

# Fairfield Union Elementary Schools

## Student Handbook

### 2018-2019

Bremen Elementary School  
Pleasantville Elementary School

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Dear Parents:

On behalf of the staff, we take pleasure in welcoming your child to a new school year. The student handbook is published in order that parents and students may have a ready reference to information which is necessary to the understanding of the daily operation of our school. Please read the information contained herein so there may be as few misunderstandings as possible. When this handbook does not give you information you need, you should contact your child's teacher, the secretary or building administrator for help.

Our goal is excellence, and striving to reach this goal must be a cooperative effort on the part of students, teachers, administrators, parents, and community. We earnestly ask for your cooperation in this venture and assure you that the result will be well worth the effort.

#### MISSION STATEMENT

*Fairfield Union will provide a safe environment where purposeful and rigorous educational experiences develop life-long learners and confident, productive citizens.*

#### COMMUNICATION

Effective communication can dispel rumors and help to foster a positive learning environment. If you have questions, please do not hesitate to call, e-mail, or send a note in to the teacher of your son or daughter. If the situation persists, please call the office. If you cannot receive non-emergency calls at your workplace, please let the school know. Parents are encouraged to track their son or daughter's progress using the Progress Book icon on the school website.

#### ATTENDANCE POLICY

##### HB 410 –Truancy and Attendance

##### Student Absences and Excuses

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 communication from the parent or guardian.

1. Obtaining an Early Dismissal
  - A. A written explanation from the parent must be submitted to the office the morning of the early dismissal. A telephone number must accompany the request, so the dismissal can be verified.
  - B. Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
  - C. Telephone requests for early dismissal will not be honored due to safety concerns.
  - D. Exceptions can be made, at the determination of the principal, for high school students who provide their own transportation with verification from the parent or guardian.

Each building has incorporated an early dismissal policy. As a safety precaution, we are asking that you come to the school office and sign your child out when you need to take the child from school. Since the teachers do not know all of the parents, it is possible, without this policy, that someone other than a parent or designated person could come to a classroom and pick up a child. Please continue to cooperate with us and sign your child out in the office. (moved from previous location)

### 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, as explained in the student code of conduct, for excessive tardiness to school.

### **MAKE-UP WORK**

When students are absent from school, they miss classroom instruction, which is essential to the understanding of concepts and subject matter. While teachers will make every effort to “catch up” a student after an absence, it is not feasible to repeat the same instruction that was missed due to the absence. When a student is absent, he/she will have at least one make-up day for each day of absence in which to complete any work assigned by the teacher. For example, if a student is absent for two days, he/she will have two days to make up his/her work. An exception to this would be when a major assignment, quiz, test, or examination had been announced prior to the student absence, in which case the student would be expected to fulfill the obligation on the day of his/her return.

### **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., Lancaster, OH 43130. (536-7384)

### **CAFETERIA PROGRAM**

It is the aim of the cafeteria personnel to make available to all students well-planned, well-prepared, nutritionally-adequate meals. Students may purchase an optional breakfast each day. All students are expected to eat lunch unless we have a parent permission slip excusing them from eating.

If a child forgets his/her lunch or lunch money, he/she may charge with the cashier.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be conducted periodically, and the following guidelines are to be observed:

1. Response to alerts must be prompt, but orderly. Disorderly conduct will not be tolerated.
2. Students will remain quiet at all times.
3. Evacuation routes are posted in each classroom.
4. State law prohibits sounding false alarms. Violators may be prosecuted.
2. Detailed safety procedures will be posted in each room.

### **GRADING SCALE**

99 - 100 = A+	91 - 92 = B+	83 - 84 = C+	68 - 69 = D+
95 - 98 = A	87 - 90 = B	72 - 82 = C	62 - 67 = D
93 - 94 = A-	85 - 86 = B-	70 - 71 = C-	60 - 61 = D-
			0 - 59 = F

It is not developmentally appropriate to assign letter grades for all subjects at all grade levels. When it is not appropriate to assign a letter grade the following Grading Scale will be used:

### **E M P N**

E = Exceeding: Consistently exceeds year-end grade level standards. Application of learning is independent and consistently demonstrates higher level thinking skills.

M= Meeting: Meeting the year-end grade level standards with little support. Application of learning is consistent.

