

FAYETTEVILLE ELEMENTARY

2023-2024 Student and Parent Handbook

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Welcome to Fayetteville Elementary. This handbook is designed to help you and your child have a successful school year. The handbook consists of rules and expectations that your child must follow in the Elementary building. Please take time to review the rules with your child. The students will be expected to follow these school rules. Please keep this handbook for future reference about rules, regulations, and policies for Fayetteville Elementary.

FAYETTEVILLE ELEMENTARY MISSION STATEMENT

Together we accomplish!

FAYETTEVILLE ELEMENTARY VISION STATEMENT

Our students will be responsible, positive, caring, life-long learners with an attitude for success and respect for all.

FAYETTEVILLE ELEMENTARY BELIEF STATEMENT

We at Fayetteville Elementary believe that:

- * All children can learn and strive for excellence
- * Responsibility is essential to education
- * We are trustworthy and respectful
- * It takes the parents, staff and students to ensure success

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WELCOME:

Dear Parents and Students:

Welcome to Fayetteville-Perry Elementary School! This handbook was written to help you understand the procedures and programs at our school. Please read it carefully. We expect school rules and procedures to be followed. If you have any questions, please contact the school office. We look forward to a successful year.

Mr. Aric Fiscus

Fayetteville-Perry Elementary Principal

STAFF MEMBERS:

Kindergarten Teachers

Alexx Belcher

Salli Swisher

Jen Zeigler

1st Grade Teachers

Gretchen Ansteatt

Ashley Dietrich

Jerri Smith

2nd Grade Teachers

Shannon Coyle

Heather Eccard

Angie Noble

3rd Grade Teachers

Kelli Hoffman

Michelle Purdin

Teri Stethem

4th Grade Teachers

Jasmine Brown

Kelley Douglas

Jen Knabb

5th Grade Teachers

Katie Bailey

Rita McDonald

Abby Triplett

Specials Teachers

Mendy Hamilton

Austin Newman

Karlie Overstake

Specialists

Mendy Hamilton--Reading

Sharon Sheets--Math Specialist

Becky Vaughn--Title I Reading

Intervention Specialists

Kaitlyn Gardner

Sarah Moore

Pre-K Teachers

Becky Jordan

Marsha McLagan

Cross-Categorical Teacher

Rhonda Ackley

Speech Therapist

Lori Prine

Special Ed. Supervisor

Paula Wiederhold

School Psychologist

Brittany Hall

Administrative Assistant

Jackie Holden

School Nurse

Tracianne Johnson

Transportation/Office Aide

Annette Collins

Media Aide

Melynda Short

Educational Aides

Krystle Gauche

Kelly Green

Emily Pfankuch

Brown County Aides

Kristin Singleton

Betty Stahl

Sheila Renner

Tonya Alexander

Pre-K Aide

Pre-K Aide

Cross-Categorical Aide

Cross-Categorical Aide

Custodians: Joyce Barber, Peyton Furbie

Cafeteria Supervisor: Cindy Phillips

Cooks: Kristin Richey, Lisa Snider

STUDENT HOURS:

Students should not arrive at school before 7:15 am.

To reduce traffic issues, and to improve student safety, all students (kindergarten through high school) should be dropped off at the front entrances of the two buildings. Students in the elementary building must enter through the main entrance. Vehicles must enter from the southernmost driveway and exit from the front onto US Route 68. The middle driveway is now reserved for buses, and no vehicles are permitted to enter that area while the buses are present. Please have your children ready to exit the vehicle when pulling into the area. There are 3 spaces for dropping off, please pull the front bumper of your car to the furthest reachable cone and allow your children to exit your vehicle. Children should exit from the passenger side and step onto the sidewalk. Please, for the safety of our students, do not allow your children to exit on the driver's side and walk between cars.

