

Firelands Digital Academy
&
Firelands Alternative Academy
Powered by VCS



Student/Parent Handbook
2011-12

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Welcome

Welcome to the Firelands Digital Academy! The faculty and staff look forward to working with you this school year. The policies and procedures contained in this Student Handbook are the result of a concerned effort on the part of the faculty, staff, and administration. This information has been carefully prepared and presented so that it will be of value in helping you at the Firelands Digital Academy and for you to be an integral part of the success at Firelands.

We are always here for you, please call with any questions or concerns!

The Mission of the Firelands Local Schools

The mission of the Firelands Local Schools is to create a community of lifelong learners that will function as responsible, self-sufficient citizens of a global society.

The Vision of the Firelands Local Schools

Our vision is to provide our students with an educational system that:

- Creates learning practices, personal relationships, and physical environments that will support the teaching and learning of 21st century skill outcomes.
- Supports professional learning communities that enable educators to collaborate, share best practices and integrate 21st century skills into classroom practices.
- Supports expanded community involvement in learning.
- Cultivates knowledge, self-discipline, leadership, and character in all students.

The Beliefs of the Firelands Local Schools

- All students can learn and will be prepared for lifelong learning.
- The higher the expectation, the greater the achievement.
- Excellence is achievable and always worth the investment.
- A high quality environment is conducive to learning.
- A positive collaboration between school and community will create a unified partnership.
- A highly qualified and effective staff is intrinsic to the success of the educational community.

Firelands Digital Academy & Firelands Alternative Academy Contact Information

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Calendar

The Firelands Digital Academy (FDA) follows the calendar of the Firelands Local School District.

FIRELANDS LOCAL SCHOOL DISTRICT AUGUST 2011 – JULY 2012

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

- 8 Board of Education Meeting, 7:00 p.m.
- 26 & 29 Teachers' In-Service *
- 29 Open House (K-12)
- 30 First Day of School (Gr. 1 –12)

SEPTEMBER

- 1 First Day for Kindergarten
- 5 Labor Day *
- 12 Board of Education Meeting, 7:00 p.m.
- 23 Waiver Day/Professional Development *

September 2011						
S	M	T	W	T	F	S
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OCTOBER

- 3 Interim Reports
- 6 Evening Parent-Teacher Conferences (K-8)
- 10 Board of Education Meeting, 7:00 p.m.
- 10 Evening Parent-Teacher Conferences (K-12)
- 14 NEOEA Day *

NOVEMBER

- 2 End of 1st Grading Period (45 days)
- 14 Board of Education Meeting, 7 p.m.
- 15 Evening Parent –Teacher Conferences (9-12)
- 23 Non-Instructional Day *
- 24 Thanksgiving *
- 25 Thanksgiving Vacation *

October 2011						
S	M	T	W	T	F	S
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30	31					

DECEMBER

- 8 Interim Reports
- 12 Board of Education Meeting, 7:00 p.m.
- 22 Christmas Vacation Begins *

November 2011						
S	M	T	W	T	F	S
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JANUARY

- 3 School Resumes
- 9 Board of Education Meeting 7:00 p.m.**
- 16 Martin Luther King Day *
- 19 End of 2nd Grading Period (45 days)
- 20 Teachers' In-Service *

FEBRUARY

- 13 Board of Education Meeting, 7:00 p.m.**
- 20 Presidents' Day *
- 24 Interim Reports

December 2011						
S	M	T	W	T	F	S
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MARCH

- 1 Evening Parent/Teacher Conferences (K-12)
- 2 Non-Instructional Day *
- 12 Board of Education Meeting, 7:00 p.m.**
- 26 End of 3rd Grading Period (45 days)

APRIL

- 6 Spring Vacation Begins *
- 16 School Resumes
- 9 Board of Education Meeting, 7:00 p.m.**

MAY

- 7 Interim Reports
- 14 Board of Education Meeting, 7:00 p.m.**
- 28 Memorial Day *

January 2012						
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JUNE

- 2 Graduation
- 6 Last Day for Students (45 Days)
- 7 Teacher's In-service *
- 11 Board of Education Meeting, 7:00 p.m.**

JULY

- 9 Board of Education Meeting, 7:00 p.m.**

February 2012						
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March 2012						
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April 2012						
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May 2012						
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June 2012						
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July 2012						
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General

Program Overview

The Firelands Digital Academy has been developed to provide an alternative educational opportunity for students. Students interested in online learning from home can participate in full, education through The Firelands Digital Academy (FDA). While the students choosing this option would spend a majority of their time working from the comfort of their own home, there are times that their attendance is required at the Firelands Digital Academy. This is primarily to complete testing (i.e. Ohio Graduation Testing). This option is for students that are self-motivated and can consistently turn work in online. All students enrolled in FDA powered by VCS programming will utilize a self-paced, online curriculum, with certified staff that will ensure each course will suit the educational needs of every student.

Another option is designed for students that have struggled in the traditional classroom setting and are credit deficient. The first opportunity is *The Firelands Alternative Academy* (FAA) educational placement. This option is held at Firelands High School from 7:30AM-11:00AM. This program will provide students with a structured learning environment that will emphasize small class size and individual attention.

All students attending the FDA powered by VCS or the FAA will receive credit toward a **Firelands High School Diploma**.

Students who are Eligible

The Firelands Digital Academy is designed for students who would have more success in the virtual learning environment. Students attending the FDA powered by VCS are primarily there by choice. There are instances when Firelands Local Schools academic professionals will recommend a placement in the Firelands Alternative Academy for some students. This is done to ensure that all students attending Firelands Local Schools are in the best learning environment possible. Reasons for inviting students to enroll in the Firelands Alternative Academy include, but are not limited to:

- The student has consistently struggled academically in the traditional classroom setting.
- The student has struggled behaviorally in the traditional classroom setting.
- The student is credit deficient and currently not on pace to graduate.
- The student has a chronic or serious illness precluding them from attending traditional classes.

Student Standards

- FDA powered by VCS will provide equipment students need to start school, including a computer, monitor, speakers, scanner and printer.
- All course content and assessments will be aligned with state academic standards.
- Students, teachers, parents and support staff will maintain close personal interaction, and the school will consistently provide timely feedback.
- FDA powered by VCS will be able to verify a student's participation in online courses, both during the course and upon its completion.
- FDA powered by VCS students will be given advance information about course requirements, equipment needs and techniques necessary to succeed in a virtual instructional environment.
- Students will be provided technical training and support throughout their educational experiences.
- Students' work and personal data will be shared with FDA powered by VCS employees and its affiliates but protected from access by unauthorized persons.
- Courses will be designed so that they require interaction of students with authentic, challenging and multidisciplinary tasks.
- At least one teacher or other staff member in the school will coordinate and assist students with instructional, technical and management requirements.
- Many courses will engage students in learning activities that address various learning styles, as well as in problem solving and critical thinking.
- Instructional--as well as hands-on--activities will effectively use multimedia—video clips, music, web sites, and text-based materials.
- Teachers will closely monitor the student's work and will guide students in using appropriate resources.
- Assessment of student knowledge, skills and performance will be fair, adequate and appropriate.

Compulsory Attendance

Under Ohio law, children between the ages of 6 and 18, and in some circumstances children under 6, are of compulsory school age. Every person of compulsory school age must attend a school, which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs:

1. The person receives a diploma granted by the board or other governing authority, successfully completes the curriculum of any high school or successfully completes the IEP developed for the student by any high school.
2. The person receives an Age and Schooling Certificate.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.
4. The parent(s) of any person who is of compulsory school age must send such person to school unless he/she is exempt as listed above.

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 excused include, but are not limited to:

- (1) Personal illness of the students;
- (2) Illness in the student's family;
- (3) Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
- (4) Death in the family;
- (5) Quarantine for contagious disease;
- (6) Religious reasons;
- (7) Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or
- (8) As determined by the Superintendent.

Attendance/Absences/Tardiness - Firelands Alternative Academy

Students are expected to attend the Firelands Alternative Academy regularly and to be on time. Parents need to report all absences to the Firelands Alternative Academy 440.986.7021. Parents must also report when their student is going to be tardy to the Firelands Alternative Academy.

Tardiness: If a student is tardy to school, he/she will be assigned an admit slip. A student who arrives at school more than thirty (30) minutes late will also be counted as one-half day absent. Students who arrive at the Firelands Alternative Academy 1 1/2 hours after the beginning of their session will be counted as a whole day (1) absent.

Accumulation of Tardies

Penalty

3	1- Weekday Disciplinary Assignment (WDA)
6	1- Weekday Disciplinary Assignment (WDA)
9	2- Weekday Disciplinary Assignments (WDA)
12	Parent Meeting- Conflict Resolution
	2- Weekday Disciplinary Assignments (WDA)

***Further accumulation of Tardies may result in out-of-school suspension.**

Any student who arrives more than thirty minutes after the start of the school day will be ineligible to participate in any/all extracurricular activities on that day. This includes practices as well as contests, performances, and all other curricular and or extracurricular activities.

The administration of the Firelands Alternative Academy realizes that students may have an emergency. Therefore, every student's first two tardies (of each semester) will not be subject to discipline. Additional tardies will be subject to the discipline policy found in the Student Code of Conduct.

Absences: Students absent from school must provide authorization from their parent to prevent the absence from counting as truancy. A written note from the parent is required to authorize these absences. Students of The Firelands Alternative Academy are expected to follow the attendance policy found in the Student Code of Conduct.

