

**FIRELANDS
LOCAL SCHOOLS
STUDENT- PARENT
HANDBOOK**

2019-2020

112 N. Lake Street
South Amherst, OH 44001

This school agenda belongs to:

Student Name: _____

Address: _____

City: _____ State _____ Zip _____

Grade: _____

PURPOSE OF HANDBOOK

This handbook should be carried at all times. It serves as notification of students' and parents' rights and responsibilities. It should be used as a pass by students when they are going anywhere within the building. Replacement cost for a lost handbook is \$5.00.

Board Approved April 2019

QUICK REFERENCE GUIDE

Building	Main Office	Attendance
Firelands Elementary (K-5)	440-965-5381	440-965-5381 x2500
South Amherst Middle (6-8)	440-965-7021	440-965-7021 x3500
Firelands High School (9-12)	440-965-4255	440-965-4255 x4515
Joint Vocational School	440-774-1051	
FHS Fax Number	440-965-5296	

ADMINISTRATION

Board of Education: 440-965-5821			
Superintendent	Michael Von Gunten	mvongunten@firelandsschools.org	x1010
Treasurer	Keri Angney	kangney@firelandsschools.org	x1013
Educ. Services	Lori Roemer	lroemer@firelandsschools.org	x1019
Food Services	Judy Baumann	jbaumann@firelandsschools.org	x1011
Public Relations	Jennifer Butchko	jbutchko@firelandsschools.org	x1015
Student Records	Jackie Swiers	jswiers@firelandsschools.org	x1024
Special Education	Dr. Edward Roshong	eroshong@firelandsschools.org	x4301
Principal FES	Sun Choe	schoe@firelandsschools.org	x2502
AP FES	Laura Groboske	lgrososke@firelandsschools.org	x2501
Principal SAMS	Cara Gomez	cgomez@firelandsschools.org	x3501
Principal FHS	Bob Maver	rmaver@firelandsschools.org	x4501
AP FHS	Cathy Keener	ckeener@firelandsschools.org	x4502
Athletics	Ty Stillman	tstillman@firelandsschools.org	x4097

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GENERAL INFORMATION

BE INFORMED:

- The District website, www.firelandsschools.org, with news, calendar dates, a staff directory, and links to resources
- The District's e-newsletter; subscribe at www.firelandsschools.org
- The District Facebook page: <https://www.facebook.com/TheFirelandsFalcons/>
- Twitter: @FirelandsFalcon
- School newsletters (both paper and electronic)
- Direct communication with teachers and administrators via phone, e-mail, note, or in person by appointment
A staff directory is available at www.firelandsschools.org. Select the Staff Directory tab.
- The Firelands Express, a free publication available to all district residents. Contact Linda Seman at the Board of Education for subscription-related questions.

In order to receive news from the schools and PTG, parents should provide current phone numbers and email addresses through OneView. The link can be found on the school website under Forms and Links. These addresses will be used only for school and PTG communications.

CHANGE OF INFORMATION

Student records are maintained via an electronic portal known as Power School. Firelands teachers in grades K-12 use PowerSchool to report grades. PowerSchool is not extensively used by K-2 for grades, however, it is used as a secure location to post information and does serve as our emergency information database. Please update any change in your phone number or email address in OneView, and report any changes in your home address to the main office of your child's school.

ASSESSMENTS AND REPORTING ON PROGRESS

The Firelands schools use a variety of assessment measures to get an accurate and complete profile of each student's progress, strengths, and weaknesses. The following terms will be utilized to ensure clear communication related to assessments. A customized letter for each grade level with dates will be provided to parents and guardians at the beginning of the year.

Summative Assessments – Summative assessments are teacher created assessments that judge student mastery on the standards and the Firelands Curriculum. These assessments are graded and serve as a final check on student learning.

Formative Assessments – Any classroom assessment, graded and/or ungraded, that a teacher utilizes to make instructional adjustments during the learning process and to provide feedback to students.

Screeners – These are required assessments by the State of Ohio to diagnose student learning needs.

State Achievement Tests – Assessments used by teachers, the district, and the state of Ohio to check college and career readiness as well as local curriculum alignment to state standards.

In grades K-12, online report cards are issued four times per year.

Parents of students in grades K-12 will receive interim grades online using PowerSchool. In addition, report cards are available via request from your student's building.

PARENTAL INVOLVEMENT

We understand that parents share in the responsibility to promote the academic achievement and social development of our students. Therefore, we encourage parents to:

- Share responsibility for the improved academic achievement of your child
- Check and assist your child in completing homework tasks, when necessary
- Encourage your child to read at home for a minimum of 30 minutes each day
- Encourage your child to follow school rules and regulations
- Promote positive use of extracurricular time such as, extended day learning opportunities, clubs, team sports and/or quality family time
- Attend Curriculum Night/Open House and parent-teacher conferences
- Communicate with your child's teachers about educational needs and stay informed about their education by reading and responding to all notices received from the school or district
- Be a positive role model so that your student can best understand the behaviors necessary to succeed academically
- Monitor your child's attendance and ensure that your child arrives to school on time as well as follow the appropriate procedures to inform the school when your child is absent

- Ensure that your child comes to school well rested by setting a schedule for bedtime based on the needs of your child and his/her age
- Participate, as appropriate, in the decisions relating to your child's education
- Set limits to the amount of time your child watches television or plays video games
- Respond to surveys, feedback forms and notices when requested
- Take part in the school's Parent Teacher Organization and volunteer in school or assist from your home as time permits.

CRIMINAL RECORDS CHECK

The Board shall request from the Superintendent of the Bureau of Criminal Investigation (BCI) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI criminal records checks include information from the Federal Bureau of Investigation (FBI), unless the individual can demonstrate that he/she has been a resident of the state for the preceding five years and has previously been subject to a BCI check, in which case only a FBI check is required.

The Board may employ persons on the condition that the candidate submit to and pass a BCI criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document that only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal records check, the applicant or employee is given a written pre-adverse action disclosure statement that includes a copy of the criminal records check and the Federal Trade Commission's notice titled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee is given a written adverse action notice that includes the name, address and telephone number of the BCI, a statement that the BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCI and the individual's right to an additional free criminal records check from the BCI upon request within 60 days.

An applicant for employment may provide a certified copy of a BCI criminal records check to the District in compliance with State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check is required.

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.

CONTACTING TEACHERS

Teachers can be reached via e-mail, a note, or voicemail. The teacher may not be able to answer the classroom phone, so the call will be returned as soon as possible. If your student is having difficulties or you have concerns, start by making an appointment to talk with the classroom teacher. Share specific information about the problem.

Most problems can be resolved through a candid discussion that results in a mutually agreed upon plan of action between the parent and teacher. Occasionally this may include assistance from the school's nurse and support team (e.g., nurses, psychologist, building administrator).

Problems that cannot be resolved through discussion with the classroom teacher should be discussed with the principal. Only after all attempts to resolve the problem at the school level have been exhausted, does the central administration become involved in a problem relating to an individual student.

FIRELANDS LOCAL EDUCATIONAL PHILOSOPHY

Firelands is committed to providing a sound educational program that reflects the needs of our society and the local communities it serves. Firelands School's responsibility to the community is to provide an education which is consistent with the following tenets:

1. The educational process shall involve the students, parents, teachers, school, and community all working in harmony toward a common goal.
2. Education shall contribute to the continuous improvement of our democratic society and the culture which exists through the development of the academic, vocational, and social skills necessary for students to become responsible American citizens.
3. The dignity and worth of the individual shall be respected, and every individual should be given the opportunity to participate in our society to the best of their ability.
4. Basic knowledge and skills, which includes critical thinking and communicating skills as well as appreciation for the arts and humanities, are necessary components for functioning fully in society.
5. The educational program should be conducive to the maximum intellectual, physical, social, and emotional development of all youth. Students are encouraged to think creatively and work cooperatively in learning situations in order to solve problems and accomplish tasks.
6. Recognizing that education is a lifelong process, the continuous appraisal of the needs of our youth shall be carried on to provide the basis for program changes necessary to prepare them for a life of continuous growth.
7. Firelands recognizes each student's need to develop a positive attitude toward self and others, as well as to develop self-esteem, self-discipline, self-motivation, and the recognition of their causes and effects as important parts of the learning process.
8. The development of self-appraising skills, decision-making techniques, and self-discipline should help our youth in assuming the responsibility for setting realistic, immediate and long-range personal, academic, and career goals.
9. The development of moral and ethical values is an important aspect of personal maturity for which the parents should assume the primary responsibility; however, Firelands High School will strive to support their efforts in developing good citizenship.
10. Continuous physical, mental, and emotional development should be promoted and maintained through a personalized and appropriate educational program for our youth.
11. The development and implementation of a program of continuous evaluation should be based upon stated goals and objectives that are necessary for effective program revision and improvement.
12. The students, staff, faculty, and administration shall be continuously supported and encouraged to pursue excellence in all of their activities and assignments.

GUIDANCE/ACADEMIC INFORMATION

SCHOOL COUNSELORS

A full-time counselor is available to serve the educational, vocational, social, and personal needs of students. If you wish to see a counselor, please arrange an appointment. The counselor will then send for you at the appointed time. Please see guidance website for up-to-date information: www.firelandsschools.org

SPECIAL NEEDS

A range of services is available for students aged 3-21 who have been identified with disabilities in compliance with ORC 3323.05 and 3323.08. These services are tailored to the student's individual needs after a thorough assessment and collaborative planning with parent involvement. If you suspect that your child may have a disability that is affecting his or her learning, contact the teacher or school psychologist. The Firelands School District further assures disabled students and their parent's procedural safeguards with respect to the identification, evaluation, educational placement or program of a disabled child.

For children birth through age two, a disability means that a child has a delay in one or more of the following areas: adaptive behavior, cognition, communication, physical development, and/or social or emotional development. For children ages three through five, a disability means that a child has a documented deficit in one or more of the following areas: communication skills, hearing abilities, motor functions, social-emotional behavior functioning, or vision abilities. School age children can be referred for assessment by teachers, administrators, professional school personnel, and through cooperative efforts with parents.

