change. Our job is to make sure that we can safely transport students and get them where they need to be on a daily basis. This important task becomes very challenging when schedules are constantly changing.

Our transportation department will only provide busing for your child to the stop associated with their home address and a second option; i.e. daycare, grandparent or babysitter.

These policies are designed to ensure the safety and welfare of all school bus passengers and shall include:

1. The school bus driver's authority and/or responsibility to maintain control of the pupils. (Section 3319.41 of the Ohio Revised Code O.R.C.)
2. It is the parents' responsibility to notify the bus garage of any changes to a pupil's bus stop.
3. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.

4. Proper conduct on a school bus is an important concern for the safety of the students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion can result. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
5. The provision of Section 3313.66 of the Ohio Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
6. Bus routes and schedules will be posted on the district website in August. Please contact the bus garage (330) 767-4259 with questions and concerns.
7. The school is directly responsible for supervision of students only while they are on school property. Once students leave school property, supervision becomes the responsibility of the parent. The school cannot be responsible for supervision at the bus stop. Generally, misbehavior that occurs off school property is a police matter.

### **BUS RULES**

The Board of Education has installed video cameras on school buses to monitor behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

1. No one shall smoke or produce a flame of any kind on a bus. Vaporizers and e-cigarettes (and all other tobacco look-alike products) are treated as tobacco products, will be confiscated, and disciplinary action will be enacted.
2. No one shall throw any object into or out of a bus.
3. No one, except the assigned driver, shall sit in the driver's seat or operate any of the controls.
4. No one shall cause any part of his/her body to project from a bus window.
5. No one shall eat on a bus.
6. No one shall interfere with the driver's operation of the bus in any way.
7. No one shall damage any part of a bus.
8. No one shall bring cap guns, squirt guns, or any other objects that might serve as weapons or anything of a detrimental nature aboard a bus.
9. All students shall obey the orders of the driver and conduct themselves in a manner to reflect credit to their homes and schools.
10. Students shall ride only their assigned bus. Due to liability issues there will not be any bus passes distributed. EVERYONE needs to ride their assigned bus only.
11. Students shall maintain silence when the driver flashes dome lights.
12. Students shall board and leave the bus in an orderly manner. No pushing or shoving will be tolerated.
13. Poor conduct on the bus of any nature which is determined improper and is not covered by the above rules and regulations will come under the determination of the proper administrative authorities.
14. Be on time at the designated loading zone (5 minutes prior to scheduled stop)
15. Stay off the road at all times while walking to and waiting for school transportation
16. Line up single file off the roadway to enter.
17. Wait until the school transportation is completely stopped before moving forward to enter.
18. Refrain from crossing a highway until the driver signals it is safe to cross.

Violation of any of the above rules can result in suspension from school and/or bus service; require a parent-school conference or all of the above. The building principal and/or transportation supervisor will notify parents of misconduct reports.

In order to ensure the safety and security of our students, FLSD will continue with a two-stop maximum for our students who are bused to and from school. These stops must be consistent and not change. Our job is to make sure that we can safely transport students and get them where they need to be on a daily basis. This important task becomes very challenging when schedules are constantly changing.



Our transportation department will only provide busing for your child to the stop associated with their home address and a second option; i.e. daycare, grandparent or babysitter.

#### **AUTOMOBILES DRIVEN BY STUDENTS**

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register the vehicle each school year and display a parking permit for the CURRENT year. Registration forms may be obtained in the office. **CCP students who attend classes off the Fairless Campus and have purchased a parking permit from that school/college, may fill out the FHS form and show the college permit. A space and FHS permit will be issued at no cost.**
2. Numbered parking passes are sold on a first come, first serve basis. Each student must park in his/her assigned parking space.
3. Leaving the school grounds during school hours is not permitted.
4. Speeding or careless driving on school grounds and public streets while going to and from school is not permitted.
5. Sitting in cars during the school day is not permitted. Students must leave their cars **within one (1) minute** after arrival at school.
6. Students may not leave the building and enter the parking lot during the school day unless permission is obtained from the office.
7. **THE FIRST THREE (3) SECTIONS OF THE PARKING LOT ARE RESERVED FOR STAFF MEMBERS ONLY!**
8. Vehicles must be parked in a marked parking space.
9. Vehicles entering and leaving the school property are to use the proper entrance and exit. This is a ONE-WAY drive. **VEHICLES ARE NOT PERMITTED IN FRONT OF THE SCHOOL WHILE BUSES ARE ON SCHOOL PROPERTY.**
10. The speed limit on school property is five (5) miles per hour. The speed limit on the highway, in the school area, is twenty (20) miles per hour.
11. Violation of these rules and laws, which govern motor vehicle operation may result in the removal of the PRIVILEGE of driving to school.
12. **REPEATED TARDINESS TO SCHOOL MAY RESULT IN SUSPENSION OF DRIVING PRIVILEGES.**
13. Cars may be searched randomly for violations of the student conduct code.
14. **These same rules apply to all CCP students.**