College Visits/Vacation

Parents wishing to take their student on vacation must fill out a Vacation Request Form in advance. This form is available in the assistant principal's office. Students will be given an excused absence only if the following conditions are met:

1. That this vacation be with the requesting student's parent(s).
2. A **Completed** form must be presented to the main office at least three (3) days prior to leave.
3. The pupil is maintaining at least a "C" average,
4. That the pupil's absence to date, including the amount of vacation days requested, does not exceed 10 days per semester with a maximum of 15 days per school year.

College visits

Parents wishing to allow their student to go on a college visitation must fill out a College Visitation Request Form in advance. This form is available in the guidance office and/or on the guidance website. Students will be given an excused absence only if the following conditions are met:

1. Completed College Visitation Request Form must be presented to the guidance counselor and approved at least three (3) days prior to the actual visit.
2. Pupil's absences may not exceed 10 days per semester or 15 days per school year.
3. Only two (2) days of college visitations will be excused per year for juniors and seniors.

Ten(10) - Day Attendance Procedure

1. If a student accumulates more than 10 days absent from school per semester no further absences will be excused unless a physician's statement is submitted to justify the need for absence. The principal or his designee may waive this requirement as authorized by approval of the superintendent or his designee. A review of this requirement must be submitted in writing to the parent/guardian by the principal or his designee.
2. It is extremely important that students and parents realize and understand that the 10 days of absence per semester built into this attendance policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used only when needed.
3. Absences which are the result of illness, truancy, vacation, or family emergency will be counted in this tally regardless of whether the absences are excused or unexcused. External suspensions will not count in the 10 days limit per semester. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspensions, and mentorship programs will not count in this tally.
4. Following the 6th day of absence per semester from school, parents will receive a warning letter from the school district. This letter should indicate that after 10 days, medical verification is necessary. A notification letter will be sent to the parents/guardians warning them of irregular attendance, possible failure, and future referral to the attendance officer for Lorain County Juvenile Court. This letter should clearly define the district's attendance policy.
5. After the 5th day of unexcused absences per year from school, referral to the attendance officer for Lorain County Juvenile Court may occur at the discretion of the County Attendance Officer and school district principal or his designee.

6. A conference with attendance officer of Lorain County, building attendance officer, and the parent shall be scheduled if excessive absence continues.
7. Further excessive absences shall result in a meeting with the superintendent. Parents, student, County Attendance Officer, and building district designee may be present at the meeting.
8. Continued irregular attendance at this step may result in other actions as determined by the local superintendent (i.e. revocation of driver's license and work permit, parent education classes, intervention strategies, or other actions as determined by the local code of student conduct).
9. A court referral will be the final step for action to be determined by the department of Lorain County Juvenile Court.

Truancy

While some absences are legal and/or excused, truancy is not. Truancy is defined as absence from school or class for reasons not qualifying as legal in the Ohio Administrative Code. Truancy shall be considered any unauthorized absence from school or class.

Chronic absenteeism and truancy pose problems for the student. They interfere with learning and can result in his/her failure to acquire the skills and credentials needed for employment, post-secondary education, and success in life. Truancy is considered a serious breach of school rules.

Attendance Policy - Firelands Digital Academy

Students who do not log hours will: • Receive a phone call at 5 days absent • Receive a phone call, letter, or school personnel home visit at 10 days absent • Receive a phone call from a school representative at 15 days absent • Possible withdrawal from FDA powered by VCS at 15 days absent • Be withdrawn from the school at 21 days absent

Attendance in FDA powered by VCS will be monitored by:

1. Having up-to-date electronic logs
2. Meeting established benchmark hours

Excused Absences - Firelands Digital Academy

Students are required to report absences when they are unable to attend school. Absences should be reported by contacting the attendance officer through the log-in page of the LMS. Copies of doctor's excuses or other reasonable excuses can be mailed, or sent via fax to the FDA powered by VCS office. Absences will then be judged as excused or unexcused by the directors.

Up-To-Date Logs - Firelands Digital Academy

Students will be asked to keep a record of the number of hours they spend on all academically related activities throughout the year. Each student will be required to enter this information into his/her personal electronic learning log. Although it is not necessary to log into the computer on a daily basis, the learning log does require that students account for each calendar day. To keep on pace with the school calendar, it is recommended that students log six hours per school day. To be eligible for participation in Firelands Local School District Athletics and/or extra curricular activities a student must log at least 5 hours of academic work per school day.

School Admission

FDA powered by VCS provides free education to Ohio residents who meet the requirements of the Firelands Local School District's Board of Education and its policies. Students seeking admission must contact FDA powered by VCS at 440.986.7021.

Re-imaging Sessions

From time to time, students returning to FDA powered by VCS must attend a re-imaging session prior to the next school year. Students and Parents/Guardians will be contact, if this is necessary.

Equipment Repair or Replacement Charges

Students enrolled in FDA powered by VCS are furnished with all of the required hardware, software and technology equipment at no cost. Parents are required to sign a legally binding contract for the technology equipment indicating that they will return the equipment to the school if a circumstance exists in which the student withdraws from FDA powered by VCS. When school property, equipment or supplies are damaged, lost or taken by individuals, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense of the repair(s) or replacement of the equipment. Legal action will be undertaken if all school property is not returned upon withdrawal from the school. When school equipment is not working, students should contact the FDA powered by VCS Help Desk for technical assistance. A toll free phone number (866) 501- 9473, option 6 and an e-mail address (vcshelpdesk@vcslearn.org) are available to assist with technical questions.

To ensure school time is not lost when technical problems occur, students are encouraged to visit a local public library (or another personal computer) to access our school. A great benefit of FDA powered by VCS is the ability to access our school anywhere, anytime there is a computer with an internet hook-up.

School Day

Students can access their virtual classrooms 24 hours a day, 7 days a week, barring any announced shutdown of the network for scheduled maintenance or unplanned outages.

FDA powered by VCS teachers are required to be available for student and parental assistance 30 hours per week. These hours are posted in the teachers' courses. Students and parents are encouraged to contact their teachers frequently.

Teacher Assignments

Students in grades K-6 are assigned grade level teachers. Students in grades 7-12 are assigned a teacher for each class in which they are enrolled, as well as a teacher of record (homeroom teacher). The teacher serves as the point of contact for the student, and is responsible for closely monitoring attendance and student progress.

Rules and Procedures

Students of the Firelands Alternative Academy and the Firelands Digital Academy will adhere to **all** rules and regulations stipulated in the Firelands High School Code of Conduct. Please note that students at the Firelands Alternative Academy will not have access to student lockers. There will be space provided to hang up outerwear and store hats. Bringing these items to schools is considered to be done at the student's risk.

Transportation

Students must arrange for their own transportation to and from the Firelands Alternative Academy.

Weather Delays and Cancellations

- The Firelands Alternative Academy follows the weather delays and cancellations of the Firelands Local Schools.
- If Firelands Local Schools are closed, the Firelands Alternative Academy will be closed.
- If Firelands Local Schools are delayed, the Firelands Alternative Academy will be cancelled.

Firelands High School Dances - for those students of high school age

The school code of conduct is enforced at all school activities, including school dances. This also includes guests who are invited by FHS students. All students who invite guests who are not FHS students must have their guest fill out an "Out-of-School Guest Application". The form must be turned in to the activity advisor or assistant principal no later than the date that it is requested to be turned in.

Regulations for School Dances (Dance, Formal Dance, Homecoming, Prom)

1. All dances will be approved by the Administration and scheduled on the calendar in the high school office.
2. No persons under high school age will be admitted to a dance.
3. Dances will be open to Firelands High School Students.
4. Students must show up no later than one hour after the start of the dance to gain admittance.
5. No student may leave a dance and be readmitted.

Dress-FHS Student Dress Code applies to all dances

1. Shirts must be worn at all times.
2. T-shirts are never appropriate, and undergarments should not be visible.
3. No jeans are permitted at formal dances or Prom.
4. All males must wear a collared shirt and tie (Tuxedo or dinner jacket ensemble is preferred).
5. All females are expected to wear a formal dress or pant suit (no dress which overly exposes)

Time & Tickets

1. Tickets will be sold two weeks in advance.
2. Out-of-School Guest Application- must be completed and turned in for out-of-school guests.

Behavior & Expectations

1. The expectation is for students to come to a dance drug, tobacco, and alcohol free and to remain as such.
2. The expectation is for all students and their guests to behave in a courteous and polite manner at all times. Dances are privileges, not entitlements.
3. Student Code of Conduct applies to all students who attend the dance.
4. Attendance- you must report to the dance within the first hour of the dance to gain entrance. Anyone arriving after such time will not be allowed admittance.
5. Once you have arrived, you are at the dance for the duration. If you decide to leave early, you will not gain re-admittance to the dance.
6. You may not go out to your vehicle during the dance. Once you leave, you will not be re-admitted to the dance.

Guidance Office

A full-time counselor is available to serve the educational, vocational, social, and personal needs of students. If you wish to see a counselor, come to the guidance department before first period in the morning or between classes to arrange an appointment. The counselor will then send for you at the appointed time. In the guidance department, you will find information about colleges, scholarships, careers, vocational schools, and many social and personal problems. Most of this material may be checked out. Do make use of it. Please see guidance website for up-to-date information:

www.firelandsschools.org – FHS Guidance.

Student Records

It is the intent of the Firelands School District to limit the disclosure of information contained in the student's education records except:

- A. by prior written consent;
- B. as "directory information" and
- C. under other limited circumstances, as permitted by law.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the district violates relevant Federal Law, specifically the Federal Educational Rights and Privacy Act (FERPA).

