

**Fairbanks
Middle School**



**2011 – 2012
STUDENT/PARENT
HANDBOOK**

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Milford Center, OH 43045

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www.fairbanks.k12.oh.us

Signature Page

-- COMPLETE AND RETURN THIS PAGE --

Handbook Acceptance

By signing below, I acknowledge that I have read the contents of the Student/Parent Handbook and understand the established expectations of Fairbanks Middle School.

Name of Student (Printed) _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Acceptable Use Policy For Technology

(See pages 21 – 27 for Acceptable Use policy for Technology)

Student User Agreement and Parent/Guardian Permission Form

I have read, understood and agree to abide by the Acceptable Use Policy for Technology. I understand that any violation of this Policy may subject me to restriction on or termination of my access to district technology, discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action. I agree to report any misuse of the technology to the building principal or a systems administrator and to cooperate in any investigations regarding security issues and/or illegal uses of the technology.

Internet content filtering software has been installed on some of the District's computers, on a building-by-building basis. The purpose of this software is to limit the user's ability to access Internet sites that may contain harmful material. However, the installation of this software does not guarantee that any user will not be able to access Internet sites containing potentially harmful material. Each user remains primarily responsible for appropriate access to and use of the Internet.

I understand that my technology account may be monitored. I agree to exercise responsibility by using my best efforts not to visit sites inconsistent with this Policy. I further agree to indemnify and hold harmless the district and its agents from any and all claims arising from the access to or use of information obtained over networked information systems.

Name of User (Printed) _____ Grade _____

Signature _____ Date _____

As a parent or legal guardian of the minor student signing above, I grant permission for my daughter/son to access district technologies, including networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some accessible materials may be objectionable, and I accept responsibility for setting and conveying standards for my daughter/son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____ Date _____

Home Phone # _____ Work Phone # _____

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GENERAL INFORMATION

Academics

Please review the grading policy so you and your student have full understanding of the school's academic expectations and consequences of poor academic performance.

Accidents

If a student gets hurt at any time during the school day, they need to tell a teacher at once. If necessary, the office will call parents.

Arrival to School

Students are not permitted to arrive at school before 7:50 AM unless they have written permission to meet with a teacher. If it is absolutely necessary to arrive prior to 7:30 AM and the student does not have a teacher meeting, prior approval from the principal is necessary. The school is not responsible for any student who arrives prior to 7:50 AM without specific permission.

Birthdays/Celebrations

Parents may send balloons for birthdays, but they will not be delivered until 2:45 PM, right before students are dismissed. Balloons are **NOT** permitted on the buses. Food for the classes is **NOT** allowed.

Book Bags

Any bag or purse that is large enough to carry a schoolbook or notebook will be considered to be a book bag and must be stored in the student's locker. Athletic equipment needs to be secured in an athletic locker prior to the school day.

Cell Phones

Cell phones are to be kept in the student's locker and **MUST** be turned off during the school day. Students are not permitted to use their cell phone during the school day.

- First Offense – having your cell phone somewhere OTHER than in your locker – your phone will be confiscated and given to the principal. Students will get it back at the end of the day.
- Second Offense – Tuesday Detention will be assigned. Parent will be called to come in when they are able to pick up the phone.
- Third Offense – Saturday School will be assigned. Parent will be called to come in and pick up the phone. Student will be prohibited from having a cell phone on school grounds for the remainder of the school year.
- Anyone found using a camera phone inappropriately (this includes text messaging) or taking inappropriate pictures or pictures without permission of the subject at any time not only will have the phone confiscated, but may also face disciplinary action for the inappropriate actions/pictures. This could include suspension and/or expulsion, and the possibility of legal action filed by the offended party.

Changing Classes

Sufficient time is allotted in the schedule for class changes. It is strongly recommended that students do not visit their lockers between periods, except at lunch. At the beginning of the period students are to be in their rooms when the bell rings. At the end of the period, students

are to remain in their seats until dismissed by the teacher. Students are not permitted to be lined up at the door prior to dismissal.

Conferences

Conferences are held four times a year. They are held in November and again in February. However, parents wishing to meet with their student's teachers are welcome to contact the school at any time to set up an appointment for a mutually convenient date and time.

Dance Policy

Fairbanks Middle School dances are intended for the enjoyment of Fairbanks Middle School students, regardless of where the dance is held. Middle School students are not permitted to attend high school dances. Only Fairbanks Middle School students may attend the dances. Once a student enters the dance, he or she must remain. Any student leaving the dance may not re-enter and must in fact, leave the premises. All school rules including those addressing appropriate dress, drugs, alcohol, tobacco, etc. are enforced. Parents should promptly pick up their child after the dance is over or make other transportation arrangements.

Detentions

Detentions will be assigned for misbehavior by individual teachers who will schedule a time for you to serve. If a student fails to serve a detention they may be assigned a Saturday School.

Electronics

Ipods, Electronic Games, MP3 Players, etc: These items are not permitted in the classroom after the school day begins. If items are used in the classroom they will be taken from the student and turned into the office. These items are permitted in the lunch area during lunchtime. The first offense will result in the item being confiscated and being made available to the student after school. Repeat offenses will result in the item being made available for pickup only to the student's parent. A Saturday school will also be assigned. For safety reasons, the volume of these devices must be kept at a level that the person using them is able to hear a person talking to them.

Emergency Medical Forms

Please advise the school office if anything changes during the school year. It is very important that the school office have the most up to date information in order to be able to get a hold of parents. **ONLY** persons named on the Emergency Medical Form may be able to pick up a student.

