

FAIRFIELD UNION LOCAL SCHOOL DISTRICT



2018-2019

Student-Parent Handbook

The mission of the Fairfield Union Local School District is to provide a safe environment where purposeful and rigorous educational experiences develop life-long learners and confident productive citizens.

2018-2019 Rushville Middle School Student-Parent Handbook

FAIRFIELD UNION LOCAL SCHOOL DISTRICT

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WELCOME

Welcome to Rushville Middle School, home of the Falcons! Rushville Middle School's emphasis on fundamentals, insistence on the highest levels of academic achievement, and focus on the growth of each child provides students with the strongest foundation, not only in academics, but also in character and values.

We are providing this handbook to parents and their children to promote a common basis for understanding the organization and operation of Rushville Middle School. Parents are encouraged to read and discuss the topics in this handbook with their children. Knowledge of the contents should be most helpful to students, to parents, and to all who are concerned with the education of our young people.

We at Fairfield Union are proud of our schools. Parent support of Fairfield Union Local Schools is a tradition. We believe that school experiences should be rewarding for both the student and the parents. You are cordially invited to visit our school's web page at www.Fairfield-Union.k12.oh.us and/or call the school at 536-7249 for information at any time or to offer suggestions. Academic achievement and success (in a friendly, caring, and nurturing environment) is our goal for each student. Let us work together to be successful in our middle school experience!

Sincerely,

Chris Walton,
Middle School Principal

MIDDLE SCHOOL DIRECTORY

Administration and Staff:

Chris Walton, *Principal*
Liz Henwood, *Assistant Principal*
Frances Daubenmier, *Secretary*
Brian Funk, *Counselor*
Denise Hoffmann, *Secretary*
Carole Osborne, *School Nurse*
Michelle Wright, *Speech Pathologist*
James Young, *Gifted Coordinator*
Trisha Rogers, *Psychologist*
Tiffany Wade, *Special Education Supervisor*

Fifth Grade Team:

Laurette Bachmann Sue Fisher
Jodi Markwood Stephanie McCoy
Molly Oliver Denise Schoonover
Mary Beth Marcinko

Sixth Grade Team:

Lisa Caton Jennifer Dilcher
Jodi Forsythe Heather Horsley
Jennifer Miller Monica Phillips
Suzanne Stewart

Seventh Grade Team:

Scott Burke Stephanie King
Tricia Denny James Miller
Nathan Stephenson Erin Loughrige
Jon Markwood Colten Schooley

Eighth Grade Team:

Scott Ball Jack Faulkner
Tim Forgrave Debbie Gatton
Chris Hass Marilyn Leitnaker
Rachel Thomas Jonie Fisher

Encore Staff:

Julian Savage Luke Boucher
Megan Leitnaker Jason King
Cheryl Ritton Barbara Roberts McKinnon

Tutors:

Casey Bischoff Vikki James
Adam Phillippe

Building Aides:

Hillary Miller Teri Hunt
Traci Mahler Jenny Ray
Becky Pugh

Custodians and Maintenance:

Ken McCarty Rob Irwin
Tom Pugh Jim Guseman

Food Service:

Melanie Baker Jerri Brees
Peggy Elder Mary McCafferty
Jean Smith April Frost

GENERAL INFORMATION

Regular Bell Schedule

7:15	7:30	Breakfast
7:15		Call Bell to Homeroom
7:25		Tardy Bell
7:25	7:30	Homeroom
7:30	8:15	1 st Period
8:15	9:00	2 nd Period
9:00	9:45	3 rd Period
9:45	10:30	4 th Period
10:30	11:15	5 th Period Advisory 11:15-11:40
11:15	12:00	6 th Period Advisory 12:00-12:25
12:25	1:10	7 th Period
1:10	1:55	8 th Period
1:55	2:40	9 th Period

2 Hour Delay Schedule

9:15	9:30	Breakfast
9:15		Call Bell to Homeroom
9:25		Tardy Bell
9:25	9:30	Homeroom
9:30	10:00	1 st Period
10:00	10:30	2 nd Period
10:30	11:15	3 rd Period
11:15	11:45	4 th Period
11:45	12:15	5 th Period
12:15	12:45	6 th Period
12:45	1:15	7 th Period
1:15	1:45	8 th Period
1:45	2:15	9 th Period
2:15	2:45	Advisory Period

2018-2019 Middle School Calendar

First Day for Students	August 16
Labor Day	September 3
Two Hour Late Arrival	September 7
Staff Development Day	September 24
Fair Break	October 8-12
Two Hour Late Arrival	October 26
Thanksgiving Break	November 21,22, 23
Early Dismissal (2 hours)	December 21
Christmas Break	Dec 24 – Jan 2
School Resumes	January 3

Two Hour Late Arrival (Grading)	January 11
Martin Luther King Day	January 21
Presidents Day	February 18
Staff Development Day	March 15
Parent Teacher Conference	March 18
Two Hour Late Arrival (Grading)	March 22
Spring Break	April 19 & 22
Last Day for Students (2 hr early dismissal)	May 23
Graduation	May 26

Calendar Notes

- The first five (5) days will be forgiven. After the first five snow days, days will be made up in the following order: January 21, February 18, March 15, March 18, April 22, May 24.
- Should the district exhaust all make-up days, blizzard bags will be used to make up any additional days.
- Parent-Teacher Conferences will be held during evening hours as follows:
Rushville Middle School November 7, November 8
February 13, February 14
- Open House and Orientation
Fifth Grade and New students August 13 from 6:00-7:00 PM
- Open House Grades 6,7,8 August 13 6:30-7:30 PM

Academic Related Information

The Grading System

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

A+ = 99-100	A = 95 – 98	A- = 93 - 94
B+ = 91 – 92	B = 87 - 90	B- = 85 - 86
C+ = 83 - 84	C = 72 - 82	C- = 70 - 71
D+ = 68 - 69	D = 62 - 67	D- = 60 - 61

F = 59 and below.

Grade Point Average

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

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

School Progress

Parents are encouraged to view their child's grades over the internet by accessing "Progress Book." The parents of all students have received the information to access the grades. If you need additional information, please contact the office. Parents may also contact the school at any time to review student progress, and plan for the future of their son/daughter. It is suggested that parents call in advance to set up an appointment in order to guarantee the availability of the staff members with which they wish to speak.