*The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. Student name and address
2. Student date of birth
3. Student extracurricular participation
4. Student achievement awards or honors
5. Student weight and height, if a member of an athletic team

Parents or eligible students must notify the principal of any items they want to participate or not participate in, in accordance with parental Internet agreement, directory of information, and student pictures. Forms will be sent home at the start of the school year and are available in the school office.

Buildings & Grounds Security

The School Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare, and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the district's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems at the high school.

Cameras

1. The administration notifies its students and staff that camera surveillance may occur on school property or in school vehicles. Notices are placed in student and staff handbooks.

2. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
3. The use of cameras is subject to district policies concerning the confidentiality of student and staff records.
4. Surveillance cameras are used only to promote order, safety, and security of students, staff, and property.

Interviewing Students

Caseworkers of Lorain County/Erie County Children Services, any Probation Officer of Family Court, and Custody Investigator of Family Court shall, with proper identification, have the right to contact and interview any child at any school privately and without consent of parent. This is pursuant to the responsibility given Lorain County/Erie County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio. Other law enforcement officers may talk with a child at school or take other necessary measures regulated by the judicial laws of the local, county, state, and federal government agencies. The principal shall exercise appropriate “duty of case” and act in place of the parent where necessary.

Nursing Services

Students can be screened periodically during the school year for height/weight, vision, hearing, scoliosis, and any other assessment as per required and/or recommended by state mandates. Parents/guardians will be notified of any abnormalities with recommendations for referral to the appropriate medical specialist. Parents are requested to submit documentation to the school nurse as proof of follow up.

Personal Hygiene

Developing personal habits of cleanliness from an early age reaps lifelong benefits in terms of disease prevention, employment, and getting along with others (socializing). Firelands Local Schools advocates the following as good standards of practice for maintaining satisfactory hygiene: daily bath or shower with soap; hair shampooed at least every other day and combed or brushed every day; teeth brushed twice a day and flossed at least once a day; clothing freshly laundered; fingernails clean; hands washed after restroom use.

Communicable Diseases

Concern of any school is the spread of a disease throughout the entire school population. Communicable disease can spread rapidly if not controlled immediately (ex. Chicken pox, measles, pink eye, mumps, impetigo, scabies, head lice). Any child coming to school with symptoms resembling a communicable disease will be seen by our school nurse or sent home immediately as a precautionary measure. Once determination is made, the child will need to receive the appropriate treatment, either by seeing a doctor or following a prescribed treatment monitored by the school nurse. Students must comply with State of Ohio immunization requirements as outlined in the Ohio Revised Code.

Motor Bikes

Students are not to ride mopeds, mini-bikes, ATV's, or similar vehicles on school property at anytime without permission from the Administration.

Administration of Medication

State law, effective January 1985, outlines the school's authority and/or responsibility for the administration of medication to students within very specific regulations. Many students are able to attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the following:

1. Prescription and/or over-the-counter medication may be dispensed to students by a school employee only after the office has received a Physician's Request for the Administration of Medication in School. These forms are available in the Main office.
2. All medications must be in their original containers.
3. Any medication to be administered at school must be delivered to the school by a parent/guardian.

Parking Lot Registration

Students have the privilege, not the right, to park their cars on the school premises. Students are to enter the building when they arrive at school. They should not sit in cars in the parking lot. No students are permitted in the school parking lot during school hours unless they get permission from the office. Remember, driving to school is a privilege. If rules are not followed you will lose your privilege to drive.

1. The parking lot will be used during the school day by registered student drivers. The first row of parking is reserved for faculty only. Students are to park in an orderly fashion with cars facing the high school in the marked parking spaces.
2. Students driving to school shall not enter the parking lot or their cars from time of arrival until school dismissal. Permission to enter the parking lot may be granted upon need. Unauthorized entrance to the lot or into a car will result in disciplinary action and/or loss of privilege.
3. A five-mile-per-hour speed limit exists in the parking lot. Any careless or reckless operation of a motor vehicle reported by any school employee will result in loss of driving privileges.
4. Student drivers must enter and exit to and from the high school parking lot. The elementary drive for entry or exit is off limits.
5. School busses at all times have the right of way when exiting from the school parking lot.
6. Students' cars parked in the school parking lot are subject to routine patrol. That patrol may look through car windows and a car may be searched upon reasonable suspicion of illegal or unauthorized behavior or contraband.
7. Any student drivers who do not conform to the above standards risk loss of the privilege of driving to school, suspension, or both.
8. Keep the parking lot clean. Littering may result in the loss of driving privileges.

Student Driver Registration

Students have the privilege, not the right, to drive their cars onto school premises. All student drivers must have their car registered in the high school office.

Juniors and seniors who are licensed drivers are permitted to register their car(s) in the high school office. There are limited parking spaces. Parking stickers will be issued on a "first-come, first-served" basis. The cost for each parking sticker is \$5.00.

Freshmen and sophomores are not permitted to drive "onto" nor "from" school property for any reason(s). Freshmen and sophomores are not permitted to drive a car(s) registered to a junior or senior "onto" nor "from" school property. Those freshmen and sophomores who drive "onto" or "from" school property are subject to disciplinary action (which may include Disciplinary Assignment and out-of-school suspension).

Remember, driving to school is a privilege. If rules are not followed, you will lose your privilege to drive. Permission for driving to school is granted only to those students who have completed the following:

1. The registration form is a pledge and must be read and signed before the student is permitted to drive to school. Only those students who are registered are permitted to drive to school. The car or cars used by the student to drive to school must be registered to a family member. Each car that a student uses to drive to school must be registered in the office and must properly display a valid school parking pass.
2. Students must show proper driver's license to the office to grant registration.
3. Students must wear seat-belts at all times on school property, including entering and leaving the school grounds.
4. A student, upon request of a parent, may be permitted to use his car during the school day. No regular permission will be granted. Each situation will be reviewed separately.

Sophomore Temporary Pass

Sophomores who have their driver's license may apply for a temporary parking pass under restricted use. **This includes:**

1. Participation in an after-school activity (ex. Athletics). A temporary pass is only good for that quarter of school that the student is involved in an after-school activity. Student must re-apply each quarter.
2. No discipline problems at school.
3. Administrative approval.

Student Code of Conduct

All students wishing to enroll in the Firelands Digital Academy or the Firelands Alternative Academy will adhere to a Student Code of Conduct of the Firelands Local School District and this Handbook. Students are expected to conduct themselves in such a way that is respectful and considerate of the rights of others.

This code of conduct has been established in order to ensure that each student will be provided a safe and productive learning environment. Students must conform to school regulations and accept directions from authorized school personnel.

1. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information or citations, submission of work of another person or work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions: • loss of grade points • removal from course • failure to receive credit for the course • other actions at the discretion of the director
2. Students will protect the privacy of their classmates.
 - a. Students will not publish any names, passwords, e-mail addresses or other information pertaining to other students. Students will not use their e-mail account as a means to harass people who use the Internet.
 - b. Students and their parent/guardian(s) shall not allow others to use their accounts or passwords in order to gain admittance to FDA powered by VCS.
3. Students will respect their classmates and school personnel at all times. Treating students and staff with dignity and respect is expected at FDA powered by VCS. Students are to address teachers and administrators with respect using Mr., Mrs. or Ms. when communicating with them. Students who make statements online that are determined by staff to be sexual harassment, racially prejudiced, threatening violence, or that is defined as a “hate crime” or related to sales or distribution shall be subject to immediate disciplinary action.
4. Students will adhere to the Acceptable Use Policy of the school. The student’s use of the computer network and Internet is a privilege, not a right. Violation of the Acceptable Use Policy (see next section) by his/her action(s) or by failing to report any violations of others may result in disciplinary action up to, and including, expulsion from the school.
5. Students will be responsible for reading and complying with the policies contained in the Student Handbook and any revisions made to it.
6. Students will refrain from any wrongful conduct which may include, but, is not limited to:
 - A. Misuse or vandalism of school property
 - B. Use of profanity or otherwise offensive language
 - C. Threatening, intimidating or harassing students or staff
 - D. Disruption of school or school-related activities
 - E. Downloading or viewing pornographic or other objectionable material

RULES OF CONDUCT

A violation of any rule may result in disciplinary action, including suspension and expulsion.

1. TRUANCY:

A student shall not be willfully absent from any scheduled class, study hall, or detention for all or any part of the school day whether on or off school grounds.

2. DISRUPTION OF SCHOOL:

A student shall not, by use of violence, force, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- A. improperly occupying any school building, school grounds, or part thereof;
- B. blocking the entrance or exit of any school building or corridor or room therein;
- C. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
- D. making by telephone call, letter, or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds;
- E. activating or attempting to activate any emergency alarm system in the absence of any emergency;
- F. preventing or attempting to prevent by physical act or verbal utterance the conveying or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off school property;
- G. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event ; or
- H. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
- I. Possession of electronic devices such as beepers, cellular phones, etc. that can or may cause a disruption.

3. TARDINESS, CLASS CUTTING:

A student shall not be willfully absent from any scheduled class, study hall, or detention for all or any part of the school day whether on or off school grounds. Students shall not be tardy to school.

4. VANDALISM, DAMAGE, DESTRUCTION, DEFAACEMENT, LITTERING, THEFT, ARSON, OR UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY/ PRIVATE PROPERTY:

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school-owned property and/or private property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property and/or private property.