The schedule for the school day is as follows:

- Warning Bell: 7:50 am

- Tardy Bell: 7:55 am (All students must be in the classroom when the bell rings, otherwise they will be counted as tardy.)
- School Dismissal: 2:45 pm

On matters of safety and security, our district is requesting that parents not be in the building during normal school hours without prior approval. The exception to that policy are parents who are visiting the main office. All doors will remain locked with the exception of the front office area. Student pickups at the end of the day will be behind the building. Parents will be given a tag with a number that corresponds to a number on the student's bookbag. The student will be sent out to the parent so entering the building is not required. Students that need to be picked up prior to the end of the day will be in the office.

STUDENT FEE POLICY:

Fayetteville-Perry Elementary student fees help pay for workbooks, computer use, agendas, and other items students may use throughout the year.

It is vital to pay your student's fees as soon as possible.

We offer three ways of payment, we accept cash, check, or money order.

We have two payment plans:

- 1) Complete payment due at the beginning of school.
- 2) Installments:
 - a. 25% of the total amount due at the end of the 1st quarter, 25% due at the end of the 2nd quarter, and the final 50% due at the end of the 3rd quarter.

Student's report card access is disabled until the entire fees or scheduled percentage is paid.

Fees are also assessed for lost or damaged textbooks, library books, lunch fees, broken or lost locks, and for other damaged property.

Grade level fees are listed below (All grade-level fees include a \$35 elementary technology fee):

Kindergarten	\$90
First Grade	\$90
Second Grade	\$72
Third Grade	\$89
Fourth Grade	\$94
Fifth Grade	\$84

Records will be held and report card access will be disabled until all fees are paid in full.

WEATHER CLOSINGS AND EARLY DISMISSAL:

During winter, there is always the possibility of school cancellations. The Apptegy Notification System will be used to notify families, along with media notice. Early dismissals are a real concern for elementary aged students so please have plans in place in case an early dismissal occurs and discuss that plan with your children.

STUDENT ABSENCES:

Parents are requested to phone the school that his/her child will be absent and for how many days by 8:45 AM of the first day's absence. In addition, the student should bring a note to school the following day. If a note is not received **within three (3) school days of the absence**, it will count as an unexcused absence. Five days of unexcused absence will be reported to the truancy officer.

Parents are urged to make sure their home, work, cell, and emergency phone numbers are current so the school can

contact them in an emergency.

Please have your children at school on time! When your child is late he/she misses valuable instruction time. Notes are to be sent with the child when he/she comes to school late or the next day. Students leaving school early will be considered PM Tardiness. PM Tardiness will require a note also. Students with poor attendance may be required to return to school with a doctor's note.

Students in Kindergarten through grade 5 who are absent from school for more than twenty (20) days may, at the discretion of the building Principal, be required to repeat that grade. Parents may appeal this decision by contacting the school administration within ten (10) school days of notification.

Students who experience long-term illness/hospitalization (five or more continuous school days), or who have a physical impairment and/or medically substantiated problem which entails repeated absences can be granted an attendance allowance based on a review of the individual case by the responsible building administrator.

Students at any time reaching the total of ten (10) days absent will need a doctor's excuse thereafter.

TRUANCY & EXCESSIVE ABSENCES:

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. The Fayetteville-Perry Local School District is contracted with Brown County Educational Service Center to handle all Truancy and Excessive Absences.

1. Habitual Truant
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Excessive Absence:
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse.
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

STUDENT DRESS CODE:

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- All students shall dress in a neat and normally acceptable fashion. No bare midriff blouses. Blouses must be long enough to permit normal movement without exposing the midriff. All shirts and tops must be long enough to tuck into lower garments and must have high enough necklines to cover all cleavage. No tank tops, cut outs, or spaghetti strap tops. No baggy pants (i.e. waist hanging on hips and pockets at the knees). Clothing is not to drag on the floor and must be worn at waist level. At no time should a portion of the buttocks or undergarments be exposed when a student sits, stands, raises a hand or bends over. Sleeveless shirts, sleeveless blouses and/or dresses must pass business like attire (i.e. no arm openings or hanging mid chest will be permitted). Clothing with inappropriate slogans or illustrations is not permitted (i.e. Wrestling, beer, cigarettes, crossbones and skulls, music groups, etc). Hats, head coverings, bandanas, sweatbands, and sunglasses are not to be worn inside the building. Appropriate footwear must be worn on all occasions.
- Students will be permitted to wear shorts during hot weather as announced by the school administration. The length of the shorts, skirts, skorts, and dresses are to be at mid-thigh length or longer. There should be no holes in clothing above the knee caps. Cut-off shorts and those made of material of a thin and/or revealing nature such as nylon, thin polyester, etc. are not to be worn. Jeans must be free of holes above the mid-thigh.