Report Cards

Students receive a report card four times each school year. The fourth and final grade card for the year is mailed home.

Grading Periods

1. August 16 - October 26 (45 Days)
2. October 29 – January 11 (44 Days)
3. January 15 - March 22 (46 Days)
4. March 25 – May 23 (42 Days)

Interim Reports

Students receive an interim report four times each school year.

Interim Report Dates

September 21st
December 7th
February 22nd
May 3rd

Academic/Behavior Plans

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

Grade Level Retention

Grades 7-8

In grades 7 and 8, retention shall be considered if a student has earned two or more failing grades in core subjects or one failing grade in a core subject with two or more failing grades in non-core subjects.

Grades 5-6

In grades 5 and 6, retention shall be considered if a student is performing below grade level in reading and/or math.

Falcon Excellence Lunch

The Falcon Excellence Lunch is a chance to honor students who have high academic achievement and have demonstrated the Five Falcon Traits (*Be Respectful, Be Responsible, Be Safe, Be Involved, Be Successful*) throughout the quarter.

Honor Rolls

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

Honor Society

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

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

Homework

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

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

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

Incomplete Work

An incomplete grade will be issued only for illness on the part of the pupil or an extreme emergency. The incomplete grade must be approved by the teacher and the building administration. The incomplete must be removed before the conclusion of the next succeeding grading period or it automatically becomes an "F". An incomplete recorded for the last (fourth) grading period must be

cleared no later than two weeks after the close of school or it will be recorded as an F for that grading period for the purpose of determining a final grade for the course.

Attendance Policy and Procedures

STUDENT ABSENCES AND EXCUSES

Attendance

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

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

1. medical or dental appointment with doctor's excuse (usually a partial day);
2. illness in the student's family (doctor's note required);
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family (limit to three days – parent note required);
5. quarantine for contagious disease (doctor's note required);
6. religious reasons (notification must be submitted at least one day prior to the absence);
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 consecutive hours);

8. college visitation (five-approved days allowed);
9. emergency circumstances (i.e., court appearance, social services appointment, etc.) or
10. as determined by the Superintendent.

The Board realizes there are situations that may arise which necessitate an absence from school, but do not fall within the guidelines listed in Board policy (vacation, minor personal illness in which a doctor is not consulted, personal errands, etc.). To aid families in these circumstances, students will be permitted 65 hours of parent-excused absence each year. Notification must be made to the school by the parent in order for these absences to be excused. Beyond 65 hours, only Board-approved reasons as listed above and with appropriate documentation will be excused; parent notification will not be considered an excused absence.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who have an unexcused absence from school may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

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

The school will provide notice to the parent(s) or guardian of a student who is absent for 38 or more hours in one school month or 65 or more hours in a school year whether the time missed is excused or unexcused. At the time of notice, within seven days after the date of the absence triggering the notice, the District may take any appropriate action as outlined in the District truancy policy.

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

Excused Absence Documentation

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

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

Early Dismissal

Students are expected to stay at school the entire day or until the student is dismissed. Please note the portion of time a student misses for an early dismissal will count toward the total hours of absence permitted by state and Board policy. Each student leaving school property during school hours will be required to have written

1. Obtaining an Early Dismissal
 - A. A written explanation from the parent must be submitted to the office the morning of the early dismissal. A telephone number must accompany the request, so the dismissal can be verified.
 - B. Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
 - C. Telephone requests for early dismissal will not be honored due to safety concerns.

- D. Exceptions can be made, at the determination of the principal, for high school students who provide their own transportation with verification from the parent or guardian.

Tardy

Students are expected to be on time and in attendance every day. When a student arrives after the start of school, the portion of time a student misses will count toward the total hours of absence permitted by state and Board policy. Additionally, students may be subjected to school discipline.

Tardy to School

Any student who arrives at school after 7:25 a.m. (9:25 on late start days) is considered tardy to school. Please note that these offenses are cumulative.

Consequences:

Per quarter

1-4 are considered a warning

1st Offense (5th tardy) 1 hour After School Detention

2nd Offense 2 hours ASD

3rd or additional ISS/Other consequence as determined by administrator

School Health Services

Student Illness While at School

If a student becomes ill while at school, the student must obtain a hall pass to the clinic from the staff member to which they are assigned. Students must report directly to the clinic. All contact with parent/guardian must be initiated by the health aide/nurse if the student is to be excused for absence purposes.

Any student who does not report to the clinic when ill will be considered truant from class and subject to disciplinary action.

In the event a student becomes ill during a class change, they are to notify the office as soon as possible and obtain a pass to the clinic.

Dispensing of Medication Regulations ADM. REG. 5142

1. The following regulations will be observed in administering Policy 5142:
2. The school nurse is responsible for administering medication. If the school nurse is not available, the building principal or his/her designee will assist students in taking required medications. The school nurse, principal or designee will record whether the medication was taken or not.
3. Prior to dispensing medication, written permission must be obtained from the student's parent and physician. The administration of any medication without the order of a physician and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by Ohio law.
4. The Fairfield Union "Request for Dispensing of Medication" form must be completed by the parent or guardian and the physician. This form provides parent permission, medical information, and the physician's order required by Ohio law. A separate form is required for each medication or dosage. A new form is required for each school year. No medication will be administered unless this permission, information, and order is provided.
5. The student is responsible for reporting on time for medication(s). If the student is very young, the teacher will assist with directing the student to the clinic for medication.
6. Whenever possible, the parents are advised to deliver medication directly to the school nurse, or health services aide, or secretary. School personnel are not responsible for medication prior to delivery to them.
7. All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage. The written authorization for medication administration will expire at the end of the school year unless otherwise noted by the health care provider.
8. It is the responsibility of the parent/guardian to assure a continuous supply of medication for the child and to be aware of the quantity of medication supplied to the clinic and when additional medication is needed.
9. If a student brings medication to school without the properly completed Request for Dispensing of Medication form and asks school staff to administer the medication, the school will inform the parent of the district medication policy and procedures and the inability to give the medication. Any unauthorized

medication will be held by the school and returned to the parent. The parent may come to the school and dispense their child's medication.