VANDALISM, DAMAGE, DESTRUCTION, DEFACEMENT, UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY/ PRIVATE PROPERTY

Students shall not cause or attempt to cause damage to private property or engage or attempt to engage in or participate in the unauthorized removal of private property.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Firelands Local Schools for any damage, destruction, or theft caused by their child.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion
2 nd	10-Day Suspension and Recommendation for Expulsion

Arson

<u>Offense</u>	<u>Consequence</u>
1 st	10-Day Suspension, Police Contact, Court Referral, and Recommendation for Expulsion up to one year

5. FIGHTING, ASSAULT, MENACING, THREATENING:

A student shall not act or behave in such a way (intentional or unintentional) as could cause physical injury to another student, teacher, other employee of the school district, or any other authorized person in the school building on school grounds or on school business. No student shall knowingly cause another student to believe that he/she (the offender) will cause serious physical harm to the person or property of such other person through his/her words or actions.

THREATENING: No student shall cause or by his words or actions help to cause, either directly or indirectly, a fight between other students or between himself/herself and another student.

No student shall engage in any behavior that may cause injury to another.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 10-Day Suspension -Possible Recommendation for Expulsion
2 nd	10-Day Suspension and Recommendation for Expulsion

6. HARASSMENT/ INTIMIDATION/ BULLYING:

A student shall not commit any form of verbal or physical harassment that may frighten, injure, degrade, or disgrace another individual by banter, bullying, threats, ridicule, or criticism, or to play abusive or humiliating tricks. Any form of Harassment, Intimidation, or Bullying that materially or substantially disrupts the educational environment or process of school property, school events, or off school property will be dealt with possible discipline/suspension. Student shall not cause anyone to be fearful of physical or emotional harm (i.e. personal involvement in gangs, secret societies, or any other such groups), or threaten to cause physical or emotional harm. Reporting Procedures:

When an individual believes he/she has been subjected to Harassment / Intimidation / Bullying, he/she should immediately report the incident to the building principal.

<u>Offense</u>	<u>Consequence</u>
1 st	Disciplinary Assignment / Up to a 10-Day Suspension
2 nd	Up to a 10-Day Suspension Possible Recommendation for Expulsion

7. **HAZING:**

A student shall not cause another student to participate in any act of initiation towards any student or other organization that creates a mental or physical harm. This includes harassment, persecution, or participation in any act(s) or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or intends to injure, degrade, or disgrace any student. Permission, consent, or assumption of risk by any individual subjected to hazing will not exempt any student from discipline under this policy. Reporting Procedures:

When an individual believes he/she has been subjected to Hazing, he/she should immediately report the incident to the building principal.

<u>Offense</u>	<u>Consequence</u>
1 st	Disciplinary Assignment / Up to a 10-Day Suspension
2 nd	Up to a 10-Day Suspension Possible Recommendation for Expulsion

8. **WEAPONS, LOOK-A-LIKE WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES:**

Students shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon, look-a-like weapon, or dangerous instrument. Weapons, look-a-like weapons, and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.

FIREWORKS, EXPLOSIVES, LIGHTERS- A student shall not possess, use, or threaten the use of any fireworks, explosives, or other such materials capable of inflicting bodily harm. Students may not possess matches or lighters.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 10-Day Suspension with Possible Recommendation for Expulsion and/or Court Referral
2 nd	10-Day Suspension and Recommendation for One Year Expulsion from School and Court Referral

9. **TOBACCO:**

A student shall not possess, use, transmit, conceal, or show evidence of consuming or using tobacco.

As of July 20, 1988, the Ohio Revised Code (3313.751) prohibits the use or possession of tobacco by students in any area under the control of the school district or at any activity supervised by any school operated by the district.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 3-Day Suspension with mandatory attendance at Tobacco Prevention program at student's cost.
2 nd	Up to a 5-Day Suspension and/or Referral to Court
3 rd	10-Day Suspension and/or Recommendation for Expulsion and Court Referral

10. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES, DRUG PARAPHERNALIA:

A student shall not possess, use, transmit, conceal, or show evidence of consuming or using narcotics, alcoholic beverages, drugs, or drug paraphernalia. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature.

It is important to note that beverages described as non-alcoholic and/or de-alcoholized representation of alcoholic products also contain small amounts of alcohol and are prohibited.

Possessing, using, selling, etc. any “counterfeit controlled substance” or “look-a-like drug” as defined in the Ohio Revised Code in amended sections 2925.01 (P) and 2925.37 is a crime in the state of Ohio with various penalties. Look-a-like drugs or counterfeit controlled substances are defined as:

- A. any drug that bears or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;
- B. any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed;
- C. any substance that is represented to be a controlled substance but 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 markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The use of any of the above is strictly prohibited. These prohibitions also extend to prescription drugs, except the possession of a medication together with evidence that a duly licensed physician has ordered such medication for medical purposes. The main office has to be properly notified (as outlined in the handbook under Medications) for this to not constitute a violation.

Offense

Consequence

1st

Up to a 10-Day Suspension with Possible Recommendation for Expulsion and/or Court Referral

11. INSUBORDINATION, DISREGARD OF DIRECTIONS OR REQUESTS:

Students shall comply with all requests and directives of teachers, student teachers, substitute teachers, teacher aides, Principal, and other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any minor rule, directive, or disciplinary procedure, or repeated involvement in actions which disrupt the educational process of other students in a classroom activity or other organized function of the school shall also constitute insubordination.

12. INAPPROPRIATE LANGUAGE/ GROSS VERBAL DISRESPECT/ VERBAL AGGRESSION/ OBSCENITY:

A student shall not use profane, vulgar, obscene, demeaning, or derogatory language, either written, verbal, or gesture, in communicating with any faculty member, any other authorized school personnel, or another student at school or at school-sponsored activities or events on or off school property . Included in the prohibition would be the use of inappropriate or improper gestures, signs, or publications. Any speech, verbal or written, inciting panic or non-contact action which provokes, threatens, or appears to threaten physical injury to a staff member, student, visitor, or other person associated with the District will not be tolerated and is considered aggression against that person. Such aggression directed toward staff is subject to suspension and/or possible expulsion charges being filed.

13. CLASSROOM DISRUPTION/ CLASSROOM REMOVAL:

Students shall not passively or overtly disrupt the educational process in a classroom. A student shall not be involved in actions which disrupt the educational process of other students in a classroom, activity, or other organized function of the school. Actions that students may be involved in that disrupt the educational process are: **Excessive talking, Sleeping in class, Mischief, Lack of class materials**.

14. DISRESPECT FOR STAFF/ LACK OF COOPERATION/ RUDE, DISCOURTEOUS BEHAVIOR:

Students will be expected to demonstrate respect toward all staff and their personal property at all times, day or night, on or off school property. Failure to comply with this reasonable request will result in immediate disciplinary action.

15. CHEATING/ PLAGIARISM/ COPYRIGHT:

Cheating in class or on class assignments will not be tolerated at Firelands Local Schools. First offense shall result in an “F” grade for that assignment. Second offense shall result in an “F” grade for the grading period in the subject area where the cheating occurred.

A student shall not pass off as one’s own the ideas or work of another.

No student shall engage in any unauthorized use, tamper with, or falsify copyrighted materials, which includes personal (staff/student) computer programs and any computer access or networking programs.

16. TRESPASS/ LOITERING:

Students shall not enter school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building.

Students under suspension, expulsion, or emergency removal are not permitted on school grounds without the express permission of the principal.

A student shall not be present in a school building or restricted area at unauthorized times and cause disruption to any activity or function, pose a threat to the safety and well-being of the student or a disruption to his educational process.

17. FALSIFICATION OR MISREPRESENTATION OF FACTS OR OTHER INFORMATION/ FORGERY:

Students shall not forge the writing of another or falsely use the name of another person or falsify items, dates, grades, addresses, or other data on school forms or school-related correspondence.

18. OBTAINING PROPERTY OR THINGS OF VALUE BY USE OF COERCION AND RELATED MISCONDUCT/SHAKEDOWN OR STRONG ARM:

Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion, or intimidation to obtain or borrow money or other types of property belonging to another student, school employee, or other person.

19. WITHHOLDING INFORMATION FROM SCHOOL AUTHORITIES:

Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities will be subject to disciplinary action.

20. SEXUAL HARASSMENT:

A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, displaying sexual suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person.

Reporting Procedures:

When an individual believes he/she has been subjected to Harassment / Intimidation / Bullying, he/she should immediately report the incident to the building principal.

Offense

1st

Consequence

Disciplinary Assignment / Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion

2nd

10-Day Suspension and Court Referral with Recommendation for Expulsion

21. IMMUNIZATIONS AND HEALTH POLICIES:

Failure to comply with Sections 3313.671 and 3701.13 of the Ohio Revised Code or the health policies of Firelands Schools may result in exclusion from school.

22. UNAUTHORIZED SALE OR DISTRIBUTION:

No student shall sell, distribute, or attempt to sell or distribute any item which has not been authorized for such sale or distribution by the building principal to any person on school property or at any school sponsored activity.

23. PUBLICATIONS AND ORGANIZATIONS:

Publishing or distributing any printed material, promoting organizations or joining any club or organization which has not been approved by the building administrator is prohibited.

24. GRAFFITI, SIGNS, SYMBOLS, CLOTHING, etc.:

No students will display or demonstrate anything that would symbolize or show gang affiliation or manifest and exhibit discrimination, bias, or harassment.

25. AIDING AND ABETTING:

Any student that aids or abets another student who has violated any rules, guidelines, regulations, or policies of the Student Handbook will be subject to disciplinary action.