Following proper identification and assessment, parents will be contacted to meet collectively with school personnel to review the test results. If the student qualifies for services, parents will be directly involved in all stages of developing the student's 'individualized education program' (IEP). The needs of the student are met through various services while attempting to keep the student in the general education curriculum to the extent possible.

GIFTED

The Firelands Local Schools screens all students for giftedness in the spring of Grade 2 and the spring of Grade 4 in compliance with ORC 3324.07. Additional referrals may be sent to the child's building principal for testing during the school year. The Firelands Local Schools utilizes recommended cut scores via the Ohio Department of Education to screen in content areas, specialized areas, as well as superior cognition. If a child is identified as gifted, a team will convene to identify appropriate supports for the child. A written plan will be created that may include the following options: a differentiated curriculum, cluster grouping, mentorships, accelerated coursework, post-secondary course options, advanced placement, and pull-out programs.

HEALTH RESOURCES *A comprehensive list is also posted on the district web site.*

General Resources:

Ohio Guidestone	440-260-6110
Psych & Psych	440-323-5121
Deluca & Associates	440-327-1800
Stein Hospice	419-625-5269
Catholic Charity	440-366-1106
Applewood Center	440-324-1300

Crisis / Emotional Problems:

Suicide Prevention	800-273-8255
Lorain County Rape Crisis	440-204-4359
Nord Center Crisis Hotline	800-888-6161
Rape Abuse National Network	800-656-4673
Firelands Counseling	440-984-3882

Substance Abuse:

Lorain County Alcohol & Drug	440-282-4777
Lorain County Board of Health	www.lcmhb.org

Family Conflict and Parenting:

Pathways Counseling	440-323-5707
Genesis House Domestic Violence Shelter	440-244-1853 (Lorain County)
Safe Harbour Domestic Violence	419-626-2200 (Erie/Ottawa/Huron Counties)

Medical:

Family Planning Services of Lorain County	440-322-7526
Birthright of Elyria	440-324-9566
Material Health	440-322-7526
Cornerstone Pregnancy Center	440-284-1010
Lorain County Health Dept.	440-322-6367

Poison:

Poison Control	800-222-1222
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BUILDING RULES & REGULATIONS

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.

DELIVERIES TO STUDENTS

Flowers or gifts sent to school are discouraged. Please do not have such items delivered to the school. Students will be notified at the end of the school day that they may pick up items in the office after school.

FOOD AND DRINK

Students are to eat and drink only in the school cafeteria. No food or drink is allowed in other parts of the school building without prior approval.

FEES

Fees are collected at the start of each school year (or upon registration for new students.) An up-to-date fee list can be found on the district website. This fee may be waived for students who qualify for free/reduced meals. This fee is due annually.

- There may be additional fees associated with field trips.
- An additional fee may be assessed if a student damages or destroys personal or school property.
- Fees may be paid online at www.payforit.net

TEXTBOOKS AND ONLINE RESOURCES

School textbooks are property of the Firelands Local Schools. Items that are lost or damaged will be billed to each student according to Board Policy. It is recommended that students keep books covered, write their names in all books, and do not loan their textbooks to other individuals. Online access is provided for some materials. These accounts are confidential and should not be shared with other students. Contact your child's classroom teacher or building principal in cases of lost user accounts and passwords.

CCP Books – Students assigned books through College Credit Plus courses taken at a college must obtain their books through that college's bookstore. At the conclusion of the course, students are REQUIRED to return their books to the FHS Main Office. Failure to return your books will result in a fee.

CAFETERIA

Student I.D numbers: This number is what each student enters into a pin pad so their profile can be pulled up on the café computers to receive their meals. This number follows each student through high school.

Breakfast: Breakfast is available to all students. Those that qualify for a free lunch also qualify for a free breakfast; reduced students will pay .30 cents. Your child will have an account on our point of sale system in which money can be deposited to use for breakfast or lunch. Your child will use their same 6 digit pin number / student I.D. number for breakfast as well as lunch.

Lunch Money: Pre-payment can be made to the account for as many meals as you wish. Each time a purchase is made it is deducted from your child's account. A la carte purchases are available as well at all schools.

Pay for it program (online payment) & account activity report: This program allows you to put money on your child's account with a credit card w/ a small convenience fee attached. The program has many features by providing you with your child's lunch account balance and also a short report of what has been purchased on their account. This part of the program can be used even if you choose not to make an online payment. There is no fee to use the reporting system but you still have to enter a credit card number. If you are hesitant to use your regular credit card, you can use a prepaid card w/ a small balance (i.e. \$20.00 card). You can sign up for pay for it by logging onto www.payforit.net, and then follow the instructions listed. Under "my account" it allows you to set up email reminders as well. The student I.D. number that your child enters into the pin pad to purchase a meal is needed to set up a "pay for it" account.

**The program will be turned off for a short time during the summer months, but will be up and running the beginning of August. Positive balances will be carried over to the next school year.

Lunch Assistance Forms / 1 form per family: Lunch assistance forms are completed online through OneView.

Paper copies are available in the office upon request. Lunch assistance forms can be filled out at any time throughout the school year. For existing students receiving assistance, the form must be filled out within the first month of school to avoid the meal status changing to denied. We work as quickly as possible to process all forms. Please plan on at least 1 week to have your form processed. All families that apply for meal assistance will receive an acknowledgement letter stating if your child qualifies or is denied.

Updated meal application needed every year: The previous meal status rolls over for the first month of the following school year for existing students or until a new form is received. **If you have a new kindergarten student, a new form must be turned in ASAP to receive benefits. Younger siblings are not automatically approved.** Meal status does not transfer from another school---new school→new form

DIRECT CERTIFICATION: If you receive a letter in August stating that your child qualifies for free meals through "direct certification", you do not need to fill out a meal application. **YOU MUST: fill out the fee waiver portion on the bottom of the notification letter that is mailed to your home and return to your child's school.**

Foodservice Information: Go to the Foodservice tab on school website to see all foodservice information and menus for all buildings

RULES FOR THE CAFETERIA: The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are:

1. Observe good dining room standards at the table.
2. Speak in a normal tone
3. Leave the table and the surrounding area clean and orderly.
4. Place trash in proper containers.
5. Do not leave the cafeteria while eating or carrying food.

LOCKERS AND LOCKS

Lockers are assigned at the beginning of the school year and should be kept locked at all times (Grades 6-12). Lockers at FES are **not** permitted to be locked. Lockers are the property of the Board of Education and are subject to inspection at any time by authorized school personnel, law enforcement personnel, and/or K-9 unit drug alert dogs. Students will be assigned a locker and given the combination at the beginning of the school year (Grades 6-12). Lockers should be kept clean and neat. The office is not responsible for stolen items. No decals or writing of any kind is permitted on lockers. Any damages to the locker must be reported immediately to school administration. Students will be expected to pay for any writing, scratches, or damages to their lockers.

BULLYING AND HARASSMENT

Commitment: The Firelands Local Schools are committed to providing a safe, positive, productive, and nurturing educational environment for all students. Harassment, intimidation or bullying on the basis of gender, disability, race, sexual orientation, ethnic/national origin, or religion in all school environments (academic, extracurricular, school-sponsored activities and school buses) is strictly prohibited. The prohibition includes both student-on-student and staff-on-student. Retaliation against a person reporting alleged harassment, person participating in the investigation or in related proceedings is also prohibited.

The fact that the alleged harasser and the victim are members of the same protected class will not preclude the District from investigating an incident in order to determine whether harassment has occurred.

The District requires that all staff promptly report incidents of harassment using the established procedure. Staff are also required to intervene to stop the harassment unless circumstances are of a dangerous nature.

Students are encouraged to immediately report incidents of harassment/bullying. However, intentional false reports of harassment/bullying will result in disciplinary action. Inappropriate behavior can be verbal, physical, or written. Examples of inappropriate behaviors include aggressive behavior, racial slurs, offensive written communication or graffiti, electronic acts (cyberbullying), teasing based on religion, race or disability, violence in a dating relationship, etc. These prohibited behaviors extend to both peer-to-peer and staff-to-student conduct on school grounds (hallways, classrooms, common areas, etc.), at school-sponsored academic and extracurricular activities (sports events, clubs, field trips, etc.) and on school buses.

Definition of Harassment/Bullying: As defined in Ohio Revised Code, harassment, intimidation, or bullying means any intentional, written, verbal or physical act that is student-on-student or staff-on-student (on school grounds, at school sponsored academic and extracurricular activities and on school buses) more than once, and the behavior causes mental or physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This includes cyberbullying (electronic acts) and violence in a dating relationship. However, inappropriate behavior does not have to include intent to harm, be directed at a specific target or involve repeated incidents to be considered harassment and prohibited by district policy. The District will investigate formal complaints.

Complaint Procedure: Students, support staff, parents/guardians or community members can make a formal complaint of alleged incidents using a Student Incident Form that is available in all building offices. Staff who become aware of incidents need to complete the Student Referral Form, complete an initial investigation and return it to the assigned school administrator as soon as possible. Administrators will complete the Investigation Form if the situation warrants additional attention.

If there are concerns related to bullying and harassment, the first step for all is to contact the building principal. If additional resolution is sought, please contact the Director of Educational Services.

Reporting Procedure: Each building will establish a designated location in the assigned administrator's office for collections of reports of alleged harassment or bullying. All staff will be made aware of this location.

All school personnel must report alleged student-on-student or staff-on-students bullying/harassment based on sex, gender, disability, race, ethnic/national origin and religion using this established procedure and specifying if the incidents are verbal, physical, cyber, etc.

Students are encouraged to report alleged incidents immediately to a staff member. School personnel that receive or witness reports or information about harassment or bullying must report the information to their building principal immediately.