10. The school nurse, principal or his/her designee will administer the medication in accordance with the physician's instructions. Students may not carry or administer their own medication because reactions to the medication taken may not be recognized and inappropriate treatment might be rendered. If the physician specifically indicates that a life-threatening situation could occur if the student does not have immediate access to that particular medication, the medication may be carried by the student. School personnel are not responsible for medications carried by a student.
11. When a medication has been discontinued, the parent must pick up any remaining medication within one week after discontinuation or the school nurse will dispose of it.
12. Controlled substances cannot be self-administered by students under any circumstances.
13. All prescription and non-prescription medication will be stored in the original container. All medication will be stored in a secure location in the school clinic or office unless special circumstances require an exception to this regulation. These cases will be evaluated on an individual basis. Any medication requiring refrigeration will be stored in a secure refrigerator.

Epinephrine Auto-Injector Pen (Epi-Pen)

14. The district medication policy and all regulations for implementing the policy also apply to the administration of Epinephrine through an Epi-pen.
15. If the physician specifically documents on the medication permission form that a life-threatening situation could occur if the student does not have immediate access to that particular medication and the physician signs that the student has been trained and is capable of self-administration of the medication (Epi-pen), then the medication may be carried by the student. This right applies at school or at any activity, event, or program sponsored by or in which the student's school is participating. A building principal may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The denial shall follow a consultation with the parent/guardian, principal and school nurse.
16. Written approval from the physician and parent must be on file with the school nurse. In addition, the Principal

or School Nurse must receive a backup dose of the medication from the parent.

17. The Emergency Care Plan for Students with Severe Asthma/Allergy form must be completed and followed for all students requiring the use of an Epi-pen during school hours or during school-related activities. The student's health care provider and the student's parent(s)/guardian must sign the plan. It is the responsibility of the student's parent(s)/guardian to obtain the health care provider's signature.
18. Only pre-measured doses of Epinephrine may be given at school. If a physician's orders include a repeat Epi-pen injection, the parent must supply the school with two Epi-pens. The expiration date must be clearly indicated on the Epi-pen(s).

Inhalers for Asthma

19. The district medication policy and all regulations for implementing the policy also apply to the administration of inhalers.
20. If the physician specifically documents on the medication permission form that a life-threatening situation could occur if the student does not have immediate access to that particular medication and the physician signs that the student has been trained and is capable of self-administration of the medication (inhaler), then the medication may be carried by the student. This right applies at school or at any activity, event, or program sponsored by or in which the student's school is participating. A building principal may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The denial shall follow a consultation with the parent/guardian, principal and school nurse.
21. The student must report any use of his/her inhaler to the clinic, teacher, or coach in charge at the time of use.

Non-Prescription Medication

22. The district medication policy and all regulations for implementing the policy also apply to the administration of non-prescription medication. Parent permission must be given before over-the-counter medications are dispensed. It is the responsibility of the parent to complete the parent section of the Request for Dispensing of Medication form for the administration of non-prescription drugs. Aspirin, cough drops, vitamins, herbs, antacids, Tylenol, and ibuprofen are medications.
23. All non-prescription drugs must be in the original containers. The parent must s

Operational Information

Book Bags

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

Elevators

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

Lockers

Lockers will be assigned to students at the beginning of the school year. School lockers are the property of and remain under the control of the Board of Education. Lockers are provided for students to store books, school supplies, and coats. Lockers may be opened and their contents inspected whenever the administration has reasonable suspicion that leads him/her to believe that unlawful or other potentially harmful items are contained in the locker. Students are not permitted to share lockers. Students are not permitted to change lockers without permission from the administration.

School Visits

Parents /Guardians are welcome to observe their student in the school at any time. Parents/Guardians who wish to talk to a teacher must make an appointment with that teacher or the main office. All visitors to the school must obtain a Visitor’s Pass from the main entrance and sign in with the middle school office.

Textbooks

Teachers issue textbooks and the student signs a sheet of paper with the number of the book opposite the student’s name. The teacher notes whether the book is in excellent, good, fair, or poor condition at the time of issuance. At the end of the school year, the book must be returned in a condition not more than one classification lower. If it is worse than that, a fine must be paid. If a book is lost or

stolen, the person who is assigned the book will be issued a second book and charged for the missing textbook. At the end of the school year, the person to whom they are assigned must pay for books, which are not found and turned in.

Breakfast and Lunch

A breakfast program is available each morning prior to the start of the scheduled school day.

If a student has depleted their lunch account, they will be permitted to charge their lunch until a certain dollar amount established by the Director of Food Service. After that amount is reached, the student will be required to call home for additional money.

Free or Reduced Meals

Forms to apply for free or reduced school meal prices are sent home at the beginning of the school year to every family. Completed forms are reviewed and families that qualify are notified of their school meal status.

Custody Information

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

Change of Address

If you change residence, please inform the school. If you move out of the district and want your child to keep attending Fairfield Union, you must fill out Open Enrollment Forms obtained from the District Office – 6417 Cincinnati-Zanesville Rd. NE, Lancaster, OH, 43130.

Student Drop-Off and Pick-Up

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

Students being dropped off at school in the morning should not arrive before 7:10 a.m. Students should be dropped off at the main doors and report directly to the cafeteria.

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

Public's Right to Know / Student Records

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

Fire / Tornado / School Safety Drills

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

Visitors

Parents and other community members are encouraged to visit school. Visitors should report first to the office to sign in and receive a visitor name tag. Parents may visit classrooms as long as they do not interrupt or interfere with the educational processes.

Students from other districts who wish to shadow a Rushville Middle School student must have permission from the principal and provide a written explanation from the parent/guardian regarding the request for visitation.

Video and Still Cameras

Unless a teacher, for classroom-related purposes, has directed or requested a student to bring a tape recorder or camera students should not bring them to school. If a child brings these items without permission, the student may be disciplined and the school waives all responsibility for any theft or damage of the item.