- Any chains, jewelry or accessories, which could cause injury to another person, are prohibited. Earrings and a small nose stud are permitted, however, no other forms of body piercing are permitted (e.g. nose hoops, tongue, eyelid, lip rings, etc.).
- If in the opinion of a staff member and/or administrator that a student's clothing is inappropriate, or contributes to a disruption of the school environment the student must change to appropriate clothing immediately. _
- The determinations of violations, disruption, or variance of the dress code are at the judgment and discretion of the building administrator.

Dress Code for Physical Education Class

Students should wear **soft-soled sneakers** to school on their scheduled **gym days**. The following are types of shoes that should **not be worn: sandals, crocs, boots, platform sneakers, or high heeled shoes.** Students should wear loose fitting comfortable clothing.

STUDENT INSURANCE:

Families of all students have the opportunity to purchase insurance from John Wood Insurance Agency, Inc. (basic school time or 24 hour coverage). The forms are available on the website, www.fpls.us

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

FERPA provides that parents have the right to:

- Inspect and review educational records;
- Seek to amend educational records;
- Consent to the disclosure of personally identifiable information from educational records except as specified by law.

More information is available through the office.

REQUIRED IMMUNIZATIONS:

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file at their public or nonpublic school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, hepatitis B and Varicella as set forth in Section 3313.671 of the Ohio Revised Code. Pupils who have not been immunized by "a method of immunization approved by the department of health pursuant to Section 3701.13 of the Revised Code," are to be excluded from school attendance no later than fifteen school days after admission.

Section 3313.671 also makes an "in process" exception for pupils who have not received the minimum number of immunizations and are not otherwise exempt. Pupils who have received measles, mumps and rubella vaccine, and at least one immunizations against diphtheria, tetanus, and pertussis (DTP/Td), and at least one dose of polio vaccine, and at least one dose of Hepatitis B vaccine, may remain in school, but they must make satisfactory progress in completing the immunization series in order to maintain their "in progress" status. Failure to do so is cause for exclusion from school attendance.

Exceptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause." Similarly, a pupil is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) "is medically contraindicated." A history of measles or mumps disease may be substituted for the measles or mumps vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

The School Nurse will examine each immunization record of students enrolling into the Fayetteville-Perry School District. Parents/guardians will be notified if immunizations are incomplete.

HEALTH ISSUES:

(A) CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS:

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified by the Ohio Department of Health.

(B) HEAD LICE EXCUSE POLICY:

Purpose

To control and eliminate head lice infestation, while ensuring that parents/guardians have an adequate amount of time to clean the child's head and the house without accumulating unexcused absences, while also maintaining the "No Nit" policy at Fayetteville-Perry.

Procedure

Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate. Whole classes may be checked if a significant number of cases are found in a class. These class wide checks will be conducted at the discretion of the school nurse.

Children identified with head lice will be sent home. Students must be checked by the nurse or designee and found to be free of nits, before they are permitted to return to school or ride on the school bus. Parents are responsible for transporting their child to school to have their head checked. Students are not permitted to ride the bus until they have been checked and approved to return.

Immediately upon discovery of head lice, the parent/guardian will be contacted to take the child home to begin the process of cleaning the child's head and the house. It is the parent's responsibility to transport the child home promptly when notified. The day the child is sent home due to head lice will be excused.