Please note, persons reporting an anonymous complaint or requesting confidentially or no action to be taken on the part of the District, will be informed that the ability of the District to respond may be limited. Reasonable action that is consistent with due process rights will still be taken.

Investigation Procedure: Administrators will review all complaint forms within 24 hours of receipt. Administrators receiving a complaint will begin investigation into the situation within 48 hours. A collaborative team will investigate the situation, complete documentation forms, file by student's last name in a confidential file, and promptly send copies to Central Office.

The investigation will include: establishment of an investigations team, interview of alleged victim, alleged perpetrator and witnesses, summary of allegation, outcome of investigation, disciplinary action, plan to prevent recurrence or new harassment, referral to law enforcement (if applicable) and written notification to custodial parents of students involved. Written reports will be distributed to parents of alleged victims and alleged perpetrators within two weeks.

A preponderance of evidence will be used to substantiate harassment/bullying.

The results of all investigations are kept at both the building and Central Office. Records will be retained at the building level as long as the student is within the building (records are forwarded upon transfer to a new building). Records of graduates will be retained for a 3 year period based on the date of the report of the incident even if the student has graduated. Central office records are retained via the records retention schedule as set forth by the Treasurer's Office.

ELECTRONIC DEVICES

Cell phones/iPads and other electronic devices must be turned off and put away during school unless otherwise instructed by a staff member. The school is not responsible for loss or theft of cell phones or other personal property.

No electronic devices are to be used or accessible in a testing situation unless instructed by the teacher or proctor. If a student does have a device in a test situation, it may be confiscated and the test score may be negatively affected.

When using any technology device at school, students must:

- Be responsible in the use of all technology tools.
- Use technology as directed by teachers and for learning purposes.
- Students are not permitted to take pictures or video in an educational setting.
- Be responsible for the security of the device at all times.
- Keep themselves and fellow students safe by:
 - Not giving out personal information online.
 - Protecting passwords and access information.
 - Guarding against cyberbullying.
- Credit the intellectual property of others when used in school work. Seek permission from individuals involved PRIOR to taking photos/videos or recording audio.
- Seek written permission from individuals involved PRIOR to publishing or sending photos, audio or video to anyone else or to any online space.
- Think critically about the information found online to determine the reliability of that information.
- Talk to a teacher or another adult if:
 - Help is needed online.
 - The student comes across sites that are not suitable.
 - Someone writes something that causes discomfort or asks for private information.
 - The welfare of other students at school is being threatened.
- Texting, answering, or placing calls and messages during the school day, unless specified for learning purposes is never allowed.

ACCEPTABLE USE POLICY

The Firelands Local School District (the "School District") is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail and other new technologies within the School District (collectively, the "Network").

Access to the School District's Network is provided as a privilege and as an educational tool only. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for professional behavior on the Network just as they are in a classroom, school hallway or other School District property. While the School District may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the School District's Computer Network and Internet Acceptable Use Policy for Students ("Policy"), and applies to all students who use or otherwise access the Network either on-site or remotely. A copy of this Policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this Policy. If you have any questions about the provisions of these policies, you should contact the building administration. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses or damages arising from student violations of these policies.

- 1. Reporting Misuse of the Network.** In addition to following the terms of this Policy, you should report any misuse of the Network to a teacher or to a building administrator. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property.
- 2. Term of the Permitted Use.** Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time for any reason. The School District may also limit access depending on student and staff schedules, equipment availability, or other constraints.
- 3. Access.** Network resources are only for use by authorized users. Anonymous use is not permitted, and access accounts may not be shared or transferred. Students at 5th grade and above are assigned a User ID and password. Students from K-4th grade should use their student ID number as the User ID with no password. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If you think someone may know your password, tell a teacher or building administrator and it will be changed. A student is subject to disciplinary action for any violations of this Policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.
- 4. Purpose and Use.** The School District is providing you access to its Network primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you may consult with a teacher or building administrator to help you decide if a use is appropriate.
- 5. Netiquette.** All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this Policy are the following: (a) Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. (b) Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics. (c) Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's email address to third parties without the permission of the sender. (d) Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system. (e) Attempting to reach internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information. (f) Using the network in a manner inconsistent with the expectations of Firelands Schools for the conduct of students. When using the network, students should remember that they are representing themselves and their school to others.

- 6. Unacceptable Uses.** Among the uses and activities that are known to be unacceptable and constitute a violation of this Policy are the following: (a) Uses or activities that violate the law or District policy, or that encourage others to violate the law or District policy. Among such uses or activities are the following: (i) Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy. (ii) Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials. (iii) Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or District policy. (iv) Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. (v) Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets. (vi) Downloading and/or saving music, images or movies, unless given permission by a teacher. (vii) Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities (viii) Engaging in or supporting any kind of business or other profit-making activity. (b) Uses or activities that cause damage to property. Among such uses or activities are the following: (i) Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, and data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks. (ii) Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. (c) Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail"). (d) Uses or activities that is unrelated to legitimate District purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part of a class project, receiving or posting messages to web sites or weblogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time (e) Using non-district e-mail. All use of e-mail must be through the School District's e-mail service, if provided. The use of other providers of e-mail (such as Hotmail or Yahoo) through the Network is prohibited. Use of e-mail for non-district purposes, such as for operation of private business enterprises, is strictly prohibited. (f) Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper or telephone resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk e-mail," use up limited Network capacity resources. (g) Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other's access to the Network. (h) Political uses: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business. (i) Installing or downloading software or hardware without the prior consent of a School District administrator. Students may not move, repair, reconfigure, modify or attach any external devices to Network equipment, computers or systems. Students shall not remove, alter or copy District software for their own personal use or for the use of others.
- 7. Confidentiality.** The confidentiality of any information stored in, or created, received or sent over the e-mail system or through internet access cannot be assured. To the extent feasible, students should therefore avoid transmitting personal information over the e-mail system or through internet access.
- 8. Privacy.** Network access is provided as a tool for educational uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including email) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the School District and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any

reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

- 9. Web Sites.** Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external web sites linked with any School District web page must prominently display the following disclaimer: This is not an official website of the Firelands Local School District. The Firelands Local School District does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site. As appropriate, the School District may also request such a disclaimer on external web sites that relate directly to School District activities, programs or events.
- 10. Failure to Follow Policy.** Your use of the Network is a privilege, not a right. If you violate this Policy, you may be subject to disciplinary action. At a minimum you will be subject to having your access to the Network terminated, which the School District may refuse to reinstate for the remainder of your time as a student at the Firelands Local School District. At the maximum, you may be suspended or expelled. You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution. It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities that would otherwise be a violation of this policy.
- 11. Warranties and Indemnification.** The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk. By accessing the Network, you are agreeing to cooperate with the School District in the event of the School District's initiating an investigation of use or access to the Network through your account, whether that use is on a School District computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the School District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.
- 12. Personally Owned Equipment.** Personally owned equipment by students is not permitted without prior approval of the Technology Coordinator or building principal. Personal owned equipment is not maintained by district technology staff. Network access to personally owned equipment can be terminated if the equipment impairs the use of the network. Priority of network capacity is given to district owned equipment. The same restrictions of network use apply to personally owned equipment as it applies to district owned equipment when on the network. Allowed personal equipment should be marked as "Personal Property of (Student's name)" for auditing reasons. The district administration reserves the right to not allow personally owned equipment on school property. The district is not responsible for the cost of consumables for personally owned equipment.
- 13. Updates.** You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.
- 14. Policy Length.** This acceptable use policy is to remain in effect for the duration of the student's education at the district. Parents or legal guardians can revoke the AUP for their child at any time by contacting the office staff and issuing written notification. Revoking the AUP will disable the student's account; they will no longer be permitted to use the network for any reason. Students will still be held liable if they damage district owned equipment or if they attempt to access the network. All reasonable steps will be taken to ensure that the

student will not access the network, but cannot be guaranteed; it is the parent's or legal guardian's responsibility to ensure that the student will not attempt unauthorized access.

BUS TRANSPORTATION

All students riding the school bus are to adhere to the following general guidelines:

- The bus driver is in complete charge of operating the bus, and will assign seats as needed
- Students are to line up at the designated stops and board the bus in an orderly fashion
- All riders must be properly seated. No loud talking or disorderly conduct is permitted
- Students may not ride a different bus.

To ensure the safety of all, students must:

- Load and unload in an orderly manner
- Remain seated while the bus is in motion
- Keep noise to a minimum
- Be silent when the dome lights are on
- Not open windows without the driver's permission
- Not hang or throw anything out the windows
- Not eat, smoke, litter, or throw items on the bus
- Respect the driver by following his/her directions

At the bus stop and boarding area students must

- Not litter, damage or mark property or bus
- Wait for the bus at the appropriate stop location
- Be courteous to others both on and off the bus
- Cross the street only in front of the stopped bus when the driver gives the signal
- Not bring food or beverages on the bus loading area

VISITORS

- All visitors, including parents and volunteers, must report to the school office or security desk immediately upon entering the school to sign in and obtain a visitor's pass. This procedure is strictly enforced by the Firelands Schools for the safety and security of our students.
- Visitors will be required to provide a photo ID and scan in through the RAPTOR system.
- Students from other schools are not permitted to visit classes during the school day. Exceptions may be made, at the principal's discretion, for families who are considering sending their children to the school or in other special situations.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage done or replace the items. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency in addition to school discipline.

SCHOOL FEES

Fees or deposits required of students will be held to a minimum as stipulated by the Board of Education. All fees will be due at designated times. Failure to pay fees may result in loss of privileges, credits being withheld, and denial of participation at graduation.

TELEPHONE USAGE

Students will not be called to the phone. Only messages of an urgent nature from a parent/guardian will be delivered to a student. Calls from the Main office may be made with permission from the administration.