Extra-Curricular/Co-Curricular Activities

Students may choose to become involved in:

- Marching Band
- National Junior Honor Society
- Student Council
- Ski Club

Students must be in class by 8:30 AM and they must be in school the remainder of their scheduled school day, in order to participate in all extracurricular and co-curricular activities for that day. Exceptions will be made only with a note from a physician or as approved by an administrator. On weather delay days, students must be in by the start of their first class.

Extra Curricular Code of Conduct – Students are required to follow the guidelines set forth by the Extra-Curricular Activities Code of Conduct. Each participant is given a Code of Conduct by his or her advisor.

Fees

Middle School fees are \$45. These are usually paid on Back to School night before school starts. If fees are not paid, students will not be able to receive school pictures and will receive a blank grade card. Please notify the office if you need a payment plan.

Field Trips

Field trips are designed to support and enhance what students are studying.

Food/Drinks in the Building

The preferred area for food and drink is the cafeteria. Teachers may give permission for food and drink in their rooms. Students are responsible for cleaning up their table/area in the cafeteria and classrooms as needed.

Fund Raising

We have one school-wide fundraiser – the magazine sale. Profits are used for buses for field trips, student incentives, rewards and other promotional activities. Other groups such as Band, PTO or a specific class raising funds may run fundraisers also. Students involved in fundraisers are to keep all products (and money) with them. If students want to sell something for an outside group they have to get permission from the principal BEFORE they sell.

Gambling

No form of gambling is permitted in school. Gambling paraphernalia is not to be brought to school. Playing cards are considered to be gambling paraphernalia. A student possessing gambling paraphernalia on school property will have those items confiscated and will be referred for disciplinary action.

Grade Cards/Interim Reports

Grade cards are released at the end of each nine weeks. Also, interim grades will be given to all students in all subjects approximately half-way through each nine weeks. We are pleased to announce that Fairbanks is going paperless with interims and grade cards. If you have not been a regular user of Progress Book and need your account information please contact Mrs. Arnold at marnold@fairbanks.k12.ak.us or call the office at 937-349-6841 ext. 1400.

To access the interim report from the **Progress Book Home Page**, click on the **STUDENT TAB**, then click on the **REPORT CARD TAB**. From the Report Card box, use the drop down arrow to choose **INTERIM** (to access the report card, you will choose **REPORT CARD**).

We will continue to mail home hard copies of interims when a student is failing a class. Parents who do not have online access to Progress Book, may request a hard copy be sent home with their student.

Grading Scale

The following percentages will be equated with corresponding letter grades for each nine-weeks grade:

Percent	Standard
A+ = 98 – 100	A+ = 4.00
A = 94 – 97	A = 4.00
A- = 92 – 93	A- = 3.67
B+ = 89 – 91	B+ = 3.33
B = 86 – 88	B = 3.00
B- = 83 – 85	B- = 2.67
C+ = 80 – 82	C+ = 2.33
C = 77 – 79	C = 2.00
C- = 74 – 76	C- = 1.67
D+ = 71 - 73	D+ = 1.33
D = 68 – 70	D = 1.00
D- = 65 – 67	D- = .67
F = Below 65	F = .00

**Please note that the A, B, C & D rotations are not given a FULL CREDIT. Each subject is a fraction of the total days in the rotation adding up to "1".

Incomplete grades may be given only under extenuating circumstances with administrator approval. Incompletes are not to be used to extend the grading period.

Guidance Services

The Guidance Counselor is very interested in helping students with academic or scheduling concerns and with personal problems that students wish to discuss in confidence. Students are strongly encouraged to contact the guidance counselor whenever they have the need.

Guidance services include:

- Course selection and scheduling assistance
- Assistance in improving study skills
- Counseling for home, school, or social concerns

Gum

The Middle School does **NOT** permit gum chewing at any time.

Hall Pass

If a student must leave the classroom, the teacher will issue an official pass to the student. Passes will be issued only when absolutely necessary. It is the student's responsibility to obtain a pass prior to leaving the classroom. The pass must be turned in to the teacher of destination. Students in the halls without an official pass will be subject to disciplinary action.

Homework

Homework encourages students to take responsibility for their own learning, provides a foundation for self-discipline, creates a means to develop good study habits, and promotes the concept of lifelong learning. The staff of Fairbanks Middle School believes that homework should be a regular component of the instructional process.

Immunizations

The school office must be informed of any additional immunizations that are given to students during the school year or during the summer.

Interview/Interrogation by Law Enforcement Officials

Law enforcement officials have every right to question students relating to illegal violations or events during the school day. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.

Library/Media Center

All students are encouraged to use the library when its resources are needed. It should not be used, however, as a place to do regular homework, as it should be reserved for those students needing to use library facilities. The library's rules are the same as in the classroom. The librarian and media center staff have the same authority as a classroom teacher.

Lockers

Students are assigned lockers. Students are permitted to be in their assigned locker ONLY. You may bring a lock in for your locker. If it is a key lock, the office needs to have a spare key to keep. If it is a combination lock, the office needs to have the combination. The school does not accept responsibility for valuables, purses, money, etc. brought to school and left in lockers. Valuables should **NEVER** be left in an unlocked locker.

Locker Searches

Lockers and other storage areas belong to the Fairbanks Board of Education and as such, are subject to random searches or inspections by the principal or law officials at any time without prior notification or permission. This is pursuant to Ohio Revised Code Section 3313.20.

Loitering

Loitering is defined as the willful presence in a school building, locker room, and restricted area of the school building or school grounds at an unauthorized time, including lunch time and after school. This also includes the excessive presence of a student in a restroom during the lunch period or class period for the purpose other than expected use of the restroom. Examples of loitering in the restroom are: more than one person in a stall at the same time, not using the facilities, talking or waiting for a friend beyond a reasonable time, sitting on the floor and sinks and any other inappropriate behavior that is not considered to be acceptable for restroom use.