#### **HONOR ROLL**

The Honor Roll represents excellence in a full-time approved educational program. Excellence is shown by a grade point average of 3.5 or better, providing at least five (5) academic credits are attempted. Due to scheduling conflicts, post secondary students may be permitted to take four (4) credits and be eligible for Honor Roll with permission of the building principal. Physical education classes are excluded in consideration for Honor Roll.

#### **EXAMS**

##### **PURPOSE OF SEMESTER EXAMS**

Fairless High School requires semester exams/assessment in all classes. These exams/assessments are listed as the first semester exam and the second semester exam. Exams given will be pre-assessment, mid-year assessment, and post-assessment. The purpose of the exams/assessment is to measure long-term improvement, retention, and to prepare the students for future exams. Some of the future exams may include: AIR, PSAT, SAT, ACT, vocational certification, and college level course examinations.

Fairless semester exams/assessments represent 20 percent of the semester grade. However, no single exam/assessment is designed as a comprehensive measure of course competency or completion.

##### **SENIOR FINAL EXAMINATIONS**

If a senior has met the following requirements, he/she may be excused from taking a subject's final examination **WITH PERMISSION FROM THE COURSE INSTRUCTOR:**

1. A cumulative average of 3.0 in that subject has been achieved.
2. The student must have no “Ds” or “Fs” on his/her report card in that subject.

**SUMMER SCHOOL**

Any student wishing to attend summer school and apply credits towards graduation must secure permission from the guidance department and the high school principal. Following are a few guidelines in determining if permission will be granted:

- Full-time day school students will not be permitted to earn additional summer school credit.
- Summer school credit earned outside the Fairless district will not be acceptable for early graduation without prior permission from the principal.
- Repeat work may be permitted if it enables a student to graduate with his/her regular class.
- Students with 3 or more quarters of a failing grade in a course are not eligible to recover credit in summer school and will need to repeat the course during the next school year.
- Permission may be granted or denied depending upon the merits of each case.

**HIGH SCHOOL GRADING SYSTEM**

The following is an adopted guide for determining grades. Point values of letter grades are as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The standard grading scale for determining the letter grade is as follows:

A	94-100%
B	85-93%
C	72-84%
D	65-71%
F	0-64%

**For calculation of the GPA, contact the Guidance Department.**

A semester exam will be given at the end of the 2nd nine weeks, and a final exam will be given at the end of the 4th nine weeks. In addition, freshmen and sophomore students will be given practice end of course exams (AIR) after their exams. The practice tests will not be part of the grading system, but will be used to monitor progress toward passing the official AIR exams. Sophomores will not take a practice test after the final exam (only after the semester exam).

The following method will be used to determine

semester and final grades. The point value of each nine week grade will be doubled and added to the point value of the semester and final exam grades to determine yearly points.

The point scale for the final grade is as follows:

<u>Year Grade</u>	<u>Point Value</u>
A	36-40
B	26-35
C	15-25
D	6-15
F	0-5

Regardless of point value, a student who has received three (3) nine weeks of “F” in a year-long course has failed the course. In a full-year, a student must have at least two (2) passing grades during the second semester (i.e., a student must pass the last two nine weeks or one nine weeks and the final exam).

Example For Semester Courses:

<u>Semester Grade</u>	<u>Point Value</u>
A	18-20
B	13-17
C	8-12
D	3-7
F	0-2

Regardless of point value, a student who has received two (2) grades of “F” in a semester course has failed the course.

## **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in state mandated assessments
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND failed two (2) or more of the required curriculum subject areas in the current grade.

Even if she/he falls in the preceding category, a student may be promoted if the Principal and the

teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 – Third Grade Reading Guarantee or in accordance with State law.

No student will be promoted to the ninth grade unless he or she has completed a one-year course in American History.