CLUBS AND ACTIVITIES

School activities enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Each student also has the opportunity to join the many clubs open every year. It is possible for students to request any new club or activity if enough students are interested in it, a faculty sponsor is available, and if space and facilities can be provided. The process to start a new club is as follows:

1. Find a potential faculty advisor for your club

2. State the name and purpose of the club
3. Identify what office positions will be held within the club
4. Identify the philosophy and goals of the club
5. Identify community service projects in which the club can participate
6. Submit to the Principal for approval

FUND RAISING

The principal must approve all fundraising projects. Projects which involve selling merchandise to residents of our community should be limited. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations.

SAFETY DRILLS

Throughout the year, fire, tornado, and other safety drills are conducted on a regular basis. The procedures are posted in each classroom and reviewed regularly. Safety procedures must be followed without exception.

- Students must be orderly and silent, such that they can follow all directions given by teachers, administrators, or other school personnel.
- Students and staff members MUST silence cell phones and refrain from talking during drills.

BUILDING AND 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 in all school buildings.

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.

EMERGENCY WEATHER PLAN / SCHOOL CLOSINGS

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. Should weather conditions merit the implementation of a "severe weather option", families will receive an automated call with information regarding a delay or cancellation. It will also be posted on the Firelands website, Firelands Facebook page, Twitter, and local TV news stations: **(3, 5, 8)**

Automated Calling System **Check: Website www.firelandsschools.org**

Every effort will be made to have the automated call as early as possible. We ask that you do not call the schools nor staff members during severe weather periods as their telephones will need to be kept available for emergency communications. If no report is heard, it can be assumed that school will be in session. Please do not call the school.

TWO-HOUR DELAY

In the event that dangerous weather occurs prior to the start of school, the district may opt to delay the start of school for two (2) hours. This delay will allow road crews, salt, and sunlight to dissipate the hazard.

If we announce a delay, school will start two hours later than usual. The dismissal time will remain the same. At the high school only, for two hour delay on Wednesday, classes start at 9:30am and follow the Two-Hour Delay schedule, not a block schedule.

See [BELL SCHEDULES](#) in the high school section for the delay schedule and adjustments for the different days of the week. Delays will only be announced when circumstances dictate extra caution; they will not be used to "buy" time on a school closing.

POWER FAILURE

In the event of a power failure, remain in your classroom. Please be quiet and wait for further instructions. Information will be given to you as it becomes available.

DRESS AND GROOMING

- Appropriate dress and grooming enhance school safety, improve the academic environment, promote good behavior, and eliminate unnecessary distractions from learning.
 - Students are expected to dress comfortably so that they feel free to enjoy physical education, recess, and art classes without worrying about their clothing.
 - Students should come to school dressed for the weather, including boots, gloves, hat, and coat when appropriate.
 - All students need a suitable pair of gym shoes for physical education classes and some kind of covering (e.g., an adult's old T-shirt) for art classes.
 - Clothing must be appropriate to the activities for which it is to be worn.
 - Clothing, shoes, and accessories may not create unusual safety or health hazards to the wearer or others.
- Students are not permitted to wear coats in school.
- Students are not permitted to wear bare midriff tops. Tops that cannot stay tucked in when the student reaches up should not be worn.
- Shorts and skirts are not to be above a finger-tip length. Any rips or tears in pants must also not be above finger-tip length.
- Shoes or sandals must be worn at all times. Flip-flop shoes and slide shoes or shoes with wheels are prohibited. All shoes MUST have backs on them.
- **NO bags** are permitted to transport books and/or materials to and from class except for physical education and/or prior administrative approval.
- Clothing and accessories may not distract from the educational process.
- Clothing may not cause damage to school property or cause damage to personal property.
- No "sagging" pants will be permitted.
- No clothing that exposes undergarments and/or private body parts is permitted.
- Hats, scarves, bandanas, sweatbands, or other headwear may not be worn in the building, except for approved religious reasons.
- No clothing and/or accessories that promote drugs, alcohol, tobacco, sex, violence, or that violate the school harassment policy is permitted.
- Students may not wear hoods, sunglasses or other accessories that limit identification.

The school administration reserves the right to determine what is appropriate appearance and dress. Students whose dress or grooming is inappropriate will be asked to make the necessary adjustments to their dress and return immediately to class. If a student refuses to cooperate and/or has repeated dress code violations, a parent contact will be made and disciplinary action may be taken.

COMMUNICABLE DISEASE

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, and 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.

ADMINISTRATION OF MEDICINE

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. Students may not have medication of any kind in their possession unless they have a prescription on file for self-carry. 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.

DRUG TESTING

In addition to its curriculum, the Firelands Local Schools provides additional opportunities to its students including the ability to obtain parking privileges and to participate in interscholastic athletics. These opportunities are privileges

and are subject to regulation by the Board. The Firelands Local School District Board of Education desires to implement a Random Drug Testing Policy to promote the health, safety, and welfare of students within the District. This policy reflects the commitment of the Board and the community to establishing a truly drug and alcohol free school environment. This policy applies to all of the following students in grades 9-12:

1. Student athletes
2. Student drivers (i.e. students possessing the District driving and/or parking privileges.)

All students and parents/guardians/custodians must sign an "Informed Consent Agreement," form IGDJA, for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District.

For more information on FLSD's Drug Testing Policy, refer to Board Policy IGDJA.

ATTENDANCE RULES AND REGULATIONS

ATTENDANCE

There is a strong link between attendance and achievement. Therefore, to ensure the best possible education, remember the following:

- It is the student's responsibility to attend classes.
- It is the parent's responsibility to notify the school when the student will miss classes.
- It is the parent's responsibility to inform the EMIS Office (965-5821) of changes in telephone numbers, addresses, and names of legal guardians.
- It is the school's responsibility to excuse students who miss classes because of field trips and other special school-related activities.
- It is the school's responsibility to provide a high-quality education and the student's responsibility to work to take advantage of that opportunity.
- If a student is going to be late or absent, the school's attendance office must be called ahead of time **and** a signed note must be brought in.
- The Ohio Revised Code approves absences as excused for the following reasons: personal illness, quarantine of home, medical appointment, death of a relative, illness in family, or religious holiday. A parent or guardian must call the school to report absences.
- Whenever possible, requests for a special absence for personal or family reasons should be presented in writing at least five days in advance. These will be approved at the discretion of the building principal.
- Any student who misses a class or classes for a medical/dental appointment or court will need to bring a note from their doctor/dentist or court upon their return to school.

If it is necessary for a student to leave school before the end of the school day (or before after school obligations are completed), a written request must be supplied from parents or guardians. The written request should be brought to the school/attendance office before the start of school on the day the student is to be excused.

If a student becomes ill during school, he/she must report to the main office to contact home for arrangements to leave school. The student is NOT to call or text parents directly.

Students who are tardy to school must report directly to the school office. Students are either "tardy excused" or "tardy unexcused." To be excused, a student must have a written note or phone call from a parent stating the reason for the tardiness. Legitimate excuses are doctor's appointments or unavoidable schedule conflicts. Excuses such as oversleeping or missing the bus are not acceptable even if accompanied by a note from a parent. Unexcused tardy students will be issued an admittance pass in the office. Habitual unexcused tardies may result in disciplinary action.

EARLY DISMISSALS

On any given school day a student asking permission for an Early Dismissal must present to the main office a parent/guardian handwritten note upon arrival to school. Any Early Dismissal note which is written by a person(s) other than a parent/guardian may result in disciplinary action.

MAKE-UP WORK DURING AN EXCUSED ABSENCE: Students are responsible for all work missed during an absence. It is the student's responsibility to work with his/her teacher to make up all work. Students have one day plus the number of days absent to complete the work they missed during an absence. Long-term assignments and/or unit tests with clearly communicated deadlines may be given lower grades if not completed in accordance with the deadline.

MAKE-UP WORK DURING AN UNEXCUSED ABSENCE: Students receiving unexcused absences must make up their work. All missed tests or quizzes will be given the next day following return and will be scheduled by the teacher. Each case will be considered on its merits by the principal and the respective teacher(s).

ABSENCES AND AFTER SCHOOL ACTIVITIES/EXTRA-CURRICULAR: Students who are absent from school (other than school-approved absences) are not allowed to attend after-school activities that day. This includes extracurricular activities, athletic practices/events, and after-school programs. Students who leave school early may not be permitted to participate in after school activities without administrative approval.

REQUESTING SCHOOL WORK FOR ABSENT STUDENT

Students who will be absent from school for an extended period of time can have school work picked up for them. Parents/guardians should contact the office prior to make arrangements for schoolwork 24 hours in advance of picking the work up. **Parents and students are encouraged to go to the school website and click on Power Teacher or go to individual teacher websites to get their assignments.** Please note, unless there are extenuating circumstances, all pre-arranged school work must be turned in the day the student returns to school.

VACATION PROCEDURE

Parents wishing to take their student on vacation must submit a written note prior to the vacation. The board does not believe that students should be excused from school for vacations or other non-emergency trips out of the school district. The responsibility for such absences resides with the parent(s) and they must not expect any work missed by their student to be retaught by the teacher. Parents may request work for the student prior to the first day of absence. This request will be honored to the best of the teacher's ability taking into consideration the amount of notice and length of absence. Students will have the same number of days absent to make up missed work.

PROCEDURES FOR EARLY DISMISSAL

Students are not permitted to leave the school building and/or grounds at any time during the school day without permission from the main office. Failure to follow this procedure may result in disciplinary action.

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.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month, or 72 or more school hours in a school year. For students that meet the criteria defined as "habitual truant," an intervention plan will be developed by a team consisting of, at minimum, two school employees, the parent(s)/guardian, and the student. The administration will file a complaint with the juvenile court on or before the 61st day of implementation of the plan if the student does not show improvement in school attendance while under the intervention plan.

LEGAL NOTIFICATIONS

HOMELESS ASSISTANCE

McKinney-Vento Homeless Assistance Act McKinney-Vento is the federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act. The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, state educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging state student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth. Under the McKinney-Vento Act, children in homeless situations have the right to:

- Attend school, no matter where they live or how long they have lived there.
- Enroll either the local school or the school of origin (the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled), if this is in their best interest.
- Enroll, attend classes and participate fully in all school activities while the school arranges for the transfer of records.