Lost & Found

Students finding textbooks and other valuables should turn them into the office. There is a Lost & Found box outside the office for textbooks and lunch boxes, etc. Purses, jewelry, eye glasses and valuables should be given to the Secretary. Items unclaimed in the Lost & Found will be discarded or given to charity at the end of each nine weeks.

Media, Internet and Live Broadcast

Unless a parent or legal guardian gives specific written instructions not to, photographs, audios, statements, videotapes and original art work of students are permitted to be used for news stories pertaining to the Fairbanks Local School District to portray examples of educational experience. This includes area news media, Fairbanks Local School District website, and any

other publications, publicity materials, internet sites or other media developed by our district. First names only of students will be used on the web sites.

Medication Policy

Parents **MUST** personally deliver any prescription medication or over the counter medication to school with the proper medical form completed. Student's will not be permitted to take any prescription medication at school unless the form is filled out. We assume no responsibility for lost medication. Medication **MUST** be brought in, in the original prescription container with the students name, date, medication name and dosage on the label.

If a student needs to take over the counter medicine, the student must take it in front of the school official administering the medication. All medication should be brought to school in the original container. **NO BAGGIES WITH MEDICATION WILL BE ACCEPTED TO GIVE TO A STUDENT, AT ANY TIME.** A record is kept of medication dispensed, when it is given and who gives it.

Inhalers may be carried by students. A prescription Medication Form **MUST** be filled out by the parent and Dr. and kept on file in the office.

Moving

If a move is planned, parents should contact the office immediately. This could result in your child changing schools. **Please do not wait until after the move.**

Property Damage (School & Personal Property)

Each student is expected to assume responsibility for the care of all school property. This includes, but is not limited to: textbooks, academic supplies, lockers, desks, seats on the school bus and any other equipment entrusted to his/her care. Students who damage property accidentally are responsible for paying for the damage. Damage done deliberately will be considered a serious matter and must be repaired or replaced at the expense of the student(s) at fault. Severe cases of willful damage and destruction can result in suspension or expulsion.

PTO

Our PTO supports academics, student recognition and activities. The PTO meets in the principal's office the second Monday of each month at 6:30 PM. All parents are invited to attend.

Public Display of Affection

Public displays of affection are unacceptable and create a negative reaction among students, staff, and guests. Unacceptable public displays of affection are defined as those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff, and guests.

School Closings & Delays

When it is necessary to close school due to bad weather, building breakdown or other reasons, an instant alert will be sent by Fairbanks Schools. **Parents or students should not call school personnel to request closing information.**

Instant Alert – Fairbanks Local Schools has implemented the Instant Alert notification system for keeping students, parents, and guardians informed of cancellations, delays, and schedule changes. Parents and students should make sure the school district has current information on file. Initialization and changes can be made at <https://instantalert.honeywell.com>. Update and

changes are the parent's responsibility. Additional information is available on the school's website, www.fairbanks.k12.oh.us.

School Pictures

Individual pictures will be taken in the fall. ALL STUDENTS will have their pictures taken for school records. There is a make-up day for pictures for students absent on picture day. Spring pictures are offered as well.

Search and Seizure

The Fairbanks Local School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement agency officials are authorized by the Board of Education to use dogs trained in detecting drugs and weapons to patrol school facilities and premises. Such patrols may be random in nature. Lockers, desks, and other storage areas belong to the Fairbanks Board of Education, and as such, are subject to random searches or inspections by the principal, school authorities, or law officials at any time without prior notification or permission. The school retains absolute control and authority over all lockers. This is pursuant to Ohio Revised Code Section 3313.20.

Signs

Any signs posted in the school have to be approved first by the principal.

Substitute Teachers

The district is fortunate to have capable people to substitute teach when the regular teacher is not able to be at school. **A substitute teacher is an important part of our school on any given day and as such, is entitled to the same respect and attention as a regular staff member.**

Substitute teachers carry impressions of the different school districts they teach in from one district to another. It is always the goal of Fairbanks Middle School to have positive feedback passed on illustrating the efforts and consideration exhibited by the students and staff members. There is a critical shortage of substitute teachers in Central Ohio. Fairbanks Middle School cannot afford to lose substitute teachers because they are treated poorly while working in our school.

Classroom teachers set high expectations concerning student behavior when a substitute is present and will follow up with discipline for a student who has been written up by a substitute. **Student misconduct with substitute teachers is a serious offense and will be treated as such.**

Surveillance Cameras

Surveillance cameras are on all buses and at strategic points in the building. Cameras may be used as documentation leading to disciplinary action.

Teachers' Lounge

The teachers' lounge is maintained for teachers' privacy. Students are not permitted to enter the teachers' lounge.

Telephone

The telephone in the office may be used by students only in case of an emergency. Generally, a student will not be called from a class for a telephone call, unless the call is an emergency.

Testing

Tentative testing dates for 7th grade Terra Nova are November 8, 2011 in the AM, November 10, 2011 in the PM. The tentative date for the 8th grade Explore test will be November 9, 2011 in the AM. Tentative testing dates for OAA are as follows: April 24, 2012 – 7th & 8th Grade Reading, April 25, 2012 – 8th Grade Math, April 26, 2012 – 7th Grade Math & 8th Grade Science. **All dates are subject to change.**

Textbooks

When issued a textbook, students are to write their name on the textbook label. Lost textbooks or any damage to the textbook that necessitates repair or replacement will be the responsibility of the student to which the textbook was assigned.

Tobacco Free Campus

The Fairbanks Board of Education has passed a resolution prohibiting the use of any tobacco product including smokeless tobacco on school grounds, in school buildings, and in vehicles used by the school to transport students.