P = Progressing: Making expected progress toward meeting the year-end grade level standards.

N=Not progressing: Not progressing toward year-end standards at the expected rate of growth.

## **HOMEWORK POLICY**

Homework policies are determined by the individual teachers. Homework which is properly designed, carefully planned, and geared to the development of individual students has a worthwhile place in the overall educational program. In addition to traditional homework, our schools encourage parental involvement in the education of each student, i.e., instilling a strong value in the importance of learning.

Homework is assigned to help the student develop good study habits, promote responsibility, and foster self-discipline. Academically, it should reinforce material previously covered in class. Homework assignments help the parents to be aware of the child's academic progress.

### **Characteristics of Effective Homework:**

1. The type of homework assignment given should fit the instructional objective being covered.
2. Students should understand the purpose of the homework.
3. The homework assignment should cover only previously discussed information and be introduced clearly and effectively.
4. Assignments should be reviewed with feedback, evaluation, or correction time provided.
5. Homework should never be used as a punishment.

### **Elementary-Grades K-4:**

1. Types of Homework
  - a. Practice: This is the most common type of homework, designed to practice a particular skill that has been covered in class. Typical practice exercises include memorization of facts.
  - b. Preparation: This type of assignment is designed to prepare for the next lesson. The teacher should provide students with background information as preparation for the assignment. Then, typically, students would read the next chapter or study for a test with the teacher providing study outlines or guides.
  - c. Extension: These are assignments that take the student beyond the work begun in class, and ask the student to apply learned skills to new situations. This type of assignment can be the most meaningful and motivating for the student. They tend to be projects that encourage a creative and imaginative approach toward learning. Examples would include creative writing, research projects, and the free reading.
2. Suggested Length of Assignments
  - a. Grades 1 & 2: Homework assignments should last no longer than 15 minutes per evening, no more than four nights per week.  
Grades 3 & 4: Homework assignments should last no longer than 30 minutes per evening, no more than four nights per week.

## **TEXTBOOKS**

Textbooks issued are the property of Fairfield Union Schools. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use.

### **ACCELERATION / IDENTIFICATION OF STUDENTS FOR TALENTED AND GIFTED**

The Fairfield Union Board of Education believes that all children are entitled to an education commensurate with their particular needs. Therefore, the Board of Education has an adopted policy that addresses academic acceleration (both subject and grade acceleration), early entrance to kindergarten, and early high school graduation, as well as the identification of students for Talented and Gifted programs.

## **GENERAL SCHOOL RULES**

The following is a list of rules for students at the elementary buildings. Students will be expected to follow these rules. Rules of conduct must be obeyed and respected for the good of all.

1. When students arrive at school each morning, they are to report to their classroom and be in their seats by the time the tardy bell rings. Those students brought by parents should not arrive before the first bell at 8:35 a.m. Students brought to school before this time will not be supervised by school personnel.
2. Chewing gum is not permitted in school or on the school grounds.
3. Students are not allowed to leave the school grounds without permission from the office.
4. No loitering in school or on school grounds following the dismissal of school.
5. No type of water gun, knives or firearms or other items that would cause a distraction are permitted in school, on buses, or on school grounds. Collectible Cards, toys such as stuffed animals are not to be brought to school. Students should not "sell" such items at school.
6. Students are to move quietly through the hallways at all times.

7. When using the stairs, or walking in the hallways, always stay to the right.
8. Students must have permission to use the school phones. Students are only permitted to use cell phones during school hours for educational purposes when approved by the teacher as described in the district's Bring Your Own Device policy. If a child brings a cell phone to school, the school waives all responsibility for any theft of the item.
9. Children may be in their room during recess only by special permission.
10. Children must obtain permission from the teacher to leave the classroom.
11. Leaning, shouting, spitting, and throwing things from windows are forbidden.
12. Children should take things they find to the office.
13. Respect other people's property going to and from school.
14. Students are expected to act appropriately in the restroom, including being quiet, washing and drying hands, and not loitering in the restroom. The restrooms are not for play.
15. Students must have a written note from parents/physicians to be excused from gym class.
16. Students are to report to school each day with all needed supplies and prepared lessons.
17. Students should keep their voices lowered while eating lunch. Students should clean up their eating area by placing their silverware, lunch tray, and other materials in the proper place.
18. Students should use the steps, not the seats, when moving onto or off the bleachers in the gym.
19. Students should not scream, whistle, or show signs of disrespect to others while in the gym or assemblies.
20. Students are not to be in unauthorized parts of the building without permission.
21. Students are to follow playground rules.