Physical Education Class

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

Restrooms

Students are expected to act appropriately in the restroom, including being quiet, putting used towels in the wastebasket, turning off the water, and not loitering in the restroom. The restrooms are not for play.

Cafeteria Guidelines

All lunch periods at Rushville Middle School are "closed" meaning that students are not permitted to leave school property without permission from the administration. Students should clean up their eating area by placing their silverware, lunch tray, and other materials in the proper place.

"Toys" and "Collectibles"

Items that can cause a disruption, such as toy water guns, toy knives, etc. are not permitted on busses or on school grounds.

Skateboards

Skateboards should not be brought to school.

School Dances

Dances are open only to Rushville Middle School students in grades 7 and 8. Once a student leaves a dance, he/she is to leave the premises immediately and is not permitted to return to the grounds or that activity. Students are not to loiter on the school grounds during or following dances.

Substitute Teachers

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

Academic Honesty Policy

Academic Dishonesty

Academic dishonesty is prohibited. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Examinations, written work, presentations or other student-generated information are evidence of a student's understanding. They are intended to reflect important learning known by the student and are, therefore, useful to the student in future learning. Behaviors that compromise the learning environment result in an inaccurate view of student learning which, in turn, limits future ability to learn what is expected. The honest evaluation of student progress demands honest work by each learner.

The Rushville Middle School staff believes strongly in the partnership between school and home. To this end, the staff models the values of truth, integrity, personal accountability and respect for the rights of others. To help students achieve their maximum academic potential, the staff promotes an environment that fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures and expectations established by the teacher.

Teachers guide students in understanding when collaborative efforts are not appropriate.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate expected standards. Whenever students have questions about this procedure they should ask their teachers.

Examples of academic dishonesty may include, but not limited to, the following:

1. Communicating with another student during an examination or quiz.
2. Copying material during an examination or quiz.
3. Allowing a student to copy from one's examination or quiz.
4. Using unauthorized notes or devices.
5. Submitting falsified information for grading purposes.
6. Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher.
7. Submitting a paper or project that is not the student's work.
8. Copying another person's assignment.
9. Allowing another student to copy one's assignment.
10. Removing tests or quizzes without the knowledge and consent of the teacher.
11. Stealing or accepting stolen copies of tests/quizzes or answer keys.
12. Altering a teacher's grade book.
13. Using computers and programmable calculators in violation of guidelines established by the teacher.
14. Misusing school computer systems that are used for student, staff or administrative purposes.
15. Any other violation intended to obtain credit for work that is not one's own.
16. Forging a required parent/guardian signature.

Plagiarism

Plagiarism is the act of taking and using as one's own work, another's published writings or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own.

Consequences

The purpose of all academic integrity procedures is to cultivate an academically honest environment. Educators are fair and consistent when dealing with academic dishonesty. The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher reports any incident of academic dishonesty to the administration.
2. The teacher assigns the student a zero grade for the assignment, quiz or test involved.
3. Students who are charged with academic dishonesty and/or plagiarism are disciplined in conformance with the District's student discipline policy.

The following general procedures are applied:

First Offense: In general, consequences for a first offense may include, but not be limited to, the following:

1. Communication with parent(s).
2. Academic probation (i.e., a period of time, up to one year, during which the student will be on warning that a repeat offense may lead to suspension).
3. Written notification of academic probation by the administration to the student and his/her parent(s).

Additional or More Serious Offenses:

Additional or more serious incidents of academic dishonesty or plagiarism shall be dealt with more severely. Consequences for any offense beyond the first or a more serious initial offense may include:

- a. Meeting with the parent(s).
- b. Extended probationary period.
- c. No public recognition of the student at any honors function

School Rules

Rushville Middle School Expectations

1. Every student has the right to learn in an atmosphere of mutual respect and cooperation. Therefore, no student will be permitted to disrupt any class and thereby infringe upon the rights of students to learn.
2. Students must obey the directions of school staff

- and may not act in a disrespectful manner.
3. Students must learn to accept the consequences of their decisions and behavior.
4. Every student has the right to feel secure, safe, and free from threat and intimidation. Therefore, intimidating behavior, harassment, fighting, and inappropriate language including profanity are prohibited.
5. Every student is expected to respect personal as well as school property. Therefore, students may not litter, disfigure, write on, or otherwise damage public or private property.
6. Every student is expected to have respect for him or herself. Therefore, students may not possess or use tobacco, possess or consume drugs or alcohol.
7. We are preparing ourselves to live in a multicultural, democratic society. Therefore, students are expected to respect cultural differences. Therefore, racial slurs and inappropriate language or gestures are prohibited.
8. Good grooming and appropriate dress are conducive to learning. Therefore, students may not wear any clothing which tends to disrupt the educational process or which may be deemed unsafe, or offensive.
9. The grounds, cafeteria, halls, lockers, restrooms, and buses are integral parts of the school. Therefore, students are expected to conduct themselves in a responsible way in each of these areas. This means that the same rules apply outside as inside, that good manners are expected in the cafeteria, that the halls are free of noise that disturbs other classes, that restrooms are used for their intended purpose, that lockers are kept orderly, and bus rules are followed to provide for the safety of all. Food is not to be taken out of the cafeteria.
10. Honesty is an imperative ingredient to group living. Therefore, students are expected to be honest in their dealings with other students and staff and will not cheat or steal.
11. The Fairfield Union Board of Education has adopted rules and regulations regarding student responsibilities. Therefore, students will observe the rules and regulation as outlined in policy.

Dress Code

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

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

normal school and class activities.

15. All young men shall be clean-shaven.
16. Advisors of extra-curricular and co-curricular activities, with the approval of the principal, shall have the right to establish dress and grooming codes specific to their activity or group.

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

Dress Code Violation Procedures

First Offense:

1. Staff and/or administration will warn the student that their dress violates the established Dress Code.
2. Student may be asked to alter their dress if it is causing a disruption to the educational process.
3. Student will be given a written warning from the office and parents will be notified by mail.

Second Offense:

1. Student will be referred to the office.
2. Student will be able to change clothes or call parents to bring a change of clothes.
3. Student will be placed in In-School Detention until which time their dress is appropriate.
4. Student will be given notice of their second offense and parents will be notified by mail.