Withdrawal from the District

On the student's last day of attendance, they will take a paper around and turn in all of their books. A copy of this will be given to the student to take to the new school. Records will not be sent until all financial obligations are met and textbooks turned in.

ACADEMIC HONORS

Honor Roll

High scholarship is recognized by the school through the publication of an honor roll at the end of each term. Grade averages of 3.6 and above are placed on the Honor Roll; grade averages of 3.2 through 3.59 are placed on the Merit Honor Roll. All grades are used to determine placement on the honor roll. Honor & Merit Honor Roll's are generated from the computer.

National Junior Honor Society

The National Junior Honor Society is a select group of sixth, seventh, and eighth grade students. Selection is based on five criteria: Citizenship, Service, Leadership, Scholarship, and Character. 6th grade requirements are a minimum cumulative grade point average of 3.55. 7th grade requirements are a minimum cumulative grade point average of 3.5. 8th grade requirements are a minimum cumulative grade point average of 3.45. (out of 4.0 unweighted grade point average). This scholastic level of achievement shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can achieve this level or above such level may be admitted to candidacy for selection to membership. Upon meeting the grade level, attendance and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

ATHLETICS

Fairbanks Middle School offers and encourages students to participate in interscholastic sports. Listed below are the sports currently offered at Fairbanks:

Baseball	Softball
Basketball	Volleyball
Cheerleading	Track and Field
Football	Wrestling

Athletic Policies

ONLY 7th & 8th graders are eligible to participate in interscholastic sports. All students participating in interscholastic athletics must meet the eligibility rules of the Ohio High School Athletic Association (OHSAA). Additional requirements may be made by the school and its coaches. The OHSAA's rules and regulations are in effect at all times unless superseded by Fairbanks policies. Fairbanks athletic policies are contained in the Fairbanks Local Schools Student/Parent Athletic Handbook. This handbook will be given to each athlete by his/her coach.

Attendance at School-Sponsored Events

Students must be in class by 8:30 AM and they must be in school the remainder of their scheduled school day, in order to participate in all extracurricular activities for that day. Exceptions will be made only with a note from a physician or as approved by an administrator. On weather delay days, students must be in by the start of their first class.

Eligibility Checks

Students are required to pass a minimum of five courses of all subjects taken in the preceding grading period or they will be **INELIGIBLE** for the entire next grading period. The fourth nine weeks grades determine eligibility for the first nine weeks of the following school year for incoming 8th graders. The Middle School Athletic Director conducts a Bi-Weekly (every two weeks) eligibility check of each athlete. The Athletic Director will advise athletes, parents, and coaches of a student's ineligibility. A student who has two "F's" at the end of the bi-weekly check will be ineligible for the next two weeks.

Code of Conduct

Fairbanks Middle School athletes are required to follow the guidelines set forth by the Athletic Code of Conduct. The Code of Conduct is contained in the Fairbanks Local Schools Student/Parent Athletic Handbook. Each athlete is given a handbook by his or her coach.

Conduct at Athletic Events

Students attending athletic contests involving Fairbanks Middle School teams are expected to act respectfully toward visiting teams and their spectators. Booming is prohibited. Persons failing to conduct themselves properly may be asked to leave the event and may not be permitted to attend other events. In addition to possible removal, pupils in violation of league rules may be subject to disciplinary action upon their return to school following the event in question.

Participation Fee

The Fairbanks Board of Education established a participation fee to help offset athletic expenses. In order for athletes to compete in the first contest of any sport, all athletic fees and obligations (including submitting uniforms from a sport played earlier) must be met.

ATTENDANCE

Philosophy

Fairbanks Middle School is committed to provide a high quality education for its students. In order to fulfill this goal, students must be consistent in their attendance to school. Attendance and promptness to class are the responsibility of each student and his/her parent or guardian. Class attendance allows the student an opportunity to succeed academically as well as to develop the necessary habits and skills needed in life. Our policy is based upon State Attendance Standards, clear enforceable guidelines, and positive motivation for good attendance. Section 3321.040 of the Ohio Revised Code states that every parent, guardian, or other person having charge of any child of compulsory school age **MUST** send such child to a school prescribed by the State Board of Education for the full time the school is in session and said adult can be held liable in a court of law for the child's failure to attend.

Absences

The following reasons for excused absences are established by state law (Rule 3301-69-02), and by regulations of the Ohio Department of Education and are adhered to by Fairbanks Middle School.

Excused Absences:

- Personal illness of the student (a written physician's statement verifying the illness may be required)
- Illness in the family (a written statement from a physician and an explanation as to why the child's absence was necessary may be required)
- Quarantine of the home by local health officials
- Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
- Medical or Dental Appointment (written statement from a physician or dentist and an explanation as to why the child's absence was necessary may be required)
- Observance of a religious holiday consistent with the student's established creed or belief
- Emergency or other set of circumstances (Circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school)
- If the absence is not one of these reasons, students will be marked unexcused for the day

Unexcused Absences/Tardies:

- Oversleeping
- Car trouble
- Missed bus

- Shopping, haircuts, etc.
- Babysitting
- Truancy
- Out of town/Vacation
- Other absences not listed as excused

Absence Reporting (Calls/Notes)

Each day a student is absent from school, **a parent/guardian must call the middle school at (937)349-6841** to report the absence by 9:00 AM. **The school answering machine is on 24/7.** If the school is not contacted by the parent/guardian, the school will make a reasonable attempt to contact the parent at home. Students are to bring a written excuse to the office upon their return to school stating the specific reason for the absence. **Emails are not acceptable.** Written excuses must be submitted no later than the end of the second day following the absence.