A fourth, fifth, seventh, or eighth grade student will not promote to the next grade level if the student scored at the below basic level on any State-mandated assessment test.

## **EARNING AN OHIO HIGH SCHOOL DIPLOMA**

Classes of 2018 and beyond

There is no one-size-fits-all way to graduate. Ohio gives you several options to qualify for a high school diploma. Choose the way that works best for you.

To earn a high school diploma at Fairless High School, you must complete courses and then choose an option showing that you are ready for college or a job. Here's what you need to do to graduate. Our school counselor will give you more details.

### **Complete Courses**

EARN A STATE MINIMUM OF 20 CREDITS IN SPECIFIC SUBJECTS.

English language arts	4 credits
Health	½ credit
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits
Mathematics	4 credits

\*Any student who **completes 2 seasons** of athletics, marching band or cheerleading **may trade** physical education for another 0.5 credit hours

### Ohio's State Tests

Earn at least 18 points on 7 end-of-course state tests. End-of-course tests are:

- Algebra I or Integrated Math I or Integrated Math II or Geometry
- English
- American Government
- American History
- Biology

Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English, and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all student's scores and participation on state tests.

### OTHER REQUIREMENTS

You must also receive instruction in economics, financial literacy, and two years

of fine arts.

### SHOW THAT YOU ARE READY

Use at least one option for college or career readiness.

### Industry Credential/Work Readiness

Earn a minimum of 12 points by receiving a State Board of Education approved, industry recognized credential or group of credentials in a single career field and earn 13 on WorkKeys, work-readiness test. Ohio will pay one time.

### College and Career Readiness

Earn the "remediation-free" scores on either:

ACT	SAT
English - 18 or higher	Writing - 430 or higher
Mathematics - 22 or higher	Mathematics - 520 or higher
Reading - 22 or higher	Reading - 450 or higher

Fairless Local Schools will pay for an ACT test for all Sophomores during the winter testing period. The Ohio Department of Education will pay for an ACT test for all Juniors during the spring testing period.

## ALCOHOL AND DRUGS ADMINISTRATIVE PROCEDURE CHEMICAL USE/ABUSE/INTERVENTION

The Fairless Local School District prohibits students from the sale, distribution, possession, use and/or being under the influence of drugs/alcohol on school grounds, on school buses or during school related activities.

Violation of any of the above rules will subject the student to one of the following outcomes, depending on the offense:

**SALE/DISTRIBUTION:**

1. The student will be suspended for ten (10) days and recommended for expulsion.
2. The action will be reported to the police.

**USE/POSSESSION:**

1. The student will be suspended for ten (10) days.
2. Within five (5) days, the principal will meet with the student's parents or legal guardians. Prior to this meeting, information may be obtained from a multiplicity of people demonstrating concern, including parents, teachers, friends, concerned students, administration, law enforcement, courts, guidance personnel and external agency personnel. Referral sources will remain confidential until initial contact is made with the student and parents or guardians. At the conclusion of the meeting, parents/guardians and the student may agree to either or both of the following as possible alternatives to expulsion:
  - a. The student and parent/guardian agree to have the student evaluated by a trained chemical dependency counselor for a professional opinion concerning use/misuse/addiction/dependency. The contacted agency or office will notify the Principal that the client has made contact and is willing to comply with the appropriate treatment process. The student must then proceed with the treatment prescribed.
  - b. The signing of a no use/no abuse contract by the student and the parents/guardians.
3. Failure to faithfully attend and participate will result in application of the remaining days of suspension with recommendation for expulsion.
4. A second offense of use or possession of drugs/alcohol will result in recommendation for assessment with accompanying recommendation for expulsion.
5. Cases involving possession of a quantity of drugs that would suggest, with reasonable certainty, the possibility of sale or distribution will be reported to law enforcement.

**COUNTERFEIT DRUGS:**

The rules and regulations listed will apply to counterfeit drugs.

1. A counterfeit controlled substance is defined as:
  - a. Any drug that bears, or whose container or label bears the trademark, trade names, or other identifying mark used without authorization of the owner of such trademark, trade name or identifying mark.
  - b. 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.
  - c. Any substance that is represented to be a controlled substance but it is not a controlled substance or is a different controlled substance.
  - d. 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 marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell/give, package, or deliver a counterfeit controlled substance.
3. No student should directly represent a counterfeit controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.