Third and Additional Offense:

1. Student will be referred to the office.
2. Student will be placed in In-School Detention and may be subject to further discipline.
3. Student will be given a written notice of disciplinary actions.
4. Parents will be contacted via phone and/or mail.
5. A meeting with student, parents, and school administration may be requested.

Student Discipline

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

For the educator, discipline is an unpleasant, but necessary procedure in the school setting. It can and does take several forms, depending upon the seriousness of the offense. Some violations are covered by Board of Education policy with specific punishments. Most, however, are evaluated according to the circumstances, the situation, and the seriousness of the offense by the staff member, faculty member, or the principal.

Disciplinary action can take the form of demerits, detention, in-school detention, in-school suspension, out-of-school suspension, emergency removal, referral to Juvenile Court, or expulsion. Occasionally, disciplinary measures can be taken in other forms such as payment for damages, time made up, or other ways. In all cases, every attempt is made to be fair with the student and to be sure that the punishment is in line with the seriousness of the offense. The disciplinary record of a student is always considered when action is taken. Failure to attend a discipline assignment described below will result in the assignment of a more severe punishment.

Minor Misconduct Code Demerit System

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

1. Disruptive conduct.
2. Physical contact other than holding hands.
3. Failure to report to class or study hall with appropriate materials.
4. Being disrespectful.
5. Wearing inappropriate footwear on gym floor.
6. Violation of general school / classroom rules.
7. Tardiness to Class.

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

Demerits will accumulate during each semester. A student may appeal a demerit, in an appropriate manner and at an appropriate time, to the teacher that issued the demerit by writing their explanation for appeal on the back of the pink copy of the demerit form. Students may also appeal a demerit to the Principal or Assistant Principal using the same method.

Consequences of Demerit Accumulation

1. When a student accumulates **3 demerits**, a letter indicating that a student conduct problem has developed will be sent to the student's parent or legal guardian.
2. The accumulation of **5 demerits** will result in one After-School Detention being assigned. Parents will be notified of discipline assignment by mail.
3. The accumulation of **9 demerits** will result in two After-School Detentions being assigned. Parents will be notified by phone and mail.
4. Additional demerit accumulation will be dealt with by the principal on an individual basis and may include discipline under the serious misconduct code.

Serious Misconduct Code

A violation of the Serious Misconduct Code will result in an immediate referral to the principal/assistant principal. A violation of any of these rules may result in disciplinary action (see Discipline Dispositions below). Only the principal/assistant principal may suspend students, only the principal will make expulsion recommendations, and only the superintendent of schools has the authority to expel students. Due Process procedures must be obeyed in all cases.

The Serious Misconduct Code applies at all times that the school is responsible for a student, i.e.: normal school hours, while on school property before or after school hours, on the school-bus or at the bus stop, and/or while attending any and all extra-curricular and co-curricular activities either on or off school property. Athletes and members of clubs, groups, and associations may also face disciplinary action according to their organizations specific code of conduct.

1. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object

that would be dangerous to anyone while on school property, at a bus stop, or at a school-sponsored activity.

- a. **Dangerous Weapons in Schools:** In accordance with Section 3313.66 of the Ohio Revised Code, students who bring dangerous weapons or look-alike weapons to school may be expelled from school for up to one year. The following information further describes actions that are prohibited by this provision.
 - i. **Firearms:** If a student is found to have brought a firearm on school property, to be in possession of a firearm, to have a firearm while in a school vehicle, or to possess a firearm while attending a school-sponsored activity, the Superintendent may expel the student for a period of one calendar year.
 - ii. A firearm shall be defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosion or by compression; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device as defined in 18 U.S.C.A. Section 921-924, which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge, missile having an explosive or incendiary charge, mine or devices similar to any of those described above.
- b. **Knives and Other Sharp Instruments:** If a student is found to be in possession of a knife or other sharp instrument while on school property, in a school vehicle, while attending any school-sponsored activity, or while involved in any other school-related activity, the superintendent may expel the student from school for up to one year. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
- c. **Other Dangerous Weapons:** If a student is found to be in possession of other dangerous weapons at any school activity as described in 1 or 2 above, the superintendent may expel the student from school for up to one year. Other dangerous weapons are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, drugs, or other items possessed with the intent of harming others.
- d. **Interpretation:** The superintendent is afforded broad discretion in interpreting and enforcing this regulation; while the school district does not

condone weapons at school in any form, the overriding principle used to administer this provision is the intent of the student possessing the weapon, as determined by the investigation of school administrators. The following examples illustrate this “intent” issue:

- i. Was the weapon brought to school with the intent of injuring another person, i.e. a pocket knife.
- ii. Does the student carrying a pocket knife clearly have no intention of injuring another person or is the knife a “switchblade” which suggests questionable or ill intent?

In both of the above situations, even if it is determined that no ill intent was involved, a clear message shall be sent to the student that any and all weapons are prohibited.

- e. **Threats implying a weapon or intent to harm/inducing panic:** If a student is found to have made a threat or to have implied that he/she has any weapon as described in a, b, c above, whether the threat or implied threat is spoken, written, or otherwise conveyed the superintendent may expel or exclude from school for up to one full calendar year.
2. **Narcotics, Alcoholic Beverages, Intoxicating Substances, Drugs, Look-a-Likes, Synthetic Drugs, and Counterfeit Drugs and paraphernalia:** A student shall not possess, use, transmit, conceal, or show evidence of having used these harmful items while on school property or at a school activity. Any student found to be in violation of this provision will be suspended from school (out-of-school suspension) for minimum period of five (5) school days to a maximum period of ten (10) school days. Referral to and participation in a school approved substance education class will be required for all first-time violators of this rule. In addition, charges may be filed through the Fairfield County Prosecutor's Office and a period of expulsion from school may be assigned. A second violation of this rule will result in a ten (10) day suspension from school (out-of-school suspension) as well as any or all of the options listed previously. In addition, students shall not possess paraphernalia related to these items. Proper use of a medication authorized by a medical prescription from a registered physician is not considered a violation of this rule. The board of education passed a counterfeit controlled substance policy on May 9, 1983. The policy is simplified by the following definitions: A counterfeit controlled substance is defined as (a) any

drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark; (b) any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured processed, packed, or distributed it; (c) any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; (d) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packing, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit-controlled substance as a controlled substance.