Arrival/Dismissal

School starts promptly at 8:00 AM. The tardy bell rings at 8:05 AM. School is dismissed at 3:00 PM. Unless students have been given permission to remain after school (to get help from a teacher, participate in sports or practice, club meetings, etc.) all students should exit the middle school and leave school property via the school bus or other means of transportation. The school is not responsible for, and will not supervise, any student remaining at school without specific permission, at the end of the school day.

Assignments for Absent Students

When a student is absent, the student or parent should access Progress Book for assignments. Students are permitted one day per day of absence in which to make up their work. If a student has been out for 3 consecutive days, assignments can be gathered for that student, when the parent calls to report the child absent. Assignments will not be able to be gathered if the parent does not request the homework by 9:00 AM. The assignments will be available after 2:30 PM.

Attendance at School-Sponsored Events

Attendance at any school sponsored activity is directly related to attendance at school that day. If a student is absent from school, the student is not allowed to attend the school event. A student who is absent from school but attends an after school event (without the approval of the principal) will not receive credit for the day's work. If there is an extenuating circumstance, this needs to be cleared with the principal in advance.

Class Cut

Any time a student is out of a class without permission of the teacher or principal, it will be considered a class cut. A disciplinary consequence will result from a class cut.

Early Dismissal/Doctor Appointments

It is strongly encouraged that doctor appointments be made before or after school hours. In the event that this is not possible, the student should bring a dated excuse provided by the doctor's office upon return to school. Students are to check in the office upon returning to school. **ONLY** the persons designated on a student's Emergency Medical Form are allowed to sign out students.

Planned Absence/Vacation

- The Fairbanks Local Board does not believe that students should be excused from school for non-emergency trips out of the District. Board policy states: *Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher.*
- Teachers shall have the option of giving assignments prior to the student's absence and to require that all work be turned in upon completion OR waiting until the return of the student and allowing a reasonable amount of time for completion of make-up work.
- Upon written request from a parent/guardian, a vacation form will be given to the student (for 3 days or more) for teacher and parent/guardian signatures. The secretary will take care of getting the principal's signature.
- Emergency situations will be dealt with on an individual basis.

Sickness While in Attendance

If a student becomes ill at school, he or she must report to the office with a note from the teacher. The office will then take the child's temperature. The office will contact the parent to see if the parent wants the child to come home or stay at school. Students are not to call home themselves. A note must be sent with the student upon return to school no later than the second day following the absence.

Tardies

Any student who arrives at school after the 8:05 AM tardy bell, will be counted tardy. Students are to sign in at the office upon arrival to receive a slip to class. Upon the receipt of the fifth unexcused tardy to school a student will receive a Saturday school. Continued habitual tardiness may result in further consequences and referral to the proper authorities. Tardies to class can result in an after school detention.

Truancy

Truancy includes leaving school without permission, being absent from school without a parent's knowledge, being absent from class without the school's permission, obtaining a pass to go to a specified place and failing to report there, coming to school but not attending classes, refusal to come to school or any other circumstances that would meet the definition of truancy under Ohio Law. With the passage of **Senate Bill 181** (effective 9/4/00) truancy and related matters have been substantially redefined. Unruly now includes "Any child who is a habitual truant from school and who previously has not been adjudicated an unruly child for being a habitual truant". A parent can be held liable in a court of law for a child's failure to attend. "Habitual Truant" means any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 5 or more consecutive school days; 7 or more school days in one school month, or 12 or more school days in a school year. "Chronic Truant" means any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 7 or more consecutive school days, 10 or more school days in one school month or 15 or more days in a year.

BUS CONDUCT & REGULATIONS

The purpose of school transportation is to deliver students to and from school and to authorized curricular and extracurricular events. Conduct expected in school is also required on the bus and at the loading and exit points. Parents are responsible for the behavior of their students prior to boarding the school bus. **Bus transportation is a privilege.** If a student exhibits unacceptable behavior on the school bus, loss of bus privileges can occur.

- The bus driver's word is **FINAL**; he or she is in full command of the bus at all times.
- Students must ride on their assigned bus. **Permission to ride another bus or get off at a different bus stop will only be granted with a parent note or approval by the principal.**
- Eating and drinking are not permitted on the school bus.
- Noise on the bus should be kept to a minimum; silence is required at railroad crossings.
- Students shall not extend their hands, arms, or heads through bus windows.
- Throwing anything in the bus or out of the window is prohibited.
- Students must demonstrate appropriate school behavior.
- Students must remain seated while the bus is in motion.
- Students may be suspended from riding the bus, assigned a Saturday school, or suspended and/or expelled from school if bus rules and/or school rules are violated.
- Bus drivers may assign seats or institute other rules of conduct for students as situations dictate.
- Any time a student is asked to identify himself/herself by a bus driver or other school personnel and refuses to do so or gives a fictitious name, the student may face immediate forfeiture of bus privileges.

CAFETERIA

Cafeteria Expectations

- Students will enter the cafeteria in an orderly manner and exhibit proper behavior while in the cafeteria.
- After eating, students are to dispose of waste materials and paper in the waste cans and clean up the area where they were seated for the next student to each lunch.
- Restrooms are to be used prior to coming to the cafeteria. Students are not to be in the hallways or restrooms without permission during lunch.
- Eating is permitted only in the cafeteria.
- Students use their 4 digit student ID number for all transactions.

Lunchtime Regulations

- Lunchtime is not open for visitors.
- Deliveries of carryout or fast food are not permitted.
- Students may not leave the school grounds during lunch.

Free and Reduced- Price Lunch Program

Students may be eligible for a free or reduced-price lunch at school, based on family income. Applications are available from the school office. The Food Services Director will notify parents of their eligibility to participate in the program. Students who qualify for free or reduced price lunches may request a fee reduction or waiver. Please see the office for details.