**TRAINED POLICE DOGS MAY BE USED TO DETERMINE IF STUDENTS ARE BRINGING DRUGS ONTO SCHOOL PROPERTY. Lockers and cars are subject to random searches.**

**DISCIPLINE (STUDENT CODE OF CONDUCT)****PHILOSOPHY:**

Self-discipline by individuals and within groups is one of the fundamental skills which must be exhibited and practiced if success is to be achieved. We believe good discipline begins in the home. It is the primary responsibility of the home to send students to school who are polite and well mannered; subordinate and respectful of authority

and patient and tolerant of other people. Parents must teach their children the value of education and the sacrifice, which is necessary to achieve worthwhile goals. While individuality is encouraged, conformity with a well-thought out code of conduct is expected. A major component of the educational program at Fairless High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and Local laws and rules as well as Board policies and Administrative Guidelines, in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

***RULE 1 – DISRUPTION OF SCHOOL***

At no time will students be allowed to exhibit behaviors, which are unsafe, disruptive, or rowdy. Every student has the right to an education free of distraction or threat from another student.

***RULE 2 – DAMAGE OR THEFT OF SCHOOL AND/OR PRIVATE PROPERTY***

Students are to respect their own property, school property and the property of others. At no time should students participate in the destruction, damage, misplacement or theft of any property.

***RULE 3 – PHYSICAL OR VERBAL ASSAULT ON A SCHOOL EMPLOYEE***

Any viable threat or abuse, verbal or physical, of a school employee at any time will be grounds for immediate suspension and/or expulsion.

***RULE 4 – PHYSICAL OR VERBAL ASSAULT OF A STUDENT OR NON-EMPLOYEE***

Fighting will not be tolerated for any reason. By far, most fights can be stopped if the students involved will simply inform a staff member of the pending problem. Rarely is a fight truly spontaneous. Usually, several students are aware of a situation, which may lead to a fight before it occurs. These students are responsible for making the problem known to the school staff. Also, any students who instigate a fight will be disciplined accordingly.

***RULE 5 – DANGEROUS, DISRUPTIVE AND ILLEGAL INSTRUMENTS***

At no time may students have in their possession or use any instrument which is dangerous, illegal or in any way a violation of school policy. Students may not have in their possession items or instruments, which can be mistaken for a dangerous or illegal instrument, nor may a student have in his/her possession items which prove to be disruptive to the educational process.

***RULE 6 – NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS***

At no time will alcohol, chemical use, or possession be permitted before, at, or after school. Prescription, over-the-counter and look-alike drugs are expressly forbidden (unless prescribed by a doctor and pre-approved by the Principal for use at school). Instruments used to prepare or use drugs are also forbidden.

***RULE 7 – REPEATED SCHOOL VIOLATIONS***

Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will not be tolerated.

***RULE 8 – TOBACCO PRODUCTS***

Students may not have in their possession or use any tobacco product or look-alike substance. Students may not have in their possession lighters, rolling papers, or other instruments used for smoking. The possession/use of any form of e-cigarette or vaporizers will be treated in the same manner as a tobacco violation and the device will be confiscated.

***RULE 9 – IMPROPER SEXUAL BEHAVIORS***

Students should not be engaged in any sexual behavior, including public displays of affection.

***RULE 10 – NEGLECTED MENTAL OR PHYSICAL HEALTH***

Students who are mentally or physically unfit may be removed from school until the problem has been resolved. Verbal abuse, physical abuse and other forms of harassment are not allowed.

***RULE 11 – TRUANCY/TARDINESS***

Students must be in school every day unless they have an approved excuse for absence. No student is to be tardy to school, any class or study hall.

***RULE 12 – RESPECT/SUBORDINATION***

Students shall be polite and well mannered at all times. Students must not act rudely or disrespectfully toward their teachers or classmates. At no time may a student refuse to follow a reasonable request of a teacher, principal or school employee. When a student is informed that a behavior or action is inappropriate, that student is to immediately correct the problem without further warning.

***RULE 13 – RESPONSIBILITY***

The community is spending millions of dollars to prepare children for a productive role in society. Students may not waste this investment by refusing to participate in class, nor may they refuse to do assigned work. Students are to report to class daily with all necessary books, supplies and assignments to accomplish the successful completion of educational goals established by the teacher and the course of study.