3. Actions against employees: For education to occur, an orderly atmosphere is necessary. Accordingly, school officials have the power to discipline students whose conduct disrupts the educational process. The fact that such conduct occurs outside the school setting does not preclude the possibility that such conduct may adversely affect the educational atmosphere. The risk of disruption is especially acute when students commit certain actions against school employees. In such situations the authority of school employees will be undermined and therefore education disrupted.
 - a. Accordingly, a student shall not commit certain actions against employees or their property regardless of when or where such acts take place. Violation of this policy is punishable in accordance with the student code of conduct, which includes the possibility of suspension and expulsion of the student.
 - b. The actions referred to in this policy include, but are not limited to, assault, battery, vandalism, theft and harassment, obscene or

profane language direct toward a staff member, or threats.

4. Disruption of School: A student shall not by use of violence, force or coercion, threat, or any other means cause material disruption or obstruction to any part of the school or its operation including extra-curricular activities.
5. Academic Integrity: Each student at Fairfield Union is expected to do his/her own classroom related work/homework. Fairfield Union prohibits all forms of academic dishonesty, including copying homework, cheating, plagiarism, forgery, alteration or misuse of school documents and records and/or furnishing false information to the school. In addition, a student shall not knowingly furnish academic work for the purposes stated above. If a student engages in classroom related academic dishonesty, his/her grade on the work in question may be lowered/credit for such assignments may be denied.
6. Damage of School Property/Unauthorized or illegal entry of school property: A student shall not cause or attempt damage to any part of school property. Further, a student shall not enter any school property without proper authorization or attempt to remove/steal/damage any property items.
7. Damage to, or Theft of Private Property: A student shall not attempt to damage to or take or knowingly possess the property of another without authorization while on school premises during a school activity, or while at any school function, or event held on or off of school property.
8. Assault/Fighting/Physical Actions: A student shall not act or behave in such a way as may physically threaten or cause physical injury to any student, teacher, or school employee while on school property or at a school activity.
9. Tobacco/Tobacco Products/Look-a-Likes, Electronic Cigarettes and Counterfeit Tobacco Products: A student shall not use, possess, conceal, or transmit any form of tobacco product or look-a-like/counterfeit tobacco products; any use or possession shall carry a suspension of three days, first violation; five days, second violation; and ten days on the third violation.
10. False Alarms and Reports: A student shall not initiate a fire alarm, or initiate a report warning of a fire, bombing, or other catastrophe without cause, or, by giving false testimony or falsely reporting school incidents.
11. Insubordination and Disrespect: A student shall not disregard the reasonable request of school

employees or refuse to comply with reasonable directions given by a teacher or school official.

12. Verbal or Physical Actions: A student shall not use verbal/written profanity/profane gestures/obscene or inappropriate sexual behavior or obscene language at school or at a school activity. Possession of obscene publications or materials is strictly prohibited.
13. Unauthorized Fires: The willful and malicious burning of, or attempt to burn any part of any building, or any property belonging to the Fairfield Union Schools. We prohibit unauthorized fires of any kind.
14. Forgery/Altering School Records: The act of forging, signing another person's name, to any school forms or material prepared for the school including: hall passes; parental notes; parental permission slips; passes from a teacher, administrator, or secretary; or the act of altering school records or documents is prohibited.
15. Gambling: All gambling activities participated in by students are prohibited.
16. Bullying/Harassment/Intimidation/Menacing: No student shall bully, harass, threaten, menace, or verbally abuse another student or school employee for any reason including ethnic, racial and/or sexual harassment. All incidents will be handled according to Board Policy and Regulations #5155 as follows:

The Board of Education is committed to providing a learning and working environment in which students and staff can participate in school programs and activities in an atmosphere free from all forms of prohibited harassment, hazing, dating violence, or bullying. This activity on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex, or sexual orientation is prohibited.

Permission, consent or assumption of risk by an individual subjected to harassment, hazing, dating violence, or bullying does not lessen the prohibition contained in this policy.

It is the policy of the Fairfield Union Local Board of Education and School District that harassment, hazing, dating violence, or bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent

with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any harassment activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any harassment, hazing, dating violence, or bullying.

17. Prohibited harassment, hazing, dating violence, or bullying includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observed, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. The intentional act also includes violence within a dating relationship. Any of these behaviors are prohibited on school property or at a school-sponsored activity.
18. Repeated Violations of Other School Rules: A student shall not continually violate established rules of teachers, study hall monitors, school officials, or fail to comply with directives of school personnel.

Consequences of violations of the serious misconduct code

1. After-School Detention: An After-School detention notice will be given to students a minimum of one day before the administrative detention is assigned. Administrative detention will be served from 2:50-4:20 p.m. When students report to administrative detention, they are to bring with them materials for study and are to work quietly throughout the time assigned. It is the responsibility of the student to make arrangements for transportation home after administrative detention. Failing to serve an administrative detention because the student does not have a way home is not permitted. Administrative detentions are assigned through the office. Failure to serve this form of detention will result in a more serious form of disciplinary option being used by the administration.