### **STUDENT DRESS CODE**

The Fairfield Union Elementary Schools are proud of the appearance of their students. The pride of each student is reflected in the manner in which he/she dresses.

Section 3313.20 of the Ohio Revised Code states, "The Board of Education shall make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school grounds and premises."

The dress and grooming habits of each student should be appropriate for the age level of the student; should protect the health, safety, and welfare of the student as well as other students; should foster an attitude of good citizenship; and should reflect the morals of the community in which the student lives.

1. Students may wear shorts to school during appropriate weather.
2. Very short or tight shorts should not be worn. The bottom of shorts and skirts should extend past the student's fingertips when standing with the arms straight down to one's side.
3. All students shall wear appropriate footwear. "Flip Flops are highly discouraged."
4. See-through clothing, midriff-type blouses/shirts are prohibited. Undergarments should be fully covered.
5. Due to the need to display good manners, hats are not to be worn in the building.
6. Pajamas and slippers are not to be worn at school.
7. Clothing advertising alcoholic beverages, tobacco products, and containing inappropriate language and/or messages is not to be worn.
8. 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.

If a student's dress or appearance does not conform to the above guidelines, the student shall be referred to the principal. The above-mentioned list is to be used as a reference guide and is not necessarily all-inclusive. The administration will exercise its judgment on appropriate dress at all times. Students who fail to conform to the dress standards will be asked to change into appropriate attire and will not be permitted to attend class until their dress is deemed appropriate.

Exceptions may be made for Spirit Weeks and/or special occasions.

### **ELECTRONIC / TECHNOLOGY DEVICES**

In accordance with Board of Education policy, students are permitted to bring the following approved personal electronic devices to school (Laptop Computers, Tablet PC's, iPads, E-readers, Smartphones). Students are permitted to use approved personal electronic devices under the direction of a staff member. The school waives all responsibility for the theft or damage of any Electronic / Technology devices brought to school.

# DISCIPLINE

## Preface

The Board 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 suspension, out-of-school suspension, 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.

Some of the most common methods of discipline are explained below:

### **In-School Detention-Removal (Time-Out)**

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. In-School Detention is the same as removal and is defined as: The exclusion of a student from a curricular, co-curricular, or extracurricular activity for less than 24 hours. No written communication to a parent is required upon removal.

### **In-School Suspension**

A student may be placed on in-school suspension for violation of the student serious misconduct code or repeated violation of the minor misconduct code. The student, when placed on in-school suspension, is required to report to school as usual. Upon arrival at school, the student is to report to his or her teacher. After doing this, the student is to report directly to where he/she will be assigned a seat in the area designated for in-school suspension. Classroom assignments must be completed when a student is on in-school suspension. While on in-school suspension, the student is not permitted to leave the assigned area except with permission. 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.

### **In-School Suspension Guidelines**

When a student is assigned an in-school suspension, the following will be expected of that student:

1. Student will not be allowed to sleep or put one's head on the desk.
2. Student is to be seated at all times and no disruption of any kind will be tolerated.
3. The only food or beverage consumed during this time will be during lunch.
4. No visiting or talking will be allowed.
5. 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.
6. If a student should be absent on an assigned in-school suspension day, that day does not count as a day served.

If any of the above rules are violated, consequences will result in one of the following: additional days of in-school suspension to be assigned or out-of-school suspension to be assigned.

### **Before School Detention**

A student may be placed on before school detention for violation of the student serious misconduct code or repeated violation of the minor misconduct code. The student, when placed on before school detention, is required to report to school at a designated time. Upon arrival at school, the student is to report to the office where he/she will be assigned a seat in the area designated for before school detention. Classroom assignments must be completed when a student is serving before school detention, and the student is not permitted to leave the assigned area except with permission. Due process procedures are followed and the parent or guardian is notified in writing regarding the before school detention.