***RULE 14 – LOCKER USE AND PARKING PRIVILEGES***

Students are loaned the use of a locker. Lockers are the property of Fairless Local Schools. Students are to use the locker with care so as to not damage items stored within the locker. The locker must be kept neat at all times. At no time may a student store anything which is dangerous, illegal or in violation of school policy in his/her locker. **Lockers may be inspected.**

Driving to school is a privilege. Students must drive defensively with care and courtesy at all times. At no time are students allowed to drive in any manner, which is dangerous or discourteous. Parked cars must be in appropriate areas and must not contain items, which are illegal or violate school rules. Cars on school property may be inspected.

***RULE 15 – VERBAL, NONVERBAL AND WRITTEN EXPRESSIONS***

Students are to refrain from communicating in any way, which is disruptive, threatening, rude, insulting or obscene.

***RULE 16 – FOODS AND DRINK***

Students may not possess or consume food outside of the cafeteria during the school day. Students may store a sack lunch in their locker until lunchtime. At no time should the contents of the lunch be opened or consumed before lunch. Pop machines are not to be used during the regular school day.

***RULE 17 – COATS, JACKETS, HATS AND SUNGLASSES***

All items intended for outdoor use must be stored in a locker while students are in the building. Students may keep a sweater or sweatshirt in their locker to wear when they are cold.

***RULE 18 – CHEATING, LYING, FORGERY, FALSE REPORTS***

Students are required to do their own work to the best of their abilities. Cheating may result in an academic penalty or even failing a class. At no time should a student lie to, mislead or withhold information regarding a problem under investigation. A student shall not falsify any information.

***RULE 19 – CRIMINAL BEHAVIOR***

At no time before, during or after school may a student become involved in a criminal act. When necessary, the police will be called, and charges filed. A student may be asked to remain home from school while an investigation is pending.

***RULE 20 – SPECIAL EVENTS***

School events, which extend beyond the normal school day, are still considered to be under the jurisdiction of the school. Attending students must follow school policy regardless of whether his/her parent or legal guardian is in attendance.

**ENFORCEMENT OF THE CODE OF CONDUCT**

We employ a variety of techniques and methods to enforce our Code of Conduct. It is easy to punish but more difficult to change behavior. Our efforts are designed to change the behavior seen and to enable our students to learn respect, responsibility, self-discipline and a positive attitude toward learning.

This task is difficult and impossible without the support of parents. When all efforts fail to change behavior, a suspension from the classroom will be used as a means of limiting the disruption of school for other students. Generally speaking, discipline will be administered in a progressive manner. In some cases, however, behavior may

be so severe and intolerable that suspension or expulsion may be the first method used. **Students who are suspended or expelled from school must not be on or near school property at any time (including during entrance and dismissal time). Suspended or expelled students may not participate in nor attend any school extra-curricular events.**

Below is a list of some disciplinary consequences that may be used:

- Parent meetings and conferences
- Detentions
- Special duties
- Reduced schedule
- Behavior contracts
- Exclusion from school programs or event
- Special programs before, during or after school
- Special assignments
- Emergency removal
- Time out
- Suspension, both in-school and out of school
- Expulsion
- Police or court referral

**It is the student's responsibility to deliver all communication concerning discipline and other school business to the parent or legal guardian.**

The more the school and home work together to promote education and to solve problems, the more our students are likely to achieve. Below is a list of helpful suggestions for parents/guardians to follow:

- Try to limit your child's absences to less than three (3) days per nine-week period.
- See to it that your child is on time for school.
- Check your child's dress, appearance, and preparation each day before he/she leaves for school.
- Encourage your child to become involved in school activities.
- Insist that your child exhibit good manners and be respectful to adult authority at all times.
- Come to school conferences or events at least once or twice in every nine-week period.
- Maintain an hour study time at home every night of the school week. Insist that your child read or study, even if he/she does not have any homework.
- Talk daily to your child about what is happening at school. Meals are a good time to accomplish this goal.
- Attend a school board meeting.
- Become an active member in one of the parent groups at your school.

**Please send your children to school happy, secure, healthy, and prepared!**

It is important to remember that the School's rules apply going to and from school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, those not listed will be responded to as necessary by the staff.

## **DRESS AND GROOMING**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that **disrupts**



**the educational process or presents a safety risk will not be permitted.**

Due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision on “extreme” and “acceptable” will need to be made. The school administration and faculty, via Board of Education policy, has the responsibility of deciding in each individual case if a student’s attire is in accordance with the policy.