Prepaid Lunches

You may prepay lunches for a **FULL LUNCH ONLY**. Checks may also be sent in with your child payable to Fairbanks Local Schools. Change **will not** be given back from checks. Checks are to be given to the cashier when going through the lunch line. Payment can also be made online by credit card or check. There is a small fee for each of these (online payments) and they do not appear as a credit on your child's account immediately. These payments can take up to 7 days. You can access the MyNutriKids.com through the Fairbanks website.

Supervision

Students are supervised by staff during the lunch periods.

DISCIPLINE POLICY

A goal for Fairbanks Middle School is to develop and embrace respectful behavior while protecting and nurturing the physical, social, mental, and emotional growth of our students. Discipline policies and procedures recognize the inherent dignity and rights of each individual. When a student deviates from the standard expected behavior, disciplinary action may be taken. Consequences are designed to help change behavior and guide the student in making more appropriate decisions in the future.

As required by the Ohio Revised Code 3313.661, a **STUDENT CODE OF CONDUCT** has been adopted which outlines those behaviors considered unacceptable in the middle school and for which a student may face disciplinary action. The **CODE** applies to all school premises, to all phases of school operations, including, but not limited to, curricular and extracurricular activities (and on authorized transportation), at any school sponsored activity, and to any other circumstances such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities. Students may be disciplined for actions in violation of the code of conduct including actions that occur off school property but have a nexus to activities that have occurred on school property, or actions, regardless of where they occur, that are directed at a Fairbanks school official or employee, or the property of such official or employee.

The **CODE** shall apply to conduct also not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic, or educational process taking place in the school or which poses a threat to the safety of persons or property.

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with the Fairbanks Board of Education Policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. **More severe consequences may be issued if the student is a multiple offender of school rules.**

Emergency removal, suspension, involvement of sheriff and/or juvenile court authorities and/or expulsion may result if a student exhibits severe behavior.

DISCIPLINARY CONSEQUENCES

- Reprimand
- Parent contact/parent conference
- Restriction of privileges
- Detention from teacher
- Detention from administration (lunch detentions)
- Saturday school
- Emergency removal
- Out-of-school suspension for up to 10 school days per incident
- ALC – Alternative Learning Center (Alternative to out of school suspension)
- Expulsion for up to 80 school days or one calendar year as authorized by law
- Removal of student from activity, class, or school
- Restitution
- Community service
- Notification of police or sheriff
- Referral of student and/or parent to court
- Parent shadowing
- Assignment of comparable, acceptable, and fair consequences
- Alternative work activity
- Removal from activity or use of technology

Expulsion

During an expulsion, a student may not take part in any school related activities. Example: An expelled student cannot attend athletic events, or dances.

Suspension

During an out-of-school suspension a student will receive a “0” for all daily work missed due to the suspension. A student may take any major test or turn in a project immediately upon return to school and receive credit for it.

If a student is suspended from school, any school related activities are denied during that time. Example: A suspended student cannot attend athletic events, or dances.

STUDENT CODE OF CONDUCT

Disciplinary violations

Rule 1. Assault and Fighting. No one will knowingly act or behave in such a way, which would threaten physical harm to anyone.

Rule 2. Cheating, Forgery and Falsification. A student shall not engage in academic misconduct including cheating or plagiarism or falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person or any other misrepresentation.

Rule 3. Computer Hardware and/or Software Abuse. A student shall not violate the Acceptable Use Policy for Technology through improper use of computer hardware and software, voice mail, email, the Internet, and any other information resources or technology provided by the Fairbanks Local School District as more fully defined in the Acceptable Use Policy given to each student and available to each student upon request.

Rule 4. Damage to School and/or Private Property. A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, or materials. No student will cause or attempt to cause damage to private property on school premises or at any school activity off school grounds.

Rule 5. Dangerous Weapons and Instruments. A student shall not possess, handle, transmit, or conceal any object, which a reasonable person, under the circumstances, might consider capable of harming a person or property. Dangerous weapons include, but are not limited to, firearms, knives, razor blades, explosive devices, metal knuckles, martial arts devices, laser pens, other dangerous instruments, or look-alike items which are mistakenly identified as dangerous instruments.

Rule 6. Disrespect Toward School Personnel and/or Property. A student shall not demonstrate disrespect toward any staff member. Disrespect may occur through action, attitude, or word.

Rule 7. Disruption of School. A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violation of rules cause disruption or obstruction to the educational process including that of all curricular and extracurricular activities.

Rule 8. Failure to Serve Detention or Saturday School. Failure to report, to report on time, or to serve the full duration of a detention will result in a Saturday School. Failure to report, to report on time, or to serve the full duration of a Saturday School (or 3-hour detention assigned for another day of the week) will result in suspension unless a doctor's excuse for illness is produced or other extenuating circumstances occur that are approved by the principal or Dean of Students. A call or written note from home for illness, car failure, work, etc. will not be accepted for failure to attend a Saturday School. A student who is assigned a Saturday School shall be required to attend and if they choose to miss the Saturday School, they are not permitted to participate in any school activities during the hours of the Saturday School. This includes transportation, warm-ups, etc.

Rule 9. Felony, Misdemeanor and Violation of Ordinances. A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

Rule 10. Harassment and Intimidation, Discriminating and/or Racist Acts. A student shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes, but is not limited to: slurs; profanity; written information; denigrating remarks or actions, obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal, nonverbal, or physical conduct including but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex that are harassment (As defined by Board of Education Policy) "Prohibition of harassment or discrimination" or that have the purpose or effect of (i) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (ii) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (iii) causing or intending to cause material disruption of the educational process; (iv) unreasonably interfering with a student's curricular, co-curricular, or extra-curricular performance; or (v) otherwise adversely and unreasonably impacting upon a student's educational opportunities.