### **After School Detention**

A student may be placed on after school detention for violation of the student serious misconduct code or repeated violation of the minor misconduct code. The student, when placed on after school detention, is required to report to the office after school has concluded for the day. Upon arrival at the office, the student is to report directly to where he/she will be assigned a seat in the area designated for after school detention.

Classroom assignments must be completed when a student is on after school detention. While on after school detention, the student is not permitted to leave the assigned area except with permission. Due process procedures are followed and the parent or guardian is notified in writing regarding the after school detention.

### **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, attend classes or participate in or attend extracurricular activities while on suspension. Due process procedures are followed and the parent or guardian is notified in writing of the intent to suspend and suspension itself. Students who are placed on out-of-school suspension may make up work missed.

### **Expulsion**

A student may be recommended for expulsion from school for a period of up to one semester by the principal only. The superintendent may expel a student from school. A student may be recommended for expulsion for any act which endangers the health, safety, or welfare of students or school personnel, violation of the serious misconduct code, or repeated violations of such or any act which seriously inhibits the educational process. If a student is expelled from school, he/she is not permitted on the school grounds at any time; is not permitted to make up work; and loses all credit for that semester.

## **SERIOUS MISCONDUCT CODE**

A violation of any rule may result in disciplinary action meaning: responsibility assignment, in-school suspension, out-of-school suspension, juvenile court referral, charges for damages, or expulsion. Only the building principal or his designee will suspend students, and only the superintendent of schools has the right to expel students.

1. **Disruption of School:** Every student has a right to an education in an atmosphere free from violence and threats. Therefore, disciplinary action will be taken against any student who infringes upon that right by disrupting in a violent and/or threatening manner either in the school building or outside the school building during school activities.
2. **Damage to, and/or Stealing School or Private Property:** Respect for personal, private, and school property is expected, and any damages caused by a student will be the responsibility of the student and/or parents. Whenever a school activity or function is taking place, whether it occurs on or off school property, students are expected to treat all properties and belongings with respect. Taking property from another should only occur with prior authorization.
3. **Assault/Physical Actions:** A student should behave at all times and in all places in a manner that is not threatening or causing physical harm to himself/herself, other students, faculty, or workers while on school property or attending school functions.
4. **Dangerous Weapons and Instruments:** Because we believe in the safety and security of our students, they are prohibited from possessing, handling, transmitting, or concealing any object which would be considered dangerous and harmful to themselves or anyone else while on school property or at a school activity.
5. **Tobacco, Narcotics, Alcoholic Beverages, Drugs, Look-a-Likes, and Counterfeit Drugs:** Because these substances are harmful and illegal, students are not allowed to possess, use, transmit, conceal, or show evidence of having used these items while on school property or at a school activity. In addition, students shall not possess paraphernalia related to any of the above mentioned items.
6. **Smoking:** Smoking, using snuff or chewing tobacco or possession of such will result in a three-day suspension for the first violation; five days for a second violation; and ten days for a third violation.
7. **False Alarms and Reports:** Because of the seriousness of setting off fire alarms, falsely reporting fires and bomb threats, or misusing the 911 emergency number, serious action will be taken against any student in violation of these offenses. Students giving false testimony or misinformation will also be dealt with in a severe manner.
8. **Insubordination and Disrespect:** A student is expected to comply with reasonable requests made by teachers, school employees, bus drivers, and school officials.
9. **Verbal or Physical Actions:** We take pride in our schools and our district and hope that parents instill that pride, by example, in their children. For this reason, we do not expect the use of profanity, or profane gestures at school or at any school activity. Obscene materials and publications are also strictly forbidden on school premises.
10. **Unauthorized Fires:** We prohibit unauthorized fires of any kind.
11. **Forgery/Altering School Records:** Oftentimes school forms or materials are sent from the school office which requires a parent's signature. In addition to report cards, teachers often send notes or reports home to be signed. Students who alter these documents in any way or forge