If a student violates the Student Dress Standards, he or she will be required to change his or her attire. If this is not possible, in-school suspension will be assigned. Any time missed from school will be recorded as unexcused. The final decision as to appropriate dress rests with the administration. The following guidelines shall constitute the Fairless High School Student Dress Code:

- Bare midriffs, low-cut tops, see-through shirts/blouses, or spaghetti straps are not permitted.
- Cutoff shorts, skin-tight bicycle shorts and bathing suits **MAY NOT BE WORN.**
- Shirts that have the sleeves cut off are not permitted.
- Shorts, skirts and dresses must be no more than 6” above the knee.
- Jeans that are designed to look “worn” may not have holes above the knee that show skin.
- Pants may not be worn below the waist (no sagging).
- All garments must be hemmed properly. Frayed edges are not permitted.
- **Proper undergarments are to be worn at all times and not visible.**
- Shirts or other items of apparel with obscene patches and/or sayings, as well as those promoting drugs or alcohol, are not permitted in school.
- Male facial hair should be kept neatly trimmed or be clean-shaven.
- Hair should be kept neat, clean and combed. The hair must be of a length that will not endanger the health or safety of the individual or others.
- Hats, visors, bandanas or headbands are not to be worn with the exception of a specially designated rally/dress-up day or for religious reasons.
- No sunglasses are permitted in the building. Dark glasses are not to be worn unless prescribed by a doctor.
- Ear/facial (No Facial Hoops) piercing is allowed within reason.
- Face painting is prohibited except when special permission has been granted for a pep rally or spirit days.
- No unnatural hair color or hairstyles that draw attention are permitted. **The length of a student’s hair may not obstruct vision.**
- Pajamas or sleepwear is NOT to be worn to school.
- Hats must be taken off when students enter the building.
- Hoods on hoodies must be down at all times.
- Chains, studded wristbands, and studded necklaces are not allowed.
- Proper footwear must be worn at all times.

**Any clothing that is too tight, too revealing, or made of a fabric that is too thin may be considered a violation of the dress code.**

#### **OTHER STUDENT BEHAVIOR EXPECTATIONS:**

- We will not permit gum chewing in the high school.
- Coats and outer garments are to be kept in lockers and are not to be worn in classes or hallways during the normal school hours. A student is encouraged to keep a sweater in his/her locker for when necessary.
- Book bags, backpacks, and large purses must be left in the student’s lockers.
- Students may not have restaurant foods delivered to the school during lunchtime unless authorized by an administrator.

#### **SEXUAL HARASSMENT**

**Sexual harassment** can be determined as unwanted sexual attention from another person, which creates a hostile environment. Examples of this behavior may include, but are not limited to:

- Lewd, suggestive or sexually oriented comments, gestures, looks and/or behaviors;
- Touching, grabbing or fondling in a sexual manner;
- Graffiti, cartoons, pictures, drawings or depictions of a sexual nature left on walls, desks or other surfaces

- (especially bathrooms and locker rooms);
- Spying on others as they dress, undress or shower;
  - “Flashing” or “mooning” another person;
  - Making sexual advances or asking for sexual favors;
  - Using names such as “fag,” “lesbian,” “whore,” etc.;
  - Spreading rumors involving sexual behavior;
  - Telling jokes of a sexual nature;
  - Possessing or exchanging notes, books or other material, which is sexual in content.

This type of behavior will not be tolerated at Fairless High School. **Sexual harassment could lead to a suspension or an expulsion from school. School officials have the option to file a report with local law enforcement and/or referral to Job & Family Services.** Students should report any behavior of this type directly to a Principal for future investigation.

## **WEAPONS POLICY**

Students are prohibited from bringing a firearm, explosives, incendiary devices, poison, knives, bombs, rockets, grenades, chemicals or other destructive devices to school. The penalty for bringing such instruments (or related parts) to school will be an expulsion of up to one year from school. The superintendent and school board reserve the right to expel a student for other reasons not listed when a student possesses dangerous instruments or when a student threatens the safety and wellbeing of students and staff.

## **THREATENING, MENACING AND INDUCING PANIC**

No student may communicate in any manner, visually, verbally, or in written form, a threat to individual or public safety. Such threats may be implied or direct and severe consequences may ensue.