26. INDUCING PANIC/FALSE ALARM:

At no time shall any individual falsely initiate or circulate reports or warnings of any alleged or impending fire, explosion, crime, or other catastrophe. No individual shall commit any offense with reckless disregard of the likelihood that said offense will cause serious public inconvenience or alarm. Threatening to commit any offense or act of violence is strictly prohibited.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 10-Day Suspension and/or Police Contact, Court Referral with Possible Recommendation for Expulsion
2 nd	10-Day Suspension, Police Contact, Court Referral, and Recommendation for Expulsion

Bomb Threat

<u>Offense</u>	<u>Consequence</u>
1 st	10-Day Suspension, Police Contact, Court Referral, and Recommendation for Expulsion up to one year

27. INAPPROPRIATE CONDUCT:

At no time shall a student exhibit any behavior deemed inappropriate in a school environment.

28. BUS TRANSPORTATION VIOLATION:

A student shall not violate any rules or regulations of the Bus Transportation Policies.

29. DRIVING VIOLATION:

A student shall not violate any rules or regulations of the Student Driving Policy.

30. PARKING LOT VIOLATION:

Students shall not be in the parking lot at any time other than ingress and egress.

31. DRESS CODE VIOLATION:

Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment. Proper undergarments and footwear are required at all times. The student DRESS CODE will be followed at all times during school day and activities.

Students shall have proper Dress for Physical Education class per class requirements.

32. PUBLIC DISPLAY OF AFFECTION:

Student demonstration of affection between each other is personal and considered inappropriate and not meant for public display during school hours or at school activities. This includes contact that may be physical or considered sexual in nature. Failure of students to comply with a faculty member's request to follow the above suggestions will be grounds for disciplinary action.

33. POSSESSION OF ELECTRONIC EQUIPMENT, TOYS, VIDEO GAMES, TRANSPORTATION DEVICES, CELLULAR PHONES:

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring trading cards of any type (e.g., sports cards), toys, hand-held video games, video recorders, lasers, or electronic devices (such as "boom-boxes", tape/digital recorders, CD players, portable TV's, pagers, cellular telephones, MP3 players), skateboards, roller blades and the like without the permission of the administration. The property will be confiscated and disciplinary action may be taken.

34. TECHNOLOGY/COMPUTER/ON-LINE REGULATION VIOLATIONS:

Students are to use computers in a responsible, efficient, and legal manner. Failure to adhere to policy and technology guidelines will result in the revocation of the user's access privilege and disciplinary assignment.

35. GAMBLING:

A student shall not bet or participate in lotteries or other games of chance for money or valuables while on school property or while participating in school activities.

36. MULTIPLE OFFENSES:

Any combination of offenses in the Student Code of Conduct.

Student Suspensions

In order to maintain effective learning conditions, it may be necessary to deny certain students participation in the educational program for varying periods of time. A student may be suspended from school:

- 1) By the Superintendent or principal.
- 2) For a period of time not to exceed ten school days.
- 3) For violations of the Code of Student Conduct.

Students suspended from school:

- 1) May not attend any school or school function during the suspension period.
- 2) Shall remain under supervision during school hours during the suspension period.
- 3) May receive assignments for work missed.

Make-up Work during Suspension:

Teachers will have assignments ready for the student's parent/guardian to take home at the end of the first day of suspension. All assignments will be due the day the student returns from suspension. Any missed tests or quizzes will be given the next day following return, or will be scheduled by the teacher when to be taken. Credit will be given for assignments completed during the period of suspension, and graded at half (50%) credit.

Whenever an incident occurs that may lead to a suspension:

- 1) The student may be removed from the premises, curricular or extra-curricular activity.
- 2) The Superintendent, principal, or designee shall give to the student written notice of the intention to suspend which shall include the reasons for which the student may be suspended.
- 3) The student shall have an opportunity to appear at an informal hearing before the Superintendent, principal, or designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately. Such hearing, which is informal and is not a judicial proceeding, shall:

- A. Provide statements in support of the charge(s) against the student upon which the hearing is conducted.
- B. Provide statements by the student and others in defense of the charge(s) or explanations of the student's conduct.
- C. Make no provision for the presence of legal counsel or any prescribed judicial rules in the form of the hearing.
- D. Serve as the basis for any recommendation for expulsion.

Within twenty-four hours of the decision to suspend, notification of such suspension shall be sent in writing to the parent, guardian, or custodian of the student, the Superintendent, and the treasurer of the Board of Education.

This notice of suspension shall include:

- 1) The reasons for the suspension.
- 2) Notification as to the right to appeal the decision to the Superintendent and the right to be represented at the appeal.
- 3) The date and time the suspension is to begin, its duration, and the date and time the student is to return to school.
- 4) The conditions, if any, of the suspension.

An appeal:

- 1) Shall be requested within fourteen (14) days of the notice of the suspension in written form stating the grounds for such appeal.
- 2) Hearing shall be held by the Superintendent within fifteen (15) school days of receipt of a request for an appeal. The appeal hearing shall be closed to the public except the student has the right of representation and, if so represented, the Superintendent shall have the opportunity to also seek representation.

The decision of the Superintendent:

- 1) To affirm, vacate, or modify the disciplinary action shall be sent in writing within five (5) school days to the student, the parent, the guardian or custodian of the student, the Treasurer of the Board of Education, and the principal.
- 2) May be appealed to the Court of Common Pleas.

Emergency Removal of Students

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or extra-curricular activity, then:

1. The Superintendent, principal, or assistant principal may remove the student from the premises during a curricular or extra-curricular activity.
2. A teacher may remove the student from curricular or extra-curricular activities under his supervision, but not from the premises. A teacher making an emergency removal must submit to the principal in writing the reason for such removal as soon as practical.

A due process hearing must be held within seventy-two hours after a removal is ordered if such removal order is to exceed twenty-four hours and

1. Written notice of the hearing and reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
2. The person who ordered or requested the removal must be at the hearing.
3. The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the intended disciplinary action.
4. The informal hearing shall be in accordance with guidelines for a suspension hearing unless it is probable that the student may be subject to expulsion whereby the guidelines for an expulsion hearing shall be followed except that the hearing shall be held within seventy-two (72) hours of such removal as provided by this section.
5. Within twenty-four hours of the hearing, the matter of misconduct shall be disposed of by reinstatement, suspension, or expulsion and written notice of the decision shall be sent to the parent, guardian, or custodian of the student and the treasurer of the Board of Education.

If the Superintendent or principal reinstate a pupil prior to the hearing for removal, the teacher shall, upon request, receive in writing the reasons for the reinstatement. The teacher cannot refuse to reinstate such pupil even though reasons for such refusal are given. Students may be removed from the premises, a curricular setting, or extra-curricular activity for violations of the Code of Student Conduct.

Expulsion

In order to maintain effective learning conditions, it may be necessary to deny certain students participation in the educational program for extended periods of time. A student may be expelled from school:

- 1) By the Superintendent upon the recommendation of the principal.
- 2) For a period of time not to extend beyond the current law.
- 3) For violations of the Code of Student Conduct.
- 4) For multiple suspensions resulting from student code of conduct offenses.

Students expelled from school:

- 1) May not attend any school function during the period of expulsion.
- 2) Will not receive assignments and will receive no credit for any assignments or tests given during the period of expulsion.
- 3) Shall remain under parental supervision during school hours for the period of expulsion.

Whenever an incident occurs that may lead to an expulsion:

- 1) The principal shall proceed with a suspension and recommend to the Superintendent that the student be expelled citing reasons for such expulsion.
- 2) The Superintendent shall give the student written notice of the intent to expel.

The notice of the Intent to Expel shall:

- 1) State the reasons for which the student may be expelled.
- 2) Set the date, location, and time of an expulsion hearing.
- 3) Inform the student of his right to be represented at the hearing.
- 4) State that the student may challenge the reasons for the expulsion at the expulsion hearing.
- 5) Be given to the student in written form and copies sent to the parent, guardian, or custodian of the student and the treasurer of the Board of Education within twenty-four hours.

The Expulsion hearing:

- 1) Shall be held no less than three school days nor more than five school days after the student is given notice of the intent to expel.
- 2) Shall provide the student, parent, guardian, custodian, or representative the right to challenge the reasons for the expulsion or explain the student's actions.
- 3) May be rescheduled to grant an extension of time if requested by the student, parent, guardian, custodian, or representative. If granted, the Superintendent must notify all parties of the new time and place.

A notice of Expulsion:

- 1) Shall be sent to the student with copies to the parent, guardian, or custodian of the student, treasurer of the Board of Education, and principal.
- 2) Shall be sent within twenty-four hours of the expulsion hearing.
- 3) Shall inform the student, parent, guardian, or custodian of the student's right to appeal the decision to the Board of Education.
- 4) Shall state the conditions of the expulsion.

An Appeal hearing:

- 1) Shall be requested in writing within fourteen (14) school days of receipt of a notice of expulsion stating the grounds for the appeal.

- 2) Shall be set by the treasurer of the Board of Education within twenty school days of the request of an appeal by the student, parent, guardian, or custodian of the student.
- 3) Shall provide all information regarding the incident and subsequent hearings be presented to the Board of Education or designee including the right of the student to explain his actions or challenge the reasons for the expulsion.

The decision of the Board of Education:

- 1) Shall be made in an open session of the Board of Education.
- 2) May be appealed to the Court of Common Pleas.

NOTE: BOARD ADOPTED POLICIES SERVE AS THE DISTRICT'S GOVERNING DOCUMENT

Methods for Correcting Student Behavior

The administration is responsible for proper enforcement of discipline in school. The principals have the authority to use or in some cases authorize other school personnel to use the following measures to modify pupil behavior: (including but not limited to the following examples)

1. Communication with student and parent/guardian.
2. Refer to Guidance Center.
3. Assign Detention/Weekday Disciplinary Assignment
4. Suspend from school.
5. Recommend to the Superintendent for expulsion.
6. Cite to Juvenile Court.
7. Suspend bus privileges.