2. In-School Detention / In-School Suspension: Occasionally, a student will commit an offense that warrants that the student be detained in the office or other designated area for the remainder of the day. Examples might be if a student is in violation of the student appearance code and the situation cannot be corrected or if the emotional state of a student after disciplinary action disallows him / her to return to the classroom immediately, then he / she may be placed on In-School Detention. As in all cases where a suspension of any type is involved, due process procedures are followed and the parent or guardian is notified in writing of the intent to suspend and the suspension itself.
 - a. *In-School Detention / Suspension Guidelines* - When a student is assigned an in-school suspension, the following will be expected of that student. If any of the below rules are violated, additional consequences may result.
 - b. Student will not be allowed to sleep or put one's head on the desk.
 - c. Student is to be seated at all times and no disruption of any kind will be tolerated.
 - d. The only food or beverage consumed during this time will be during lunch.
 - e. No visiting or talking will be allowed.
 - f. There will be a brief opportunity for the student to use the restroom and/or water fountain. However, no other requests will be honored except in an emergency situation.
 - g. If a student should be absent on an assigned in-school suspension day, that day does not count as a day served.
3. Alternative Work Assignments: This option is based on the concept that the student should render some constructive services to the school as retribution for failure to comply with school rules and procedures.
4. Out-of-School Suspension: A student may be placed on out-of-school suspension for violation of the serious misconduct code for students. The student, when placed on out-of-school suspension, is not permitted to come to school, participate, or attend extracurricular activities while on suspension.
5. Administrative / Emergency Removal: In certain circumstances, a student may be placed on Emergency or Administrative Removal for up to 24 hours. This discipline assignment may be used when a student poses a severe disruption to the educational environment or poses a danger to others or property. Due process hearings are not required for Administrative / Emergency Removals; however, if a suspension or expulsion follows the Administrative / Emergency Removal, due process proceedings must be observed.
6. Expulsion and Exclusion: To assure the safety of students in the school and the smooth operation of the educational programs, under serious circumstances the Principal may recommend that the Superintendent consider expelling a student from school. Pursuant to the Ohio Revised Code 3313.612 and 3311.66 the Superintendent may expel a student for up to 80 days, exclude a student for up to one year, or permanently exclude a student from the district (in specific cases accompanying a criminal conviction). The following acts may constitute just reasons for a recommendation for and judgement of expulsion or exclusion; however, this list is not exhaustive:
 - Attending school or school sponsored activities, or being on district property while under the influence of drugs, alcohol, or other intoxicants.
 - Selling, having for sale, supplying, purchasing, or acquiring any intoxicating substance on any district property or while at a school sponsored activity.
 - Repeated truancy or absences.
 - Repeated violations of the student handbook.
 - Striking an employee or damaging or stealing property of an employee of the Fairfield Union Local Schools.
 - Assault or any violent offense.
 - Theft of school property.
 - Destruction of school property.
 - Possession of weapons while on district property or while attending a school sponsored activity.
 - Making threats of intent to do harm or inciting panic (i.e. bomb threats, false alarms, "hit lists,"etc.)

Students expelled or excluded from the Fairfield Union Local Schools will NOT be permitted to make-up any missed work or earn any credit for FULS courses. Students will be withdrawn from FULS at the time of expulsion. Students must re-enroll at the end of their expulsion/exclusion. If the student was expelled/excluded prior to the end of the first semester, no credit will be earned in the course. If the student re-enrolls with FULS prior to the end of the year, only partial course credit can be earned dependent upon the exact date of re-enrollment. The student should work with the building administration and/or guidance department for specific academic planning.

Students Expelled From Other Districts

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

Transportation

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Pupils have duties and obligations, which contribute to their safe and orderly transportation. All pupils will be expected to follow the rules and regulations listed below when riding Fairfield Union Local Schools' buses.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from bus stops.
3. Behavior at school bus stops and on the bus must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat.
5. Pupils must remain seated except when boarding or leaving the bus and keep aisles clear.
6. All policies, rules and regulations listed in the school discipline codes apply to students while passengers on buses.

7. Pupils must not use profane language or gestures.
8. Pupils must refrain from eating, drinking and chewing gum on the bus except as required for medical reasons.
9. Pupils must not use tobacco in any form, nor lighters or strike matches on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board their assigned bus only at designated locations unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put heads or arms out of the bus windows.
15. Students must obey all rules posted in the bus by the bus driver.
16. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
17. Reasonable conversation is permitted as long as noise is kept to a minimum.
18. Students must not transport animals, weapons, dangerous instruments, glass containers, radios or recorders on the bus. (Recorders may be carried by written permission by a teacher.)
19. Students must not litter or cause damage to the bus or property of others. (Parents are liable.)
20. A student shall not disobey or refuse to comply with reasonable directions given by the bus driver.
21. Students must not threaten or in any way intimidate bus drivers, or use any other action endangering the operation of the bus.

* Those students wanting to ride a bus other than their assigned bus to friends or sitter, must have a note signed by both sets of parents/guardians and a building administrator.

AUTHORITY OF SCHOOL BUS DRIVERS

(From Ohio Pupil Transportation Laws and Regulations, 1984)

1. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.
2. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he should not excuse a pupil from the bus. He shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.

3. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation.
4. Ohio Revised Code Section 3319.41 states in part: "Such persons and non-certified school employees and school bus drivers may also within the scope of their employment use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or property."

PROCEDURE OF DISCIPLINING SCHOOL BUS MISBEHAVIOR

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

The Athletic Program

Fairfield Union Athletic Eligibility Policy

The philosophy of middle school sports at Rushville Middle School is to allow as many students as possible to participate while being competitive in our schedule. In order to try out for a team, a student must have a physical and be academically eligible. 7th Grade Spring grades determine their 8th grade fall eligibility.

Attendance

All middle students are required to be in school the entire day of a contest in order to be eligible to participate.

*Exceptions - The building principal or athletic director may grant exceptions to this rule based on review of individual cases and any extenuating circumstances.

Family vacations are disruptive to the team and individual's chances for success. Family vacations are

strongly discouraged during the season and are subject to the same potential consequences as for any other absence.

Conflicts with other school activities should be anticipated and discussed with the coaches/advisors of the activities before the season. When an athletic event and a concert are in conflict, the teacher will work with the Athletic Department to find a solution so that students are not placed in the middle. When an athletic practice and a rehearsal are in conflict, the teacher will work with the Athletic Department to find a solution so that students are not placed in the middle. When a concert or athletic contest is in conflict with a practice or rehearsal, then the concert or athletic contest will take priority over the practice or rehearsal.

Commitment to School Team

During the sports season your middle school team activities shall take precedence over all select or outside athletic programs.

Sportsmanship

Sportsmanship displayed by our team members and fans are the barometer we are judged by much more so than our team's win or loss record. We, the members of the staff and administration of Rushville Middle School, place a high premium upon good sportsmanship and want to treat our opponents with all due respect.