## **CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

The *unauthorized* use of cell phones (Wireless Device, WD), smart-phones, laser pointers (or other laser emitting devices), or any other electronic device is prohibited during the school day. ***Upon arrival at school, all cell phones will be placed in students lockers until the end of the day.*** Violation of this rule may result in disciplinary action to include: confiscation, detention, suspension, or any combination thereof. Parents/guardians may be required to pick up any confiscated device. Contents of confiscated devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited in the Code of Conduct.

Students are prohibited from using a WD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

**STUDENTS ARE ALSO PROHIBITED FROM USING A WD TO CAPTURE AND/OR TRANSMIT TEST INFORMATION OR ANY OTHER INFORMATION IN A MANNER CONSTITUTING FRAUD, THEFT, CHEATING, OR ACADEMIC DISHONESTY. LIKEWISE, STUDENTS ARE PROHIBITED FROM USING THEIR WDS TO RECEIVE SUCH INFORMATION.**

## **BULLYING, HARASSMENT, AND INTIMIDATION**

Fairless High School will not tolerate any known harassment, intimidation or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation or bullying is defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student or (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Any student who believes s/he has been a victim of harassment, intimidation or bullying as defined above should report the incident(s) to the building principal or teacher. If a report is made to a teacher, the teacher shall promptly notify the building principal.

The parent/guardian of the student involved shall be notified by the building principal or his/her designee. If the student is less than eighteen (18) years of age, the parent/guardian may have access to any written reports pertaining to the prohibited incident. If the student is over the age of eighteen (18), the student may grant permission for the records to be shared with the parent/guardian.

The building principal/designee shall promptly document, investigate and respond to a reported incident. If the principal/designee finds that harassment, intimidation and/or bullying as defined in this policy has occurred, she/he shall include in the report a strategy for protecting the victim from additional harassment, intimidation, and/or bullying and from retaliation following the report. She/he shall report his/her findings to the Superintendent of design.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The School District maintains many student records including both directory information and confidential information. Directory information includes:

#### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found by calling 330-767-3577.

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

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the second program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact 330-767-3577 to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

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

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEID), A.D.A. Section 504) and State law. Contact the Special Education Department at 330-767-3913 to inquire about evaluation procedures, programs, and services.

### **SEARCH FOR CHILDREN WITH DISABILITIES**

Within the intent of the Federal statutes below, the Fairless Local School district continues its effort to locate and identify children with disabilities from birth through age 21. Children with disabilities have physical, emotional or mental impairments that may require a need for special education.

Public schools provide free and appropriate education regardless of a child's disability; however, before these children can be served, they must be found. Many of these children are not visible because they do not function in the community's mainstream and many unidentified children with disabilities are preschoolers. Parents may not realize that certain programs and services are available through their school district or from agencies in their

community.

Anyone who is aware of a child who may need a special education program or services should contact the principal of the school that child attends or will attend upon reaching school age.

Individuals with Disabilities Education Act IDEA

(Public Law 105-17)

Rehabilitation Act of 1973 - Section 504

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, and participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 330-767-3577.

Fairless Local School District  
**RANDOM DRUG TESTING OF STUDENTS  
OPT-IN AGREEMENT**

Fairless Local School District is pleased to provide the opportunity for students to be included in the random drug testing program when they are not otherwise eligible through participation in school-sponsored athletics, extracurricular activities, special privileges, and/or parking permits.

The OPT-IN Random Student Drug Testing Program allows parents/guardians to request that non-eligible students be included in the student drug testing program. Results are 100% confidential and will be released by the building principal or superintendent only to the parent/guardian named on the consent form.

How the Program Works

1. The Opt-In program is available to any student in grades 7-12 enrolled in the Fairless Local School District.
2. The parent/guardian must read and sign the Opt-In Student Drug Testing Consent form below.
3. The student must also sign consent to participate in the program.
4. Signed agreements must be submitted to the school office.
5. Upon completion of testing, the building principal or superintendent will notify the parent/guardian of any positive test results. Results will not be released to any other party without written consent from the parent/guardian.
6. There will be no attempt to diagnose substance abuse problems. This program is intended only as a tool to be used by parents/guardians in making informed decisions about student substance abuse.

**OPT-IN STUDENT RANDOM DRUG TESTING CONSENT**

**AS A STUDENT:** I understand that I may be drug tested with the consent of my parent/guardian under the Opt-In Student Random Drug Testing program. I understand this agreement is binding while I am a student in the Fairless Local School District.