Activity Removal

Any student removed by a game official, administrator, or their designee due to misconduct may be removed from further activities (games, assemblies, dances, concerts, etc.) for the remainder of the season or school year depending on the infraction. This will be held equally for both home and away events.

Depictions of Prohibited Conduct

Students must not make or distribute videos, images, sound recordings, or other mediums that show behavior prohibited by the student code of conduct on school property or at any school event. Any representations of prohibited behavior must be immediately turned over to the principal or school officials. Reproduction and distribution of these items WILL result in disciplinary action.

Search and Seizure

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of a law or school rule. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Detentions/Weekday Disciplinary Assignments

Disciplinary or punitive actions may include, but are not limited to, the following measures:

Detention: Detentions given by a classroom teacher or through the office will be made up on the day(s) assigned. If a student feels there is a valid reason for missing an assigned detention, a parental note should be presented to the assistant principal prior to missing the assigned detention. The assistant principal/principal will determine if the student will be excused from the assigned detention. Detentions missed due to an absence will be rescheduled the day the student returns to school. If a student fails to attend detention, a Weekday disciplinary assignment will be assigned and a formal notice will be issued stating that another unauthorized miss will result in severe disciplinary action which may include suspension from school. Students reporting late to detention will subject themselves to further disciplinary action.

WEEKDAY DISCIPLINARY ASSIGNMENT (WDA): Weekday Disciplinary Assignment will be operated for students who have accumulation of three tardies, truancy from school, and other violations of the Code of Student Conduct. Weekday Disciplinary Assignment will be held from 2:50 p.m. until 4:50 p.m. (2hrs) on designated day. The administration will make the assignments and each student will be required to serve on the day to which he/she is assigned. If a student misses a W.D.A. due to an absence, it will be rescheduled the day the student returns to school. If a student fails to attend a weekday disciplinary assignment, then they will be assigned up to a three (3) day out-of-school suspension upon his/her return to school. Students reporting late will subject themselves to further disciplinary action. At times, Disciplinary Assignments may conflict with other obligations and become a major inconvenience. Students who participate in extra-curricular activities or work may experience these conflicts. However, you are responsible for your own actions and must strive toward good self-discipline. In the event that you are assigned to a W.D.A., it will be treated as a priority obligation by the school. Extra-curricular activities and work are not acceptable excuses for missing Disciplinary Assignments.

The only acceptable excuse for missing a Disciplinary Assignment will be: illness (a doctor's excuse will be required), death in the family, or quarantine in the home due to illness. If you have an acceptable excuse, a telephone call from the parent or guardian must be made to the school between 7:45 a.m. and 2:15 p.m. on the assigned day (phone numbers are 440.986.7021). A note signed by the parent or guardian will also be required the following day.

Let's strive toward positive school spirit and good self-discipline so that it will not be necessary to assign students to the Disciplinary Program. If there are any questions, please feel free to ask the administration.

Weapons in School

Students are prohibited from using or possessing any weapons on school property, in school, vehicles, or at any school sponsored activity. Students who violate the policy will be subject to expulsion. The definition of a weapon shall include, but not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell harm, threaten, or harass students, staff members, parents, or members of the school community.

Right to Confiscate

Stolen items, contraband, items not needed for instructional courses, items which are specifically forbidden by the school district policy or law, and other dangerous material may be impounded. These items may be used as evidence in school disciplinary proceedings.

Games, Toys, Cellular Phones, & Electronic Devices

Games, playing cards, hacky-sacks, and other toys are not to be brought to school or used on school grounds. Radios, electronic music players, pagers, cellular phones, mp3 players, or any other electronic devices are not to be brought to school by students. The school does not assume any responsibility for any theft or damage to these items.

DRESS CODE

Students of Firelands Local Schools are expected to dress and groom themselves in good taste. Any extreme modes of dress or grooming are not considered in good taste. How we look is a reflection of Firelands Local Schools. The intent of the dress code is to provide an atmosphere which is of a serious nature so as to be conducive to learning and a positive learning environment. At the same time, it is ensuring decency, safety, and health.

Therefore, your cooperation is appreciated in observing the following rules:

1. **Appearance:** Cleanliness of hair, body, and clothing is required. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students. All clothing must be in good shape, no visible holes, tears, or rips.
2. **Footwear:** Shoes or sandals must be worn at all times. (**Prohibited items are flip-flop shoes and slide shoes, or boots/shoes with cleats or wheels**) All shoes or sandals must have permanent backs to them.
3. **Pants:** Pants are to be worn at the waist and of an appropriate length so as not to drag on the floor. No undergarments are to be visible. Pants with holes/rips/tears are not allowed.
4. **Shorts:** Shorts may be worn but must conform to the following guidelines:
 - a) Any garment must extend below fingertip length with one's arms resting at one's side with fingers extended.
 - b) Spandex shorts and sanitary shorts are not appropriate classroom apparel.
 - c) Wallet chains (and any studded necklaces or bracelets) are not permitted.
5. **Skirts:** Mini-skirts of modest variety may be worn. (Skirt length must comply with short length policy.)
6. **Head wear:** Hats, head coverings, headbands, and sunglasses are not to be worn or carried during school. Hoods on sweatshirts or sweat jackets are not allowed to be worn.
7. **Shirt:** All shirts must have sleeves. Bare midriff tops and tank tops are not permitted.
8. **Inappropriate Attire:** Any garment that advertises alcoholic beverages or drug related material, tobacco products, obscene or suggestive slogans, pictures or patches is inappropriate school attire. All clothing must be in good shape, no visible holes, tears, or rips.
9. **Book Bags/ Backpacks:** No bags will be permitted to transport books and other materials to and from class except for Physical Education.

10. **Hair:** Extreme hair colors are prohibited. Only natural hair colors are permitted.

11. **Coats or Jackets:** Coats or jackets are to be left in your locker and never worn to class.

*****In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.***

Acceptable Use Policy

The Firelands Digital Academy provides all students with access to the FDA powered by VCS network for educational purposes. Students must take responsibility for appropriate and lawful use of the FDA powered by VCS network and the Internet. It is the desire of FDA powered by VCS to help students develop the intellectual skills needed to discriminate among information sources and to evaluate and use the information they access over the Internet and our network to meet their educational goals.

Unacceptable use of the network, Internet or computer may result in suspension, expulsion or other disciplinary action. Do not add or delete anything from your computer equipment. It is not a “gaming” computer. Installing games or music on your computer could enable a “virus” or spyware and your computer will work slower and inefficiently. Unacceptable use, which constitutes a violation of this policy, includes but is not limited to the following:

A Student May NOT:

- a. Erase, change, rename or make unusable anyone else’s computer files, programs or disks
- b. Let other persons use his/her logon name, password or files for any reason
- c. Use another’s password, or attempt to discover another user’s password or in any way access another person’s e-mail or other files
- d. Use the computer for unlawful purposes, such as the illegal copying or installation of software
- e. Copy, change or transfer any software or documentation provided by VCS Ohio staff or students without permission
- f. Write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer’s memory, file system or software (such software is often called a virus or has a similar name)
- g. Deliberately use the computer or any other means to annoy or harass others with language, images, sounds, innuendoes or threats
- h. Deliberately access or create any obscene or objectionable information, language or images
- i. Intentionally damage, modify or abuse the system, damage information belonging to others or misuse system resources in any way that disrupts the operation of the system by others
- j. Alter hardware setup or software settings on computers, networks, printers or other associated equipment, except as directed by authorized staff members
- k. Use the network or any other technology resource for political, commercial or other unauthorized purposes

General Academic Information

Evaluating Student Progress

Evaluation of student progress is an essential task of every teacher. Evaluation marks serve as a written record to inform others of the students' progress in each class or course. Parents/Guardians are encouraged to contact each of their student's teacher(s) regularly to discuss their student's academic work. Every teacher has a toll-free phone number, so the call won't cost you anything. At any time parents/guardians may also monitor student work via the LMS. Parents/Guardians will be assigned their own unique user name and password. To access the student's grade book, you must first choose a course from the list of classes found on the "Homeroom" page. Once you have chosen a class, click on the link marked "Assignments" to access your student's grades in that course. For a quick overview of all course percentages, students and parents may click on "My FDA powered by VCS" on the student's home page.

Report Cards

Report Cards will be mailed home within five school days of the end of the grading period in accordance to the Firelands Local School District's Calendar.

Grading Policy

Minimum grade requirements for a year-length course:

A minimum of eight final points for passing with a minimum of three passing grades for the course and **at least one passing grade must be earned the last 1/4 of the grading period or the final examination.** Final average grade is figured by multiplying the combined points for the four nine-week grades by three and the final exam grade by two. This determines the number of final points for passing or failing the course.

The final points are divided by 14 to obtain the final average grade for the course.

Example: Nine weeks	1	2	3	4	Final
Grades	F	F	D	D	D
Weight	3	3	3	3	2
Total	0	+ 0	+ 3	+ 3	+ 2 = 8
	8 divided by 14 equals .57				

Minimum grade requirements for a semester-length course:

A minimum of two passing grades and at least four points, one of which may be the final exam, is needed for passing. Final average grade is figured by multiplying the combined points for the two nine-week grades by three and adding the points for the final exam. The final exam has a weight of one. The final points are divided by seven to obtain the final semester average.