- Have the same rights and access to programs/services that are available to all other students including supplemental services.

MEDICAID PROGRAM

We are pleased to inform you that the Medicaid Program now allows Ohio School Districts, including the Firelands Local School District, to receive Medicaid funding for eligible services provided to students with disabilities. The eligible services covered in school districts include: occupational and physical therapy, speech/language therapy, audiology, nursing, school psychology, and counselor and social work services. This program is known as the Ohio Medicaid School Program (OMSP) and the Firelands Local School District is a designated healthcare provider under this program.

If your child is covered by Medicaid health insurance through Ohio HealthyStart, the Medicaid Assistance Program, Healthy Families, or the WIC Program, this letter applies to your family. However, no action is required on your part, and your Medicaid insurance benefits are NOT reduced or affected by this program (per Ohio Administrative Code 5101:3-34-01.2).

Under Federal Education law, we must inform you of two things:

1. In order to be paid for the services we provide to your child, we must send the Ohio Medicaid Agency the following information:
 - a. Your child's name, Medicaid number, and Birth date
 - b. Service code (numerical code that identifies the service(s) provided)
 - c. Service time spent with your child (number of minutes)
2. We need your permission to send this information to the Ohio Medicaid agency. However, no action is needed by you now because when you signed your Medicaid application, you gave permission to any Medicaid Healthcare provider to send information to the Medicaid Agency regarding services your child received. Since this school district is now considered a Medicaid Healthcare provider, we want you to know that we plan to use your Medicaid application signature as your approval to send the necessary information.

Please be assured that your child's Medicaid benefits and limits are NOT reduced or affected in any way by the Ohio School Medicaid Program. Your consent for the Firelands Local School District to obtain payment for the Medicaid services provided to your child is voluntary and can be discontinued at any time. If you do withdraw consent, the district is still obligated to provide your child with the services authorized by his/her Individualized Education Program (IEP).

If you do not want the district to bill the Medicaid program for your child's services, or if you have any questions about the information in this letter, please contact your school district. They will be pleased to assist you in any way. We very much appreciate your support as we continue to provide your child with the services he/she needs.

NOTICE OF NON-DISCRIMINATION

Firelands Local School District does not discriminate on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, disability, age, or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Keri Angney, Title IX Coordinator, 112 N. Lake Street, S. Amherst, OH 44001, 440-965-5821

STUDENT RECORDS

The student's permanent record contains the birth certificate, registration form, medical form, attendance record, standardized testing data, copies of the reporting forms and certain other information pertinent to the child's education (e.g., data from transferring school).

The Federal Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

RELEASE OF STUDENT INFORMATION, PHOTOS, & VIDEOS

Reporters, photographers, and videographers occasionally visit the schools to report on news and events, either for the District's own publications and website, or for newspapers, magazines, or television. All media visits to classrooms must be approved by the Communications Office and school principal. A School District staff member is always present. Children with special needs are never identified without express permission from the parent or guardian.

Release of Student Information to Military Recruiters: Under federal law, the District is required to provide military recruiters with contact information for secondary school students, unless the parent or student (if 18 or older) denies permission.

If you do not want your student to appear in photos or videos, or if you do not want his/her information released to military recruiters, please contact the Director of Communications.

TITLE I

Part of the Elementary and Secondary Act, currently known as ESSA, Title I is a federal entitlement program that provides the district and schools serving low-income families with funds to improve student achievement. District and school allocations are based on the number and percentage of students who are eligible for free or reduced-price lunches. The numbers vary each year. There are four guiding principles in ESSA:

1. Schools are expected to teach students using standards-based curriculum and scientifically based methods proven to be successful.
2. Schools and districts are accountable for demonstrating that all students are meeting academic goals each year. Schools not making adequate progress for two or more consecutive years in reading or math are in "school improvement" status.
3. Teachers and instructional paraprofessionals must be highly qualified. School districts must develop plans to ensure highly qualified teachers and instructional paraprofessionals in Title I funded programs.
4. Parents must be given information, rights and choices concerning their child's education. ESSA states parents have a right:
 - to have access to their child's individual performance levels on the statewide assessments;
 - to know if their child's school is making adequate yearly progress (links to Ohio Department of Education Local Report Cards) ilrc.ode.state.oh.us;
 - to know the qualifications of their child's teachers;
 - to be informed if their child is being taught by a substitute or a non-highly qualified teacher for longer than four consecutive weeks; and
 - to know about school choice and supplemental educational services.

STUDENT CODE OF CONDUCT

H.B. 421 requires each Board of Education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive mean are employed on behalf of those who would deny such an environment. The sole objective of this Code is to insure fair and equitable handling of disciplinary problems.

A student's main goal in school is to get an education. It is the responsibility of the school to provide that education and to prevent anyone from interfering with the achievement of that goal. Most discipline problems in school center around students disrupting others. Teachers will handle disciplinary offenses through a variety of methods. These include conferences with students, contacting parents, assigning detentions, referral to the office, or any other suitable method they deem appropriate to the situation. Any student who is intentionally unwilling to respond to reasonable control and authority may be suspended from school or expelled. The disciplinary measure to be used will be left to the discretion of the school administration. See Suspension/Expulsion Board Policy.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs as well as to and from school. In addition, the Code of Conduct includes:

1. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, Wednesday Disciplinary Assignment (WDA), community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

The Joint Vocational School (JVS) is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Firelands High School and/or the JVS. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Good order and discipline will be achieved best through self-discipline. Students should strive to:

1. Attend school each day it is in session.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property with respect and care as well as the personal property of others.
6. Maintain high standards of thought, speech, and actions.
7. Use only those facilities and areas designated for student use under teacher supervision.
8. Engage only in activities permitted on school property.

Whenever self-discipline fails, it is necessary for adult staff members to enforce good order and discipline. Therefore, the Firelands Local Board of Education shall:

1. Recognize the teacher as the person in authority to maintain the decorum of the classroom and building.
2. Delegate to the school official and teachers the authority to enforce regulations regarding conduct of students.
3. Not participate in any disciplinary problems until they have been fully investigated by the school administration.
4. Support teachers and administrators to the fullest in their efforts to maintain proper decorum among students.
5. Authorize principals to use such discipline or punitive measures within the limits of the law necessary to ensure a properly functioning school organization.

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. School authorities may also conduct random searches of lockers and student vehicles at any time and without notice. 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.

DETENTION

Detention is a consequence that requires a student to report to a designated area of the school during a specified time on a school day (typically either recess or after school) and remain there for a specified period of time, but also

may require a pupil to report to that part of school at a certain time on a non-school day, e.g. "Saturday detention". All consequences are at the discretion of the school administrator, but detention is usually for minor consequences.

LOSS OF BUS RIDING PRIVILEGES

Loss of bus riding privileges is the temporary removal of a student from school transportation. This consequence and its duration is imposed by the principal or his/her designee. If loss of bus riding privileges is imposed, students may not use school transportation for the purposes of getting to or from school for the time period it is assigned. Students may still have permission to participate in field trips or extra-curricular events that require the use of school transportation if special permission is obtained from the principal.

SUSPENSION

A suspension is the temporary removal of a child from school for a violation of school policies or rules. Suspensions are generally imposed by the principal of the school or his/her designee and can last up to 10 school days.

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 any district administrator
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. May not be on school grounds or at any event off school grounds where FLSD is a participant during the suspension period.
3. Shall remain under supervision during school hours during the suspension period.
4. May receive assignments for work missed.

Make-up Work during Suspension:

It is the responsibility of the student to obtain work from teachers upon notice of suspension. All work must be completed and returned the first day the student returns to school after the suspension. Any missed tests or quizzes must be made up the first day the student returns to school or at the earliest convenience of the teacher.

Whenever an incident occurs that may lead to a suspension:

1. The student may be removed from the premises, curricular or extracurricular 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. Parents will be contacted after discipline has been issued.
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 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.

EXPULSION

An expulsion is a more permanent removal of a child from school for a violation of more serious school policies or rules. Expulsions are generally recommended by the principal of the school and generally follow a 10 day suspension (you're suspended first, then the principal notifies you that she is recommending you for expulsion). Under Ohio law, expulsions can last up to 80 school days (and this can carry over to the next school year). Some expulsions can last longer than a year as per Board Policy.

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. May not be on school grounds or at any event off school grounds where FLSD is a participant during the period of expulsion. Students wishing to attend a school program as part of the audience must obtain explicit permission from the administration of that school to attend.
3. Will not receive assignments and will receive no credit for any assignments or tests given during the period of expulsion.
4. 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.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply. If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. 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.