\_\_\_\_\_  
Student Name (please print) Grade

\_\_\_\_\_  
Student Signature Date

**AS A PARENT/GUARDIAN:** I understand that by signing this consent, I will permit Fairless Local Schools to perform random drug testing on my son/daughter, the results of which will be released to me by the building principal or superintendent.

\_\_\_\_\_  
Parent/Guardian/Custodian Signature Date

\_\_\_\_\_  
Parent/Guardian/Custodian Name (PLEASE PRINT) Home Phone

\_\_\_\_\_  
Address Work/Mobile Phone

Fairless Local School District  
**RANDOM DRUG TESTING OF STUDENTS  
INFORMED CONSENT AGREEMENT**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

**AS A STUDENT:**

I understand and agree that participation in extracurricular activities, special privileges and/or parking on school grounds is a privilege that may be withdrawn for violations of Board Policy 5530.01—Drug Testing of Students Involved in Non-Academic Activities, hereinafter Policy.

I have read the Policy and the guidelines and thoroughly understand the consequences that I will face if I do not adhere to the Policy and/or Code of Conduct outlined in the Student-Parent Handbook.

I understand that when I participate in athletics, any extracurricular activity, special privileges, and/or receive a parking permit, I will be subject to random drug testing. I understand that if I refuse, I will not be permitted to practice, participate in any extra-curricular activities and school events, special privileges, and/or park on school property during the school day. I have read the consent on the reverse side of this form and agree to its terms.

I understand the Informed Consent Agreement, while initiated each school year, is binding for one calendar year while a student is enrolled with Fairless Local School District.

\_\_\_\_\_  
Student Signature/Date

**AS A PARENT/GUARDIAN/CUSTODIAN:**

I have read Board Policy 5530.01—Drug Testing of Students Involved in Non-Academic Activities and understand the responsibilities of my son/daughter as a participant in athletics, extracurricular activities, special privileges, and/or parking privileges in the Fairless Local School District.

I understand that my son/daughter, when participating in athletic, extracurricular activities, special privileges, and/or receiving a parking permit, may be subject to random drug testing. If my son/daughter refuses, he/she will not be permitted to practice, participate in any extra-curricular activities or school-sponsored events, special privileges, and/or park on school property during the school day. I have read the consent on the reverse side of this form and agree to its terms.

I understand that I may only remove my son/daughter from the random drug testing program with signed, written consent addressed to the building principal. This decision will impact my son/daughter's continued participation in athletics, extra-curricular activities and school-sponsored events, special privileges, and ability to park on school property until a new Informed Consent Agreement is signed.

I understand the Informed Consent Agreement, while initiated each school year, is binding for one calendar year while a student is enrolled with Fairless Local School District.

\_\_\_\_\_  
Parent/Guardian/Custodian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Custodian Name (PLEASE PRINT)

\_\_\_\_\_  
Home Phone and Cell Phone



Fairless Local School District  
**RANDOM DRUG TESTING OF STUDENTS**  
**CONSENT TO SUBMIT TO RANDOM DRUG TESTING**

- ❖ We hereby consent to allow the student named on the front of this form to undergo testing for the presence of illicit drugs or banned substances in accordance with Board Policy 5530.01—Drug Testing of Students Involved in Non-Academic Activities, including but not limited to, the following tests:
  - o Saliva swab
  - o Urinalysis
  - o Hair follicle
- ❖ We understand that the collection process will be overseen by a qualified third party administrator.
- ❖ We understand that any samples will be sent only to a certified medical laboratory for actual testing and that the samples will be coded to provide confidentiality.
- ❖ We hereby give our consent to the third party administrator selected by the Fairless Local School District, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform substance abuse testing for the detection of illicit drugs or banned substances.
- ❖ We further give permission to the third party administrator selected by the Fairless Local School District, its doctors, employees, or agents, to release all results of these tests to the Medical Review Office (MRO) working for the third party administrator. We understand these results will be forwarded to the building principal and/or designated official and will also be made available to the parent(s)/guardian(s).
- ❖ We understand that consent pursuant to this Informed Consent Agreement will be binding for all athletics, extra-curricular activities and school-sponsored events, special privileges, and parking privileges for the student for one calendar year while enrolled with Fairless Local School District.
- ❖ We understand that the third party administrator will be given our contact information and will contact us by telephone in the event of a positive result.
- ❖ We hereby release the Fairless Local Schools Board of Education, the third party administrator and its governing board, officers, employees, agents, and successors, in both their individual and

official capacities, from any legal responsibility or liability for the release of such information and records.