Point value of letter grades: A - 4: B - 3: C - 2: D - 1: F - 0

Weight scale for honors courses: A-5; B-4; C-3; D-1; F-0

Final average grades are figured as follows:

A	4.00 - 3.51	A=Excellent	93%-100%
B	3.50 - 2.51	B=Good	85%-92%
C	2.50 - 1.51	C=Average	74%-84%
D	1.50 - 0.57	D=Poor	65%-73%
F	Below 0.57	F=Failing	64% or lower

Graduation Ceremony

Graduation exercises at Firelands High School are optional for all graduating seniors and a *privilege* extended to those who wish to apply. Only graduating seniors are eligible to participate in the graduation ceremony.

At Firelands High School we feel that Commencement should be both a happy and dignified experience for graduating seniors. The administration and staff of Firelands High school hopes to preserve this experience for their graduates. The Student Code of Conduct is in effect for all graduating seniors through and including graduation day.

Seniors who are not prepared to participate in a dignified ceremony should not go through the graduation exercises.

The following regulations are to be followed:

1. Caps and gown will be purchased and worn.
2. Shirts, ties, dress pants, dress shoes, and socks will be appropriate dress for boys.
3. Appropriate dress for girls will be dresses, or slacks & blouse, and dress shoes.
4. In order to participate in Commencement, you must attend the scheduled practice.
5. No writing or printing on gowns or caps.
6. Graduating seniors must pay for all final financial obligations and fees to participate.
7. Graduation and practice is a dress up occasion and graduates must follow the dress guidelines.

National Honors Society & Class Rank

FDA powered by VCS students are **not eligible** for National Honors Society or Class Ranking.

Parent Responsibilities

State Mandated Testing

Parents are responsible for making sure their children participate in all state- mandated tests. The school is a public school, and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

The Ohio Department of Education requires every student, including students on Individual Education Plans, to participate in state mandated testing for the school year 2011-12 as follows:

Grade(s)	Assessment	Date
3	Reading	October 4, 2011
11 & 12	Ohio Graduation Test <i>(required for students who have not yet passed specific tests)</i>	October 24 - 28, 2011
10	Ohio Graduation Test	March 12 - 16, 2012
11 & 12	Ohio Graduation Test <i>(required for students who have not yet passed specific tests)</i>	March 12 - 16, 2012
3-8	Reading	April 24, 2012
3-8	Mathematics	April 25, 2012
5 & 8	Science	April 26, 2012

*The exact times for testing will be announced at a later date.

The testing schedule above is not an option. Students and parents who cannot comply with the testing requirements should consider another option for schooling. By signing this handbook the Parents/Guardians and students are agreeing with the testing policy below:

Testing Agreement

1. My son/daughter will attend every day he/she is required to test. (The state department allows only one test per day, per grade on specific, scheduled days).
2. I understand that attendance will be mandatory anywhere from 1–5 consecutive days and for some grades may be at multiple testing periods during the year.
3. I will plan for transportation and time needed off work, including the cost of lost wages well in advance and will not use this as an excuse for non attendance.
4. I understand that FDA powered by VCS must withdraw any student who, for two consecutive years, has failed to participate in the spring administration of any test.
5. I understand that FDA powered by VCS will report the name of my son/daughter to the Ohio Department of Education should we fail to participate. (This may result in not being permitted to enroll in Firelands Local Schools and/or FDA powered by VCS in the future).
6. I understand that 100% compliance is expected and that students who are not in attendance are considered truant from school.
7. I understand that students who attend FDA powered by VCS in order to complete special programs that require travel are also still expected to test in accordance with state mandated time frames (2 weeks).
8. I will refrain from scheduling family vacations or other activities during testing.

Communicating Procedure for Channeling Concerns

We believe it is in the best interest of the child to have complaints or concerns resolved early. Parents and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedure for resolving concerns is established:

1. Request a conference with the teacher(s) or the Director to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time. At the end of the discussion, the teacher or counselor will provide an oral response. A written response may be requested and, if so, will be provided within three (3) school days unless otherwise mutually agreed upon.
2. If the response to step one is considered unsatisfactory, the parent may refer the complaint to the Director. Again, the parent may expect a prompt conference to discuss the issue. The Director may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent with an oral response and, upon request, a written response.
3. Matters that remain unresolved at this point may be referred to the Superintendent. The concern may be discussed by phone or an appointment may be setup to discuss the matter. The Superintendent will review the concern with the parent and, if necessary, with other involved parties.
4. If the parent remains dissatisfied, he/she may address the complaint and the relief sought, in writing, to the Firelands Board of Education. The Board, upon receiving of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested or to deny the relief. The Board's decision will be shared with all parties involved. Discussion of the concern will take place in an executive session, as permitted by law.

The Parents Lounge

Through the Parent Lounge, located in your child's Academic Center, parents have access to important notices regarding their child's education. Please take the time to review this site weekly and to stay informed of you and your child's educational rights, and any special programs available.

Equal Educational Opportunities

All students attending the FDA powered by VCS will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, academic evaluations or any other aspect of school-sponsored activities. Any limitations, with regard to participation in school-sponsored activities, are based on criteria reasonably related to that specific activity. The board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, age or disability. The board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of

insulting or stigmatizing an individual. Employees or students who engage in discrimination/ harassment shall be subject to disciplinary action. All persons associated with the school, including, but not limited to, the board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Interscholastic Extracurricular Eligibility

Students in grades nine through twelve participating in interscholastic extracurricular activities must meet the minimum academic standards established to be eligible. These programs include, but are not limited to, **all athletic teams, academic teams, cheerleaders, falconettes, speech/debate teams, dance team, and performing groups**. Performing groups include stage band, pep band, drama, and other similar groups as determined by the building principal. Students participating in extracurricular programs shall be required to meet the academic standards to be eligible to participate in contests, programs, or performances.

“Scholastic Eligibility Requirements”- Students must have received passing grades in a minimum of five, one-credit courses or the equivalent, which count toward graduation, the preceding grading period to maintain eligibility for the next grading period.

In all cases of eligibility, the Ohio High School Athletic Association standard for eligibility will apply.

Regulations and Guidelines for Extracurricular Activities, Athletics, and Clubs

Participation in extracurricular activities, athletic programs, and clubs at Firelands Local Schools is a distinct privilege and made available to only those students enrolled full-time at Firelands Local Schools. The expectation for all participants is to act in a positive manner and to set a good example for all to follow. In order to earn this privilege and keep it, students must obey basic rules, regulations, and guidelines. Students not willing to abide by these rules, regulations, and guidelines will forfeit their privilege to participate.

I. ELIGIBILITY POLICIES

a. Each athlete is expected to abide by the policies and procedures set forth in this handbook as well as those contained within the Firelands Code of Student Conduct. Furthermore, each athlete is expected to abide by any additional training rules established by each coach. The coaches are responsible for enforcing these policies and for taking proper action if an infraction occurs.

b. Each athlete and their parent/guardian will be required to sign a copy of the Athletic Policy indicating that they have read and understand the policies, procedures, and that participating in Athletics is an exclusive right. Furthermore, each individual coach may have specific rules pertaining to his/her sport (s) that may go above and beyond those of the guidelines set forth in this student/athlete handbook. The head coach will be responsible for collecting the signed forms and keeping them on file.

II. DISCIPLINE AND/OR REMOVAL

It should be recognized that coaches shall have the right to establish rules for each individual sport which exceed those established by the school. Each coach is then expected to make all participants aware of their individual training rules prior to the first practice.

Removal from extracurricular activities: The following procedure shall govern the removal of a student from extracurricular activities at Firelands High School and South Amherst Middle School. Extracurricular activities shall be considered to be all activities which are in addition to the normal school academic curriculum.

Grounds for removal shall include, but not limited to:

1. Violation of training rules or rules of conduct expected of students engaged in any extracurricular activity.
2. Violation of school rules as published under the Firelands School Board.

PROCEDURE

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or extracurricular activity, the:

1. Superintendent, Principal, or Assistant Principal, Activities Director may remove the student from the premises during a curricular or extracurricular activity.
2. A teacher/coach may remove the student from curricular or extracurricular activities under his supervision, but not from the premises. A teacher/coach making an emergency removal must submit to the Principal in writing the reason for such removal as soon as practical.

A due process hearing must be held within 72 hours after a removal is ordered if such removal order is to exceed 24 hours, and:

1. Written notice of the hearing and reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
2. The person who ordered or requested the removal must be at the hearing.
3. The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the intended disciplinary action.
4. The informal hearing shall be in accordance with guidelines for a suspension hearing unless it is probable that the student may be subject to denial of participation whereby the guidelines for a denial of participation hearing shall be followed except that the hearing shall be held within 72 hours of such removal as provided by this section.
5. Within 24 hours of the hearing, the matter of misconduct shall be disposed of by reinstatement, denial of participation, and written notice of the decision shall be sent to the parent, guardian, or custodian of the student and the treasurer of the Board of Education.

If the Superintendent or Principal reinstates a pupil prior to the hearing for removal, the teacher shall, upon request, receive in writing the reasons for the reinstatement. The teacher cannot refuse to reinstate such pupil even though reasons for such refusal are given.

Students may be removed from the premises, a curricular or extracurricular activity for violations of the Code of Student Conduct listed in FHS or FDA or FAA Student Handbook.

III. COACHES RULES

All participants shall comply with all additional training rules and other requirements established by the coach/advisor/director of the activity.

IV. ATTENDANCE

Contests: Members of any sport squad are expected to attend all practices and contests. The head coach in each sport will establish specific sport attendance policies.

School Attendance:

Contest days – *without prior administrative approval* all Athletes must be in attendance the day of any sporting contest scheduled for their squad. For attendance purposes, a school day will be considered from 7:30 am to 2:30 pm.