Rule 11. Hazing and Bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes either mental 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. Permission, consent, or assumption of risk by an individual subjected to hazing or bullying does not lessen the prohibition contained in this policy. 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 student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Rule 12. Insubordination. A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of said school personnel.

Rule 13. Loitering. Students are not to loiter in restrooms, hallways, or on school grounds immediately before, during, or after the school day or during school activities. Loitering includes being in the hall without a pass or being in an unauthorized area of the building.

Rule 14. Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, or mood altering chemicals of any kind. A student shall not possess, use, transmit, conceal, buy, sell, supply, or exhibit symptoms of evidence of use of any of the aforementioned list immediately before or after school hours or at any other time when the school is being used by a school group, or off the school grounds at any school activity, function or event. (This regulation does not apply to a student taking prescribed medication in accordance with district policy.)

Rule 15. Other Conduct. Because this code of conduct cannot list every conceivable action which may be properly subject to discipline, students may be disciplined for conduct not specifically set forth in this code and which substantially and materially disrupts or interferes

with the good order, discipline, operation, or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

Rule 16. Possession and Use of Tobacco. A student shall not possess, transmit, use, or exhibit symptoms or evidence of use of any tobacco product while on or in the visible sight of school property.

Rule 17. Profanity or Abusive Language. A student shall not use profane, vulgar, abusive, obscene, or other words which under the circumstances, are offensive to ordinary people in the school community or which disrupt normal school activities.

Rule 18. Public Display of Affection. Student shall not commit those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff, and guests.

Rule 19. Repeated Violations of School Rules. More severe consequences may be issued if a student is a multiple offender of school rules.

Rule 20. Theft or Possessing Stolen Property. Students shall respect the personal ownership rights of others, Principals may exercise their prerogative of reporting thefts, attempted thefts, or possession of stolen property (without making an attempt to return same) to the local police.

Rule 21. Threatening or Degrading Act. Students shall not engage in any act which threatens or degrades another person by written, verbal, or gesture means. Threatening behavior consists of any words or deeds that intimidate, bully, or cause fear concerning a person's physical well being. A degrading act is an act which a reasonable person would believe does or is intended to degrade or disgrace the person toward whom the act or conduct is directed.

Rule 22. Truancy. Truancy includes leaving school without permission, being absent from school without a parent's knowledge, being absent from class without the school's permission, obtaining a pass to go to a specified place and failing to report there, coming to school but not attending classes, refusal to come to school, or any other circumstances that would meet the definition of truancy under Ohio Law.

DRESS CODE

At school, students are representatives of themselves, their families, and their community. As such, they should strive to dress accordingly, and look clean and neat. Parents must share in this responsibility. The administration reserves the right to review, assess, and revise these guidelines at any time. The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, as well as the administration. In questionable situations the administration will decide what is acceptable and unacceptable dress and appearance. **If students have questions regarding appropriate dress and/or appearance the student should check with the dean of students or principal before wearing the clothing or displaying the appearance.**

- Students must wear shoes or sandals and be fully clothed.
- Shoes shall be worn for health and safety reasons. Footwear that protects the foot is recommended.
- Clothing is to be neat and clean.

- All shirts must have sleeves.
- Shirts should be able to be tucked in while in a relaxed position. Shirts that expose the stomach, back and/or sides are not acceptable.
- Shorts/skirts/dresses must be worn at or below the student's fingertip length when arms are extended at the sides.
- Coats, jackets and other articles of clothing classified as outerwear should be kept in the student's locker until the end of the day.
- Pants are to be worn at the hips or above.
- There shall be nothing done to the face to cause any distractions to students and staff. Colored hair spray and/or face paint is only allowed on days designated by the principal.
- Hair should be clean and well groomed at all times. Extreme styles which may cause health or safety hazards will not be allowed.
- No apparel with profane or offensive pictures or slogans
- No inappropriate short clothing
- No bare midriff outfits, spaghetti straps, halter tops, low cut tops, tank tops
- No ripped clothing or see-through clothing
- No holes or tears are permitted on clothing above the knee
- No clothing depicting or promoting items, products, or services that violate school policies, i.e., drugs, alcohol, tobacco products, etc.
- No sunglasses (unless prescribed by a physician or as part of a spirit day designated by the principal)
- No chains or studded accessories
- No oversized clothing which is excessive or compromises the safety of students
- No spiked neck collars or wristbands, or dog collars
- No hats, caps, bandanas, or headwear are permitted to be worn in the building

HEALTH AND SAFETY

Accidents/Emergency Treatment

Members of the staff take every precaution to insure the safety of students throughout the school year. However, accidents do occur occasionally. When a student has been injured in the building, the student is sent to the office. In the event of minor scrapes or bruises, appropriate first aid will be administered. If the situation is more serious, every reasonable attempt will be made to notify the parents immediately.

Accident Insurance

Accident Insurance application forms are in the office and student athletes should have them completed prior to participating in any sport. Student athletes not choosing to use the school insurance provided need to turn in a statement that they are covered by other insurance. Non-athletes are also encouraged to be covered by accident insurance.

Child Abuse

The Ohio Revised Code Section 2151.421 requires any professional school employee to report incidents of suspected abuse immediately. Staff is trained in detecting signs of child abuse, be it physical, sexual or emotional abuse and/or neglect. The reporting person is protected by law from liability and is liable for prosecution if the suspected abuse or neglect is NOT reported.

Emergency Medical Authorization

It is vital that an Emergency Medical Authorization form be on file for every student. These are to be turned in prior to the beginning of the school year. Information should include any allergies of the child. The school must be able to contact parents if there is an emergency

involving their child. Please notify the office if you make a change in your address, telephone, job or the designated person(s) to call in the event you cannot be reached.