Unsportsmanlike behavior will not be tolerated. Rules include:

1. The team will show respect for school officials, coaches, and game officials.
2. The team will show respect to spectators.
3. The team will show respect for all facilities.
4. Cheers that are derogatory toward another school or an individual are to be avoided.
5. Booing should not exist. Cheerleaders are encouraged to suppress the booing.
6. Vulgar cheers or disruptive behavior will not be tolerated.
7. Violators will be identified and removed from the playing area.

Academic Eligibility

Academic eligibility is determined by several criteria as follows:

1. One “F” will result in the athlete being placed on academic probation.
2. Two “F’s” will result in the athlete being denied participation in athletic events and scrimmages until one of the “F’s” is improved. The athlete may continue to practice during this time period.
3. Three “F’s” or more will result in denial of participation until the grades are improved. The athlete may not play or practice during this time period.

Ohio high school athletic association (OHSAA) eligibility

The Fairfield Union Schools will comply with the academic eligibility standards set by the OHSAA.

Cumulative grade point average (GPA) eligibility

In addition to the weekly and OHSAA standards, and in compliance with Ohio law, students must maintain a minimum GPA for their respective grade levels as follows:

Students in grades 7, 8, must have a cumulative GPA of at least 1.5 and/or 1.75 the previous grading period. GPA for 7th grade athletes begins with the second grading period. A total of two waivers may be requested by students who fall below the above academic guidelines. Waivers may be used only for the minimum GPA average for their respective grade level. Students must meet the eligibility standards for the weekly and OHSAA requirements. The probationary period will correspond to the period of eligibility of the OHSAA. To be eligible for the next grading period, the student must attain the minimum GPA or previous grading period average for the respective grade level. All requests for waivers must be submitted in writing to the Athletic Director. The Athletic Director will call a meeting of the Athletic Board of Control to consider the student’s request. The athlete will then receive the decision of the Athletic Board in writing with three school days.

Extenuating Circumstances

Provisions are made for students with special needs or extenuating circumstances. This provision is intended to

meet the unique needs of students with special or adjusted educational needs. An example of a special needs student is a student that is being educated under an Individualized Education Program (I.E.P.). An example of an extenuating circumstance would be a long-term illness. In both cases, the OHSAA requirements must be met, but the local requirements may be waived.

Ongoing Progress

To be eligible, students must be currently enrolled in school and have received passing grades in the immediately preceding grading period in 5 subjects in which enrolled. For eligibility purposes, summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

Age Limitations

If you are fifteen (15) years of age prior to August 1, you are ineligible for the upcoming school year in grades seven and eight. If you are fifteen (15) years of age prior to August 1, you are eligible to participate at the high school. Consult your principal for procedure to follow.

Absence or tardiness from school

If a student is absent or tardy on the day of meetings, practices, or performances, the student is not permitted to participate in the activity that day or evening. Exceptions for a medical appointment or excused by the principal/assistant principal for other extraordinary reasons. For the health, safety, and welfare of the student and the student body an ill student should remain at home.

Denial of Participation

Denial of participation is defined as the removal of a student from participation in an extra-curricular/co-curricular activity (activities) for a specified period of time. Denial of participation will be considered final until a hearing has been requested by the student and/or parent. Such a request is to be submitted in writing to the building

principal within 72 hours of the date the denial of participation becomes effective.

Anti-Discrimination, Anti-Harassment, and Anti-Bullying Policy

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating

violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development. District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

B.Y.O.T. (Bring Your Own Technology)

Purpose

Fairfield Union Local Schools is committed to moving toward a 21st century learning environment. As a part of this commitment, the district will allow access for students to a wireless network, using their own technology. With teacher/staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. We realize that not every student owns a device; for those who do, some may choose not to bring their personally-owned technology to school. Additionally, there is absolutely no expectation that parents should provide a device for their child for this program.

Plan

Students may bring their devices to school. Users will be responsible for adhering to all district/building acceptable use policies, codes of conduct, or administrative guidelines while using the district's wireless network.

Policy

Definition of "Technology" For the purpose of this B.Y.O.T. program, "technology" means any privately owned wireless communication device or portable electronic equipment. This includes, but is not limited to: smartphones, tablets, netbooks, e-readers, and laptops.

Areas/Time of Use for Rushville Middle School

<i>Area</i>	<i>Time of Use Permitted</i>
Classrooms	Staff Discretion
Hallways/Class Change	No
Restrooms/Locker Rooms	No
Lunch/ Intramurals	No
Extra-Curricular	Yes
School Buses or other transport	Staff Discretion
Library	Staff Discretion
Study Hall	Staff Discretion

Internet Access

When using personal devices in the classroom, students will only be permitted to access the Internet through the Fairfield Union wireless network. This is the same "Filtered" Internet connection that all school computers use. Internet connections such as 3G/4G cellular or other mobile Internet provider connections are not permitted in the classroom.

Security and Damages

The responsibility to keep any personally-owned device secure and safe rests entirely with the individual owner. Fairfield Union Local Schools cannot be responsible for any device damaged or stolen while on district property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

Privileges and Rights

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should

not have the expectation of privacy on any device they bring into the Fairfield Union Local School District. If staff members suspect improper use and/or abuse of this or related policies, they have the right to confiscate related BYOT student technology at any time.

Guidelines

In addition to the Fairfield Union Local Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

1. All devices should, by default, be set to mute/silent. If the use of headphones is permitted, the volume level must be set so it cannot be heard by others.
2. Students may not use cameras, camcorders, or any device which may capture an image, picture, or video, in any restroom or locker room facility on the grounds of the Fairfield Union Local School District. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/video of an individual without his/her consent is considered in violation of privacy and is not permitted, unless authorized by the building principal.
3. Student use of any electronic device while in class is restricted to academic or instructional purposes as determined by the instructor. During these times, the use of such devices for personal, business, or entertainment purposes is prohibited.
4. The Fairfield Union Local School District cannot provide access to our internal resources or servers to any personally-owned devices.
5. The Fairfield Union Local School District cannot provide access to our copiers or printers to any personally-owned devices.
6. The Fairfield Union Local School District or its staff cannot provide any technical assistance on personally-owned devices.

Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.

7. The Fairfield Union Local School District cannot guarantee the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.