Only athletes credited with a full day of attendance will meet eligibility requirements. Any student in the Firelands Alternative Academy who arrives more than thirty minutes after the start of the school day will be ineligible to participate in any/all extracurricular activities on that day. This includes practices as well as contests, performances, and all other curricular and or extracurricular activities.

Practice days – *without prior administrative approval* a student must be in attendance no less than the last five consecutive hours of the day in order to participate in an after- school or evening practice.

Students have the responsibility to notify the coach/advisor if they are unable to attend a scheduled activity or practice.

V. TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES

A. Possession of or use of tobacco

Any member of an athletic squad who receives a school suspension for possession of or use of tobacco or is found to be in possession of or using tobacco off school property by a member of the coaching staff or administration may lose his/her eligibility.

Loss of Eligibility Guidelines:

1st Offense-----Removed from 20% of contests

2nd Offense-----Dismissal from the team

B. Possession of or use of alcohol and/or drugs

Any member of an athletic squad who receives a school suspension for possession of or use of alcohol and/or drugs or is found to be in possession of or using alcohol and/or drugs off school property by a member of the coaching staff or administration may lose his/her eligibility.

Loss of Eligibility Guidelines:

1st Offense-----Denial of participation from 30% of contests reduced to 10% of contests with participation in an administrative approved alcohol and/or drug evaluation/intervention group and subsequent treatment program if professionally recommended.

2nd Offense-----Dismissal from the team.

VI. STUDENT BEHAVIOR

Participants shall not engage in any criminal activity or violation of civil law. Student participants shall behave in a manner which reflects positively on the school and the activity. All participants will discipline themselves and display exemplary behavior to a much greater degree than non-participants and willingly abide by all established rules, regulations, and guidelines.

VII. STEALING OF EQUIPMENT

Any individual found in possession of athletic equipment which has not been issued to him/her or that he/she has failed to return may be denied participation from all athletic participation for a period up to sixty school days. School policies concerning theft will be enforced in addition to the possible removal.

VIII. QUITTING SPORT DURING THE SEASON

Any individual who quits a sport after that sport's first official contest will not be permitted to condition or practice with any other squad until the squad he/she quits has completed their sport season. Any individual who quits a team after accepting a slot on the team may not go out for another sport during the same season or lift or condition with another sport until the original team's regular season is complete.

IX. BANQUET

Any eligible athlete who fails to attend the Awards Banquet at which their squad is being recognized without prior permission from their coach will not be awarded their athletic award for that sport.

X. ACADEMIC ELIGIBILITY REQUIREMENTS

All athletes must meet the eligibility guidelines as outlined by the Scholarship By-law of the Ohio High School Athletic Association. The following requirements must also be met to remain eligible:

1. A 1.50 GPA will be the benchmark for considering participation in any Interscholastic extracurricular activities:
 - a. The 1.50 GPA at the middle school or high school would be determined at the end of each quarter (grade period) for eligibility. Students passing five one-credit courses (the five courses may be a combination of high school and college courses) (OHSAA requirement) per quarter (grading period) but falling below the 1.50 GPA would be placed on academic probation and given until midterm to attain at least a 1.50 GPA. If this did not occur, they would be ineligible for the remainder of the quarter (grading period) and until the 1.50 GPA is attained. In grades 8, 9, 10, and 11 students must have accumulated five credits in the current year to be eligible for the following fall season.

XI. SCHOOL DISCIPLINE

Any athlete who receives an out-of-school suspension may not practice or compete in any contest during the period of suspension or attend any activities associated with school.

XII. CURFEW

Curfews may be established by coaches/advisors/directors for program participants. All participants must adhere to established curfew.

XIII. STUDENT BEHAVIOR

Participants shall not engage in any criminal activity or violation of civil law. Student participants shall behave in a manner which reflects positively on the school and the activity. All participants will discipline themselves and display exemplary behavior to a much greater degree than non-participants and willingly abide by all established rules, regulations, and guidelines.

XIV. SPORTS SEASON

The sport season shall be defined as the period of time as determined by the **OHSAA** rules.

XV. OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS

- A. The high school will be a member of the OHSAA.
- B. All concerned in the athletic program will strictly adhere to rules and regulations of this association.
- C. Interpretations which are questioned or perhaps not covered in these rules and regulations may receive clarification by contacting the State Office through the Athletic Director or building Principals.

XVI. ACADEMIC COUNSELING

Academic success in the classroom is imperative to the overall success of the student athlete. Without success in the classroom, the student athlete cannot realize his/her ultimate potential and can under the worst scenario lose his/her eligibility.

- A. Student athletes desiring additional academic help to aid in improving any academic problems they may be experiencing should contact their head coach immediately.
- B. The coach will take proper action to obtain the academic help needed. We have available to us a wealth of knowledge from tutors to peer help that may aid you in any academic inadequacies.

XVII. INELIGIBLE PLAYER STATUS

An ineligible player may not participate or become a manager and/or trainer until his/her grades have improved in accordance with the OHSAA Scholarship By-law.

Practice Procedure

Students who are ineligible will be required to participate in all practices but not be allowed to participate in performances, programs, or athletic contests.

XVIII. PHYSICAL EXAMINATIONS

No student will be allowed to practice or participate in games without having a physical examination form on file in the office of the Athletic Director. There also must be a parent release form on file which enables the coach to get hospital treatment for the participant if necessary. This policy is in accordance with rules established by the Ohio High School Athletic Association (OHSAA).

XIX. INSURANCE

All athletes, cheerleaders, and managers will be covered by OHSAA catastrophe insurance.

- A. All athletes shall have the **FHS ATHLETIC INSURANCE WAIVER FORM** completed and turned in to the head coach prior to any participation. These forms must be on file with the athletic director prior to the first day a student is scheduled for practice.

B. Any athlete not covered by medical insurance will be required to purchase insurance through the company selected annually by the Board of Education. This insurance is offered to students the first day of a new school year. After that time, the proper forms are available in the principal's office. Athletes will not be allowed to participate unless an insurance waiver is on file or school insurance is purchased.

XX. PARTICIPATING ON ATHLETIC TEAM PER SEASON

Students may participate on more than one team during a specified season with specific written permission which is obtained through the high school administration. Policy applies to high school athletes only for dual sport. The specific policy guideline for athletic participation in two sports during one season is available thru athletic department.

Girls who participate on a boys' team in a particular sport may not be a member of a girls' team in that same sport during that school year.

XXI. EQUIPMENT

Equipment is costly. It is the coach's responsibility to instruct the athletes on how to take care of equipment. Students will be charged the cost of replacement for all equipment lost, stolen, or destroyed. Student athletes are encouraged to purchase locks or get a locker from the head coach. The office is not responsible for stolen equipment. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sale projects must be paid prior to participation in any present or future extracurricular activity, athletic program, or club.

The athletic department will keep an account of all equipment dispersed to students.

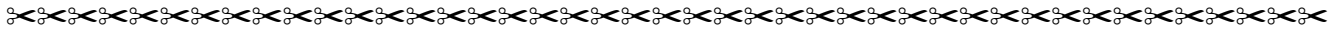
XXII. TRANSPORTATION /OVERNIGHT TRIPS/ OUT-OF-STATE TRAVEL

- All athletes will be transported to away events in Firelands Local School buses.
- Overnight trips/out-of-state travel must have prior approval by the administration. All rules and regulations governed under Student Handbook/Student Code of Conduct will be in effect.
- All team members must ride to athletic events and home in the bus. There will be no student driving to any away athletic events. Only by direct parent request to the coach will a team member be able to ride home with his/her parents.
- Under no circumstances will anyone not directly involved with the athletic event be allowed to ride in the bus to the opponent's site. No family members should ride the bus, as this is an infringement of liability. All people riding the bus must be on the official roster.
- Coaches will encourage proper behavior on the bus and inspect the bus for cleanliness and misuse before the team members are excused.
 1. No walking around on bus.
 2. No food on the bus.
 3. Everyone must be quiet while crossing railroad tracks.
 4. Bus transportation rules will be followed at all times.
- Coaches will instruct students prior to each event of leaving and returning to minimize parent inconvenience.
- Stops at restaurants following an athletic event are discouraged.
- Managers should be competent, trustworthy, and dependable. They will abide by the rules of eligibility and are eligible for an award at the end of their duties.

**PLEASE MAKE SURE ALL FORMS ARE SIGNED BY
PARENTS & STUDENTS AND EVERYTHING IS DATED. ALSO, MAKE SURE THE
DOCTOR DATES THE PHYSICAL FORM.**

Conduct at School Events

- The behavior of a spectator/fan should at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any improper actions or tactics.
- Spectators/fans should refrain from any actions or remarks which would tend to incite the displeasure of spectators/fans or provoke disorderly behavior.
- Spectators/fans should refrain from any form of physical confrontations.
- Should a spectator's/fan's behavior/actions be such that they must be removed from an event by a law enforcement official or an employee of the District, said individual shall not be entitled to attend games/contests/activities until such time the administrator of the building feels the removed spectator/fan can act in an appropriate manner.



Student/Parent Handbook

Please Sign & Return

Please take the time to review the Handbook with your child. An understanding of the rules, regulations, and procedures are important for the safety and securities of the entire school community. Together we can keep our children safe, and ready to learn. **I acknowledge that I have reviewed the procedures and guidelines as presented in the 2011-12 Firelands Digital Academy and Firelands Alternative Academy Student-Parent Handbook.**

_____ Parent/Guardian Name (Print)	_____ Date	_____ Parent/Guardian Signature
_____ Student Name (Print)	_____ Date	_____ Student Signature