Fire/Tornado Drill Procedures

Instructions for leaving the building are posted in every classroom. Teachers will instruct students to leave the building through the nearest exit during fire drills. Students are to exit in a quick, quiet, and orderly manner.

The signal for a fire drill is a loud ring with short pauses in between. Students are to stay with their teacher at all times. Teachers will take attendance and account for all their students.

The signal for a tornado drill is a loud, shrill sound completely different from the bells for class changes or fire drills. Students are to follow directions issued by their teacher and move quickly and orderly into the halls to sit on the floor. Students are to stay with their teacher and class during a drill (or an actual emergency), and remain in the seated position facing the wall until the "ALL CLEAR" is given.

Immunizations

Students who do not have evidence of proper immunization will be excluded from school after the student's first fourteen days in attendance per Ohio Revised Code 3313.67 – 3313.671.

Medication

If a doctor decides that it is necessary for the student to take oral medication, the parent should try to arrange the times so that the medication may be given at times other than during school hours. If this is not possible, it will be done in accordance with the following procedure:

- The prescription must be received in the office **by a parent** in the container in which it was dispensed by the physician or licensed pharmacist.
- Written permission (**Request for Administration of Prescription Medication by School Personnel As Required by Section 3313.713 ORC**) must be received from the parent or guardian of the student, requesting that the school comply with the physician's order.

When a student comes to the office for medication, the medication will be given and person's name that administered the medication and the time the medication was given will be kept in DASL.

STUDENTS MAY NOT CARRY OR ADMINISTER THEIR OWN MEDICATIONS, OR ANY FORM OF MEDICATION per Ohio Revised Code 3313.673 with the following exceptions:

The only medications a student is allowed to carry, by law, is an inhaler for respiratory difficulties and an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). While the child is able to carry and administer such by himself, a "**Request for Administration of Prescription Medication by School Personnel**" is still required to be kept in the office on file. The right to carry and use these medications extends to any activity, event or program sponsored by the school or activity, event or program in which the school participates.

Students wishing to take non-prescription drugs at school for occasional problems must have a **parent** bring in the medication in its original container to the office with a parent letter indicating what the non-prescription medication is to be used for and the dosage to be taken. Appropriate documentation will also be kept in DASL for the administration of such medication. All medication **MUST** be brought in by a parent.

Security Plan

In 1999 the State of Ohio mandated that all schools have a building security plan.

Locked Doors – As part of the Middle School’s security plan, all outside doors of the middle school, except the back doors, will be locked from the outside during the school day following the 8:05 AM tardy bell. All doors are accessible from the inside of the building.

Safe School Helpline – As part of the Middle School’s security plan, the Safe School Helpline was instituted in 1999. Anyone in the community can anonymously report an unsafe condition that affects the school by dialing 1-800-4-1-VOICE (418-6423) ext. 359 to leave information. The report cannot be traced. Acts such as violence, theft, drug or alcohol use, weapons, and/or sexual harassment can be anonymously reported to school officials using a touch-tone phone.

Security Drills (Lockdown Drills) – Lockdown drills will be conducted 3 times during the school year under the direction of the Union County Sheriff’s Department. When the announcements is made for a lockdown, students, teachers, visitors, and all other people in the building are to report to the nearest classroom, shut and lock the door if possible, and remain quiet and hidden from view until a law officer enters the room and releases them from the drill.

Security Badges – Badges are required of all staff, personnel and visitors in the building. Visitors are to go to the main office to sign in and receive a visitor’s badge.

TECHNOLOGY

Computer Technology

The Board of Education has encouraged and supported the incorporation of technology into the classroom and school setting as a means by which to better educate our students and provide them a foothold into the future workplace they will enter.

A computer lab with Internet access is used by all students with teacher supervision. **Parents and students are asked to sign the computer usage statement located at the front of the handbook articulating understanding of a responsibilities and consequences in regard to the technology facilities.** Any student without record of a statement on file will be denied access to personal use of computer technology.

This document constitutes the School District’s Acceptable Use Policy for Technology (“Policy”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”). Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), associated peripheral devices and/or software.

1. Definitions. For purposes of this Policy,

- the term “Network” shall mean the District’s group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties (including, but not limited sites and services like Google Apps for Education, Moodle, Progress Book, etc.) providing connectivity and other services, and any and all

identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

- the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. **Purpose and Use**: The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Technology Department to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access**: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.
4. **Personal Responsibility**: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network**: Users must report any misuse of the Network to the Technology Department. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property.
6. **Violating Policy with Personal Equipment**: The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of time, to be determined by a school administrator.

7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.

8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

The Fairbanks Local School District and/or its staff may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational and marketing purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the Fairbanks Local School District. The Fairbanks Local School District is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user's identity, profile and personal information.

10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to, borrowed by, or leased by the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the Technology Department. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.

11. Unacceptable Uses of the Network: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following

- **OFFENSIVE OR HARRASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES:** Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside e-mail services unless a copy of each such communication is copied or forwarded to the User's District account for archiving.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright.

Users should assume that materials are protected under copyright unless there is explicit permission for use.

- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.

- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.

- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Fairbanks Local Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

- ***Personal E-mail:*** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole

discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough to impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

- **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the Administration.

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
14. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
15. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Department or other person designated by the School District to receive this information.
16. **Records Retention and Production:** Users must comply with all District directions regarding the retention and management of e-mail or documents. **Instant messaging or text messaging for District business is prohibited.** The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.
17. **Web Sites:** Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Such web sites must be created according to District guidelines available from the Technology Department. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of the Administration. The School District does not intend to open web pages for the expression of opinion, and specifically does not

intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321

Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 03/21/2011