MISCONDUCT FOR WHICH DETENTION, SUSPENSION, EXPULSION, REMOVAL, AND/OR LOSS OF BUS RIDING PRIVILEGES MAY BE IMPOSED

1. **Truancy.** Truancy is unexcused absence from school. No student shall be absent from the school day without a legitimate excuse and timely notification of the school by the parent or legal guardian. The State of Ohio specifies the following reasons for which an absence may be excused: personal illness, illness in the family, quarantine of the home, death of a relative, medical or dental appointment, observance of religious holidays, college visitation, family emergency, which in the judgment of the building principal, constitutes good and sufficient cause for absence.
2. Reserved for state code purposes.
3. **Fighting and Violence.** A student shall not engage in improper physical contact, fight, instigate a fight, or behave in such a way as to threaten or cause physical harm to a school employee, school visitor, or another student:
 - a. on school grounds, during and immediately before or immediately after school hours;
 - b. on school grounds at any other time when the school is being used by a group;
 - c. off school grounds at a school-sponsored or related activity function, or event;
 - d. on a school bus; or
 - e. at any other time the student is subject to the authority of the school.
4. **Vandalism / Damage or Destruction of School or Personal Property.** Vandalism is the willful destruction or defacement of school or personal property. A student shall not cause or attempt to cause damage to school property or cause or attempt to cause damage to private property of students, teachers, school personnel or other persons.
5. **Theft or Unauthorized Removal of School or Personal Property.** Theft is the unlawful taking of property belonging to another person. A student shall not steal or attempt to steal school or private property, attempt to participate in the unauthorized removal of such property, or possess such property without authorization.
6. **Use, Possession, Sale or Distribution of a Firearm.** A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any

such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Students are prohibited from using, handling, possessing, selling, distributing or bringing a firearm as defined above on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

- 7. Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison Gas** Under this provision, a weapon is defined as a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Such weapons may include, but are not limited to, knives, razors, clubs, chains, chemical mace, pepper spray, or any instrument or item used to inflict harm on a person or to intimidate a person. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. Students are prohibited from using, handling, possessing, selling, distributing or bringing weapons as defined above on school property, in a school vehicle or to any school-sponsored activity. If a student brings a weapon on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.
- 8. Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas** A student shall not use, possess, sell, distribute or conceal any object that can be classified as explosives, fireworks, munitions, incendiaries, accelerants, lighters, matches, or poison gas while on school grounds, at school-sponsored or related activities, functions or events off school grounds, or a school bus or conveyance, or at any other time that the student is subject to the authority of the school. The definition of a destructive device includes, but is not limited to, a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- 9. Use, Possession, Sale or Distribution of Tobacco Products** A student shall not use, possess, sell, distribute or conceal tobacco or tobacco products, and tobacco-like products including but not limited to cigarettes, cigars, chewing tobacco, e-cigarettes, vape pens, and snuff:

 - a. on school grounds, during and immediately before or immediately after school hours;
 - b. on school grounds at any other time when the school is being used by a group;
 - c. off school grounds at a school-sponsored or related activity function, or event;
 - d. on a school bus;
 - e. in any area within the immediate view of school grounds; or
 - f. at any other time the student is subject to the authority of the school.
 - g. Violations of this rule by athletes and student drivers in grades 9-12 will also be considered as a First Violation of the FLSD Drug Testing Policy.
- 10. Use, Possession, Sale or Distribution of Alcoholic Beverages** A student shall not use, possess, sell, distribute, conceal or consume any intoxicating alcoholic beverage on school grounds, at school-sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is subject to the authority of the school. Likewise, a student shall not consume any alcoholic beverage at a time before the commencement of school or at a school-sponsored or related event or activity where such consumption might affect or impair the student's behavior, while traveling to or from school, to or from any school building or facility, to or from any school activity, function or event, during and immediately before or after school, or during or immediately before or after any school activity, function or event, or in any area within the immediate view of school grounds. Violations of this rule by athletes and student drivers in grades 9-12 will also be considered as a First Violation of the FLSD Drug Testing Policy.
- 11. Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol**

 - a. A student shall not use, possess, sell, distribute, conceal or consume any controlled drug, or counterfeit drugs commonly called "look-alikes," on school grounds, at school-sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is subject to the authority of the school. Likewise, a student shall not consume any of the drugs of abuse or counterfeit drugs commonly called "look-alikes" at a time before the

commencement of school or at a school-sponsored or related event or activity where such consumption might affect or impair the student's behavior, while traveling to or from school, to or from any school building or facility, to or from any school activity, function or event, during and immediately before or after school, or during or immediately before or after any school activity, function or event, or in any area within the immediate view of school grounds. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, or other substances that could modify behavior. A counterfeit controlled substance includes, but is not limited to, any substance which is possessed, used, transmitted, sold, concealed or consumed that is represented to be a controlled substance or drug of abuse. The use of counterfeit drugs is illegal (H.B. 535) and subject to penalty. Use of medications as prescribed by a licensed physician and administered in accordance with District procedures shall not be considered violation of this rule.

- b. A student shall not handle, possess, use, distribute or conceal any drug of abuse or counterfeit drug instrument or paraphernalia (for example, a hypodermic needle, a syringe, a water pipe, a roach clip, etc.) on school grounds, at a school-sponsored or related function or activity off school grounds, on a school bus or conveyance or at any other time the student is subject to the authority of the school.
 - c. Violations of this rule by athletes and student drivers in grades 9-12 will also be considered as a First Violation of the FLSD Drug Testing Policy.
12. Reserved for state code purposes.
13. Reserved for state code purposes.
14. **False Alarm/Bomb Threat** - A student shall not sound a fire alarm in the absence of an actual fire or other emergency. A student shall not make any threat (verbal, written or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students, staff or visitors.
15. Reserved for state code purposes
16. Reserved for state code purposes.
17. Reserved for state code purposes
18. **Disruptive Behavior / Failure to Comply with Directives.**
- a. Students will comply with directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school.
 - b. A student shall not give false identification or refuse to provide accurate identification to school personnel.
 - c. Students shall comply with all school rules and regulations. Such rules and regulations will be provided to the student. Students are responsible for becoming familiar with those items.
 - d. No student shall refuse to accept discipline or punishment from teachers, school officials, teacher's aides, or other authorized school personnel.
 - e. Students may be disciplined for any other misconduct which is deemed by school authorities to be disruptive or to interfere with the educational process.
 - f. Students shall not knowingly withhold information or mislead school officials when questioned.
19. **Harassment, Intimidation, Hazing and Bullying.** No student will harass, intimidate, haze, or bully another student. Please see the section in this handbook on bullying and harassment procedures for definitions and procedures.
20. **Firearm Look-Alikes.** A student shall not use, possess, sell, distribute or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm. This includes, but is not limited to, look-alikes that use a spring-loaded device or air pressure to propel an object or substance, such as cap guns, BB guns, pellet guns or toy guns.
21. **Unwelcome Sexual Conduct.** A student shall not make unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, toward another student, a staff member, or a visitor. This definition includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment. Prohibited behaviors include, but are not limited to, pinching, grabbing, suggestive comments, gestures or jokes, or pressure to engage in sexual activity.

- 22. Serious Bodily Injury.** A student shall not instigate or participate in an incident that results in serious bodily injury to oneself or to others. Serious bodily injury is defined as "a bodily injury that involves substantial risk of death; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty." (18 USC § 1365(3)(h))
- 23. Likely Injury -- Removal by Hearing Officer (Special Education Provision).** A student with a disability may be removed from school for up to 45 days by the hearing officer if the student is charged with a weapons or drug violation and the hearing officer believes there is a possibility that the student may injure himself/herself or others. Such a removal must take place in accordance with the provisions of the Individuals With Disabilities Education Act.
- 24.** Reserved for state code purposes.
- 25. Appearance and Dress.** Students shall not violate school rules pertaining to appearance and dress. Students shall attend school and school-related activities 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.
- 26. Tardiness and Class-Cutting.** No student shall be absent from any portion of the school day, class, or other mandatory activity without a legitimate excuse and timely notification of the school by the parent or legal guardian. Attendance procedures will be established to ensure a uniform system throughout the school district.
- 27. Vulgar, Improper or Threatening Language, Improper Gestures or Sexual Misconduct** No student shall speak or write vulgar, racially derogatory, threatening, or other improper language in any area of school buildings during school hours or at school-sponsored or related activities or events on or off school property; nor shall a student use vulgar, racially derogatory, threatening, or other improper language in any area of school buildings during school hours or at school-sponsored or related activities or events on or off school property; nor shall a student engage in sexual misconduct.
- 28. Misconduct on Bus/Driving or Parking Lot Violation.** No student shall threaten, act, participate in any act or acts, or attempt to threaten, act or participate in any act or acts which pose or attempt to pose a danger to the safe operation of a school bus, including, but not limited to, failing to remain seated, throwing objects at the passengers or the driver, extending arms or objects out of the windows, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention. Such misconduct may result in the loss of bus riding privileges and/or other disciplinary action. Students may not violate any rules or regulations of Student Driving policy (please see rules and regulations for driving). Students shall not be in the parking lot at any time other than ingress and egress (see rules & regulations of the Parking Lot).
- 29. Misconduct During Co-Curricular and Extracurricular Activities.** A student who has been accepted or qualifies for membership in a co-curricular or school-sponsored or related extracurricular activity shall not behave in any way which disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in a co-curricular or extracurricular activity, whose rules regulations, or policies are provided to participants and made a part of this code. Likewise, students attending any co-curricular or school-sponsored extracurricular or related activity shall not behave in any way which disrupts or tends to interfere with the conduct of that activity
- 30. Disruption of School** A student shall not, by use of violence, force, noise, 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 that school. A student 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. 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 any school building or property;
 - d. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school class, or activity or any lawful school meeting or assembly on or off school property;

- e. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
 - f. Except under the direct instruction of a 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;
 - g. Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or extracurricular activity;
 - h. 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; and
 - i. Participating in gang-related activities such as attire, clothing, colors, initiation, or recruitment.
 - j. No student shall sell, distribute, or attempt to distribute any item which has not been authorized for such sale of distribution by the building principal to any person on school property or at any school sponsored activity.
 - k. No student shall cause disruption by making a knowingly false claim.
- 31. Cheating, Plagiarism, and Forgery.** A student shall not plagiarize, cheat, forge, falsify, distort or misrepresent in verbal, written, or electronic form any dates, times, addresses, grades or other data in any communication directed to or from school.
- 32. Gambling or Possession of Gambling Paraphernalia.** A student shall not engage in, possess, or promote games of chance, place a bet, or risk anything of value on school grounds, on school-provided transportation, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority. Examples: cards, dice, coins, etc.
- 33. Extortion.** No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.
- 34. Trespassing/Loitering.**
- a. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with express permission of the school principal of that building or to attend or participate in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate (e.g., a performance).
 - b. A student already under suspension, expulsion or removal (emergency or disciplinary) shall not enter upon the grounds or premises of the student's regularly assigned or other school building, or attend any school-sponsored activities, without the express permission of the principal or designee. Violation may result in arrest and prosecution for trespassing as well as further school disciplinary action.
 - c. Anyone who is not a currently enrolled student or staff member must check in at the office or security desk and receive a visitor's pass upon arrival. Unauthorized visitors may be prosecuted for trespassing. Any student who brings an unauthorized visitor into the school is subject to disciplinary action.
- 35. Inappropriate Use of Electronic Devices.** A student shall not use radios, stereos, televisions, telephones, pagers, cell phones, or other equipment in a manner determined by school authorities to be disruptive to the educational process or the orderly operation of the school. Violation may result in confiscation of the equipment and/or disciplinary action. Please see electronic devices section of this handbook for additional guidelines.
- 36. Inappropriate Use of Technology.** Students shall not violate the Information Technology Acceptable Use policy adopted by the Board of Education. Specific violations include the following: A. Infringing on the rights or liberties of others. B. Illegal or criminal use of any kind. C. Utilization involving communications, materials, information, or images reasonably regarded as obscene, pornographic, threatening, abusive, harassing, discriminatory, or in violation of any other school policy. D. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information in violation of law or subject to privilege or any expectation of privacy. E. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data, or communications of another to be uploaded or downloaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner. F. Damaging or altering the operation, function, content or design of the school information technology facilities. G. Granting access to the school information technology facilities to individuals not

authorized by the school either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off. H. Commercial, profit-motivated, or partisan political use not directly related to approved school programs.