- parents' or guardians' signatures will be in serious violation of this rule and will face appropriate consequences.
12. **Gambling:** These activities are not allowed by our students.
  13. **Harassment:** Verbal abuse, threats, or harassment of a student or school employee by another student will not be tolerated. Students who engage in sexual harassment on school premises (or off school premises) at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.
  14. **Bullying:** Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. When investigating, the school tries to distinguish between reported incidents as being bullying or a conflict/ argument between students.
  15. **Inappropriate Use of Technology:** Fairfield Union has established rules for Technology Use for the safety and welfare of our children. Students who violate these rules may be subject to disciplinary measures which can include the restriction of a student's ability to participate in the Bring Your Own Device policy.
  16. **Repeated Violations of Other School Rules:** Every classroom, building, and playground has rules established for the safety and welfare of our children. These rules are made clear to students the first day and weeks of school. If a student chooses to ignore the pre-established regulations, disciplinary measures of which the child will be informed, will then be followed.
  17. **Actions against Employees:** For education to occur, an orderly atmosphere is necessary. 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 remove the possibility that such conduct may adversely affect the educational atmosphere of the school. 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 rules of the school, including suspension and expulsion.

#### **DEMERIT SYSTEM - MINOR MISCONDUCT CODE - GRADE 4**

**Violations include but are not limited to: (Each will result in 1 demerit):** Tardiness to school, tardiness to class, failure to obtain an admit slip to class, possessing or consuming food in unauthorized areas, physical contact, failure to report to class with appropriate materials, wearing inappropriate footwear on gym floor, in hall without permission / pass, littering on school grounds, disruptive conduct, violation of classroom rules, violation of playground rules, being disrespectful, use of chewing gum and violation of general school rules.

**Note:** 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 teachers.

Demerits will accumulate during the entire year. Appeals may be made to the principal or to the teacher by whom it was given.

One demerit will be subtracted from the student's total if the student has 30 consecutive school days without a demerit from the date of the last demerit.

#### **Procedure for Administration**

1. When a student accumulates 5 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 6 demerits will result in one after school or before school detention.
3. The accumulation of 8 demerits will result in 2 detentions.
4. Additional violations will be dealt with by the principal on an individual basis.

#### **Student discipline (moved from where it was previously located)**

In addition to revising district requirements for truancy beginning with the 2017-18 school year, HB 410 also revised student discipline procedures. Beginning with the bill's effective date in April, districts can no longer extend an out-of-school suspension into the next school year if there are less than 10 days left in the current school year (RC 3313.66). The superintendent instead may

require the student to participate in a community service program or other alternative consequence for the number of hours equal to the remaining portion of the suspension period.

HB 410 also added RC 3313.668, which states that beginning July 1 no school district or school can suspend, expel or remove a student from school under RC 3313.66 based solely on the student's absence from school without legitimate excuse. RC 3313.534 requires districts to adopt a policy of zero tolerance for certain actions. HB 410 removed "excessive truancy," and now the zero tolerance policy must be adopted for violent, disruptive or inappropriate behavior and still must establish strategies addressing these behaviors, ranging from prevention to intervention.

HB 410 also requires that the State Board develop a model policy for violent, disruptive or inappropriate behavior, including excessive absences that stresses preventative strategies and alternatives to suspension or expulsion. The State Board must develop the policy no later than 90 days after the bill's effective date, and the policy must be provided to each school district, community school, STEM school and college preparatory boarding school to help them comply with the new requirements for truancy as outlined in RC 3321.191. ODE also must develop, within 180 days of the bill's effective date, materials to help districts in providing teacher and staff training on implementing strategies included in the model policy.

### **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.

### **Transportation**

**Fairfield Union Bus Garage     Barb Gaskins, Transportation Director     740-536-7820**

### **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 their designated place of safety 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.
22. In accordance with Board of Education policy, students are permitted to bring the following approved personal electronic devices to school (Laptop Computers, Tablet PC's, iPads, E-readers, Smartphones). Students are not permitted to use personal electronic devices on the bus without the permission of the driver. These devices should remain in the student's backpack while on the bus. The district waives all responsibility for the theft or damage of any Electronic / Technology devices brought on 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**

First offense: Warning to a three day suspension

Second offense: Three to five day suspension

Third offense: Five to ten day suspension

Fourth offense: A ten day suspension/possible exclusion from riding the bus

\*In the event of a serious infraction, the above steps may be interrupted and a suspension or recommendation for exclusion may be immediate. All disciplinary issues occurring on school transportation will be addressed similar infractions that occur in the school building. Additionally, decisions concerning disciplinary action will be made jointly by the Transportation Supervisor and building principal.