- 37. Misconduct Away from School** A student who sells or transmits any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, or any other controlled substance of abuse off school property or at a non-school-sponsored or related activity, function or event may, in accordance with the procedures set forth in Ohio Revised Code Section 3313.66, be subject to suspension or expulsion from school if the superintendent determines that the student's continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others. A student who engages in an assault upon a school employee or another student off school property, at a non-school-sponsored or related activity, function or event may, in accordance with the procedures set forth in Ohio Revised Code Section 3313.66, be subject to suspension or expulsion from school if the superintendent determines that the student's continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
- 38. Inappropriate Conduct/Horseplay** At no time shall a student exhibit any behavior deemed inappropriate in a school environment.
- 39. Repeated Acts of Misconduct** Repeated acts of misconduct that disrupt an orderly school environment.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY & CONDUCT

Students 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, speech/debate teams, dance team, clubs, and performing groups**. Performing groups include 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.

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. All students will abide by the rules of Code of Student Conduct.

I. ELIGIBILITY POLICIES

1. 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/advisor. The coaches/advisors are responsible for enforcing these policies and for taking proper action if an infraction occurs.
2. By signing the Student Code of Conduct Acceptance Form, the student acknowledges they have been made aware of all of the policies of the Code of Conduct, including the rules pertaining to Extracurricular Activities.

II. DISCIPLINE: DISCIPLINE PROCEDURE

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/advisor is then expected to make all participants aware of their individual training rules prior to the first practice. Coaches may implement rules during the season, as needed, to meet the goals and expectations of the Firelands Board of Education. The Code of Student Conduct will be followed by all participants in Interscholastic Extracurricular Eligibility.

III. REMOVAL: REMOVAL FROM ACTIVITY OR CONTEST

Removal from extracurricular activities: The following procedure shall govern the removal of a student from extracurricular activities at Firelands High 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 in Student Code of conduct 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, Athletic Director, may remove the student from the premises during a curricular or extracurricular activity.
2. A teacher/coach/advisor may remove the student from curricular or extracurricular activities under his/her supervision, and must contact the parent as soon as possible to inform them as to why their student was removed from the activity. A teacher/coach/advisor making an emergency removal must submit to the Principal in writing the reason for such removal as soon as practical.
3. The Athletic Director and Head Coach will meet with the student about their removal from an activity or team. This meeting will be used to determine what school or team rules have been violated, and to administer disciplinary proceedings, if necessary.

Following this hearing, the following will occur:

1. Written summary of this meeting including the reason for the removal and any further disciplinary action must be given to the student within 24 hours of the conclusion of the meeting.
2. There is no appeals process, as participation in an extracurricular activity is a privilege and not a right.

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

IV. ATTENDANCE

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

School Attendance:

Practice / Contest days – ***without prior administrative approval*** all students must be in attendance the day of any sporting contest/event scheduled for their squad. For attendance purposes, a school day will be considered from 7:30 am to 2:30 pm. Students that are absent 120 or more minutes from the school day OR leave early from school are not permitted to participate in after school activities and events without administrative approval.

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

V. TOBACCO

1. **Possession of or use of tobacco** tobacco-like products including but not limited to cigarettes, cigars, chewing tobacco, e-cigarettes, vape pens, and snuff (**rule 9 of Student Code of Conduct**)
 - a. Any member of an athletic squad who receives a school suspension for possession of or use of tobacco or tobacco-like products or is found to be in possession of or using tobacco or tobacco-like products off school property by a member of the staff or administration may lose his/her eligibility.
2. **Loss of Eligibility Guidelines:**
 - a. 1st Offense-----Removed from 20% of total contests and considered a First Violation of the Drug Testing Policy. If student is already at Level 1 of the Drug Testing Policy, he/she would progress to Level 2. If the student is at Level 2, he/she would progress to Level 3.
 - b. 2nd Offense-----Dismissal from the team

VI. NARCOTICS, ALCOHOL, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES

1. **Possession of or use of alcohol and/or drugs**
 - a. 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 staff or administration may lose his/her eligibility.
2. **Loss of Eligibility Guidelines:**
 - a. 1st Offense-----Denial of participation from 50% of total contests. This is reduced to 20% of total contests with participation in an administrative approved alcohol and/or drug evaluation/intervention group and subsequent treatment program if professionally recommended and considered a First Violation of the Drug Testing Policy. If student is already at Level 1 of the Drug Testing Policy, he/she would progress to Level 2. If the student is at Level 2, he/she would progress to Level 3.
 - b. 2nd Offense-----Dismissal from the team.

All drug testing policies will be covered by the Firelands Local Schools Drug Testing Policy. This policy is available on-line, and a hard-copy is posted by the entrance to FHS and is available in the main office. The

loss of eligibility guidelines are contained in the Firelands Local Schools Drug Testing Policy. Students that test positive and fail to comply with the requirements of the Firelands Local Schools Drug Testing Policy will revert to the Loss of Eligibility Guidelines in Section VI, number 2 of the Athletic Code of Conduct above.

VII. 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. The Code of Student Conduct will be followed in dealing with proper student behavior.

VIII. 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.

IX. QUITTING SPORT DURING THE SEASON

Any individual who quits a sport/activity after that sport/activity 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. As well as, 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.

X. ACADEMIC ELIGIBILITY REQUIREMENTS

All students 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 at the high school would be determined at the end of each grading period for eligibility. Students passing the equivalent of five one-credit courses (the courses may be a combination of high school and college courses) (OHSAA requirement) per 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 grading period and until the 1.50 GPA is attained. In grades 9, 10, and 11, students must have passed the equivalent of five one-credit courses and attain a 1.50 GPA in the final grading period to be eligible for the first grading period of the next school year. A student who is passing the equivalent of five one-credit classes, but attains less than a 1.50 GPA in the final grading period would be placed on academic probation for the first grading period of the next school year.
2. Students who became ineligible at the midterm of the previous grading period, because they did not meet the requirements to be removed from academic probation, will be reinstated to full athletic privilege if they are passing the equivalent of five one-credit courses, and raise their GPA to a 1.50 or above at the end of the grading period. Students who were ruled ineligible at the midterm in the previous grading period as a result of academic probation, will remain ineligible if they cannot meet the requirements of full athletic reinstatement listed above. These students will again have their grades checked at the midterm of the current grading period to determine if they should be reinstated to full athletic privilege, as stated above.
3. An incomplete (I) will be treated as a failing grade unless the incomplete was due to calamity day(s), family tragedy, or illness or accident as verified by a physician. Students have five days after grades are posted to complete their work.
4. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
5. A student cannot receive more than one F at the conclusion of a grading period, regardless of GPA, without being placed on academic probation until midterms to bring the F up to a passing grade. A student who still has two F's after midterms will be ineligible for the remainder of the grading period and until there is only one F.
6. Students taking College Credit Plus classes at either FHS, LCCC, or another institution, must provide written documentation of their grade in progress at the conclusion of the 1st and 3rd grading period. Student grades at the end of each semester will be the determining factor regarding eligibility for the 2nd and 4th grading periods. All College Credit Plus students are responsible for their eligibility requirements for courses taken off the FHS campus.
7. All 7th and 8th grade students must have received passing grades in at least five classes during the immediately preceding grading period.
8. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, the student in grade seven or eight must be currently enrolled in school the immediately preceding grading

period, and received passing grades during the grading period in a minimum of five of those subjects in which the student received grades.

XI. SCHOOL DISCIPLINE

Any student 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. SPORTS SEASON

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

XIII. OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS

1. The high school will be a member of the OHSAA.
2. All concerned in the athletic program will strictly adhere to rules and regulations of this association.
3. 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.

XIV. 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.

1. Student athletes desiring additional academic help to aid in improving any academic problems they may be experiencing should contact their head coach/advisor immediately.
2. The coach/advisor 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.

XV. INELIGIBLE PLAYER STATUS

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

XVI. 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. This policy is in accordance with rules established by the Ohio High School Athletic Association (OHSAA).

XVII. INSURANCE

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

1. 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.
2. 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.

XVIII. PARTICIPATING ON MORE THAN ONE 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. This 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 through the athletic department. Dual participation is not guaranteed, and can only be approved with prior agreement of the Head Coaches from all of the programs involved.

XIX. 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.

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

1. All Students will be transported to away events in Firelands High School buses.

2. 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.
3. All team members must ride to athletic events and home in the bus. There will be no student driving to any away athletic events. In extreme cases, the Athletic Director or Principal, with prior parental approval, may grant permission to a student to drive to an away contest in extremely rare circumstances. Only on direct parent request, and permission from the coach and Athletic Director, will a team member be able to ride home with his/her parents/guardians.
4. 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.
5. Coaches/Advisors will encourage proper behavior on the bus and inspect the bus for cleanliness and misuse before the team members are excused.
 - a. No walking around on bus.
 - b. No food on the bus.
 - c. Everyone must be quiet while crossing railroad tracks.
 - d. Bus transportation rules will be followed at all times.
6. Coaches/Advisors will instruct students prior to each event of leaving and returning to minimize parent inconvenience.
7. Stops at restaurants following an athletic event are discouraged.
8. Managers should be competent, trustworthy, and dependable. They will abide by the rules of eligibility.

XXI. OUT OF SEASON CONDITIONING/LIFTING/OPEN GYMS

All students are encouraged to participate in non-mandatory out of season conditioning, lifting, and open gyms to improve their skills and abilities. When an athlete is participating on a sports team that is currently in-season they have made a commitment to that team for the entire season. Students who are on a team that is in-season are prohibited from participating in out of season conditioning, lifting, and open gyms for other school sponsored teams. This rule can be waived upon the agreement of the in-season coach.

XXII. STUDENT'S, SPORTS FAN CONDUCT

1. *At all school athletic contests:* Firelands students are a reflection of the school and community. As such, students are expected to conduct themselves with the ethics of good sportsmanship as a top priority. Students are expected to cheer for Firelands athletes, not against the opposing team or referees.
2. Students who wish to attend a home event and are not directly participating in the event as players or designated, supervised helpers are to arrive back on campus no earlier than 15 minutes before the first athletic event of the day; otherwise, students will be considered to be loitering and subject to disciplinary action according to the Code of Conduct.
3. ***At all home contests:*** Students are required to sit/stand in the bleachers designated as the home side.
4. ***At all away contests:*** Students are required to sit/stand in the bleachers that are designated for the visiting school.

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 or verbal 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.

FIRELANDS ELEMENTARY SCHOOL SPECIFIC POLICIES

WELCOME

Welcome to Firelands Elementary School. The teachers and staff look forward to working with you this year. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow.

We hope that you will participate in our varied activities and thus find those things within our school which will help you achieve success. Remember, hard work and commitments to one's studies are ingredients of success which breed confidence and self-respect. Self-respect translates into respect and tolerance for all members of the FES community. Firelands Elementary School will be whatever you make it. Let us always have the spirit to do the things which will make FES outstanding.

HAVE A GREAT YEAR!

INTRODUCTION

The Firelands Elementary School Handbook has been written to provide you with pertinent information regarding the operating procedure of Firelands Elementary School. The policies and regulations contained in the Firelands Elementary School Handbook were approved and adopted by the Firelands Board of Education and carry legal status as determined by state statute. Compliance with all policies and regulations of the student handbook is mandatory. This information has been carefully prepared and presented so that it will be of value in helping you to be an active member of the Firelands Elementary School community. Please take time to review this guide yourself and with your parents.

The Firelands Handbook should be with you at all times where you and your parents can refer to it. Should you or your parents have any questions regarding the student handbook or any of the policies or guidelines of Firelands Elementary School, please feel free to contact the school office.

ADMINISTRATION / MAIN OFFICE

Mrs. Sun Choe, Principal

Mrs. Laura Groboske, Assistant Principal

Mrs. Valerie Schuster, School Counselor

Mrs. Shelley Hozalski, Office Secretary

Mrs. Mary Wolfram, Attendance and Office Secretary

Mrs. Kathy Dalton, Office Aide

Office Hours 8:00 am – 4:00 pm

Firelands Elementary School's Daily Schedule

Students may enter the building at 8:25 a.m. If students arrive after the 8:40 am bell, a parent/guardian must sign them in at the Main Office. Students who are getting picked up for an appointment must be signed out by parents before leaving the building. For safety and security reasons, please be prepared to show photo identification if you are picking a child up from school at any time. Dismissal begins at 3:25 p.m. each day.

Parent Drop-Off and Pick-Up Procedures

In order to make the school environment safe and orderly for our students, we will continue to utilize specific procedures for the drop-off and pick-up of students.

Drop-Off

Students should be dropped off at the front of the building (Vermilion Road) by the main entrance no later than 8:40 am each morning. Cars should pull up all the way to the start of the sidewalk at the northwest corner of the building, students should exit from the school-side of the car wherever along the sidewalk the car comes to a stop. Please be patient as the students get out of their cars. This is critical for the safety of our students at all times. Thank you for your cooperation!

Pick-Up

At 3:25 pm, children will be sent to the Parent Pick-Up location (main gym) if they are getting picked up. Parents/guardians are required to have the school-issued car tag hanging from the rear view mirror with their child(ren's) last name in large, bold letters, followed by first names in a smaller size. Anyone not having this tag will be asked to park the car and enter the front of the school to pick up their child(ren) in the main office. Parents enter the pick-up line by the high school and follow the designated path to the elementary school to pick up their child. Parents/guardians should not be on their cell phones as they approach the elementary school. More details about this pick-up procedure are available in the main office.

Responsibility for Each and Every Child

The school's responsibility for our students begins when they enter either the bus or school grounds and ends when they exit either the bus or the school grounds. It is extremely important that you notify the school in advance of a change in a student's arrival or departure time due to medical or dental appointments. Students will be called to the Main Office to meet their parents when they have an appointment. ***Students always need a written note for a change in their typical dismissal routine. If a parent/guardian calls the office, staff will also request an email to verify that the correct person is making the request or staff will call the person back to verify. The email should be sent to fesattendance@firelandsschools.org. Also, notes about a change in transportation should be received by 1:00 pm each day to ensure that all information is communicated in a timely manner. Anything received after 1:00 pm cannot be accommodated. Thanks, in advance, for your cooperation.***

Cafeteria

Lunch Money: We do not accept money during breakfast or lunch at the elementary. This helps to alleviate a hold up in the line and allows your child more time to eat. **Money should be sent to school in a sealed envelope, zip lock bag or a non-disposable holder (which will be returned) with your child's first and last name on it.** This is given to the homeroom teacher.

Classroom Treat/Snack Policy

Health and safety go hand in hand. Due to the prevalence of food allergies and other health issues affecting our students we must be proactive when it comes to food, snacks and treats consumed in school. **Any treats/snacks that are delivered to be distributed to students, must be pre-packaged.** No homemade or unwrapped snacks will be distributed to students. This will allow for staff members the opportunity to review food labels as needed. **FES policy is for treats/snacks be dropped off in the office or sent in with the child. The teacher will determine the best time for the treat/snack to be shared based on their classroom schedule.**

Lunch/Recess

Parents are welcome to visit the building and have lunch with their children, however they will need to follow visitor procedures. Parents will not be permitted to attend recess with their child.

Unless it is raining or the temperature or wind chill drops below 24 degrees, students will have outdoor recess. Please be sure to dress for the weather. Students are not permitted to return to their classrooms for forgotten materials during the lunch/recess period. Lunch and recess monitors will be present to monitor student behavior and enforce procedures that have been determined appropriate for the environment by the building administration.

Recess Rules

The following rules should be reviewed with students on the first day of school and periodically throughout the school year:

EQUIPMENT

Swings

- Swing in a straight line back and forth, not side to side
- Sit in swings.
- Do not push other in swing.
- Do not jump off swings.

Slides

- Slide down facing the front in a seated position.
- Do not climb up the slide.
- Slide down one person at a time, please.

Jungle Gym

- Do not push or shove while on the jungle gym.
- Do not use the equipment in any other fashion than was intended by the manufacturer.
- Do not hang by legs on any part of the jungle gym.

Toys and Games

- No skateboards, hard balls, bats, or toys guns are permitted.
- No tackle football is to be played.
- No hanging upside down on the playground equipment
- Dodge ball must be played away from the building. The ball should be aimed below the waist and not thrown unnecessarily hard.
- Any toys brought to school are the student's responsibility.

Miscellaneous

- Do not throw ice, snowballs, rocks, sticks, or any other hard object.
- Stay away from the classroom windows.
- Do not fight or wrestle.
- Do not play excessively rough.
- Do not eat outside.
- Students will go outside in an orderly fashion and line up quietly when instructed to do so by the recess monitors or other staff members on duty.

Positive Behavior Interventions and Supports

FES is committed to the use of Positive Behavior and Supports ("PBIS") with students. PBIS emphasizes prevention of student behavior problems through the use of positive reinforcement. All FES staff and personnel are able to reinforce positive behavior with students. This can occur in any setting of school (classroom, hallway, recess, lunch, bus, etc.). Positive student behavior is rewarded by the student earning "Falcon Bucks" which can then be spent at the Falcon Pride Store monthly.

Parent-Teacher Group (PTG)

The PTG is organized to support the students and their school in ways not provided by the Board of Education. The members secure room mothers/fathers, plan school parties, purchase various supplemental supplies, organize in-school programs and after-school activities, etc. The Parent Teacher Group has fundraising activities throughout the year to support the organization's efforts. Check the District Calendar for scheduled meetings. Parents' membership is strongly encouraged.

S.A.F.E. Program

The Firelands Enrichment Program is housed in Firelands Elementary School and is offered to students in grades K-5. This latchkey program assists the working parent by providing a supervised setting for children before and after school. It is not for preschool children and it is not a tutorial program.

S.A.F.E. is available each morning at 6:30 a.m. until school begins. In the afternoon the hours are from 3:20 p.m. to 6:00 p.m. Children may be dropped off and picked up anytime during these hours. Please note that pick-up should begin after the buses leave for safety reasons (approximately 3:40). Children may attend either or both of these sessions. The program is not in operation when school is not in session. In the event of a 1 or 2 hour delayed start, the S.A.F.E. (before school childcare) program will not be available. S.A.F.E. will be available on delayed start days in the afternoon only. Transportation to and from S.A.F.E. is the responsibility of the parent. Please contact the school secretary or the S.A.F.E. monitor for registration and cost information.