1. The student will need to return to school, the next scheduled school day, **prior to the tardy bell**, to be checked by the nurse or designee.
 - If the child is found to be clear of all head lice and nits, the child will then return to class.
 - If the child remains infested with head lice and/or nits, the parent/guardian will take the child back home to continue the process of eliminating head lice.
 - This day will be counted as an excused absence as long as the student returned on the next scheduled school day, **prior to the tardy bell**.
2. The student will need to follow the same process for the next consecutive school day.
 - If the child is found clear of all head lice and nits, the child will then return to class.
 - If the child remains infested with head lice and/or nits, the parent/guardian will take the child back home to continue the process of eliminating head lice.
 - This day will also be counted as an excused absence, as long as the student returned on the next scheduled school day, **prior to the tardy bell**.
3. The student will then need to return on the third consecutive school day, **prior to the tardy bell**, to be checked by the nurse or designee.
 - If the child is found clear of all head lice and nits, the child will then return to class.
 - If the child remains infested with head lice and/or nits, the parent/guardian will take the child back home

to continue the process of eliminating head lice.

- This day and all days to follow will be unexcused absences.

* Please note that this process may be used no more than once per semester.

* Written notes will be required from parents/guardians for absences beyond the excused days.

(C) BED BUG PROCEDURES:

Due to the nature of bed bug infestations and the problem that they can be carried to school by way of backpacks, books, coats, and clothing; it is necessary for the district to develop a plan to avoid an infestation and protect the students and staff from possible exposure.

1. When a bed bug is found on a student, the student will be removed from the classroom with their belongings for inspection by school nurse or designee.
2. If no other bed bugs are found on the student or their belongings, the student may return to the classroom.
3. If multiple bed bugs are found, the student will be removed from the classroom and sent home.
4. Letters regarding the findings will be sent home with the other students.
5. The Exterminator will be contacted for a treatment application after school.
6. A checklist letter for returning procedures will be given to the found student's parent for a required signature. A copy will be given to the parent after they have signed the letter.
7. A posting regarding extermination will be placed on the school website.
8. The student found with bed bugs will not be allowed to ride the bus. He/she will be required to be brought to school by an adult to be checked prior to entrance into the classroom for the first week.
9. If no bed bugs are found during the first week, the student will be permitted to return to the bus if applicable but will need to come to the office to be checked prior to going to the classroom for another following week. This will be applicable if the student is not a bus rider as well.
10. The student can return to their normal schedule after the two week monitoring period.

(D) CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES:

In the case of no casual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

MEDICATION:

A clinic is maintained at the school under the supervision of the District Nurse daily. Pupils becoming sick or injured in school are taken to the clinic for first aid, a rest period or to wait for the parent to take them home. For information regarding health services and immunizations, please contact the **school nurse at 875-5070**.

POLICY ON ADMINISTERING MEDICATION TO PUPILS:

Only the Building Principal, principal's office secretary, school nurse or designee may administer medications prescribed by a physician to a pupil. No employee of the Board shall be required to administer any medication to a student if the employee objects, because of religious conviction to administering the medication. As used in this policy, the word "administer" means that the above-designated employee will supervise the pupil taking prescribed medication.

Before any **prescribed** medication may be administered to any student, the following must occur:

1. The student's physician must complete the Physician's Request Form.
2. The Parental Consent Form must be completed by the parent or guardian.
3. The medication must be in its original container (labeled with date, students name, exact dosage).
4. The student may carry emergency medications if the physician instructions indicate such on the Physician's Request Form.

Before any **non-prescribed** (over-the-counter) medication may be administered to any student, the following must occur:

1. A note from the parent/guardian must be sent to the office (stating medication name, why it's to be given, how much to give and what time to give the medication.)
2. The medication must be sent in its original container. Medication sent in plastic bags or envelopes will not be accepted.

The usage of over-the-counter medication for a period longer than 7 days will require a physician's statement.

Also, parents are responsible for transporting all medications to school. The child is not permitted to bring his/her medication to school. Medication will not be administered if the policy requirements are not followed. Any unused medication, unclaimed by the parent, will be destroyed when a prescription is no longer to be administered, or at the end of the school year, whichever comes first.

If a student is found with a medication in his/her possession, his/her record will be checked to determine if proper authorization is on file. If not, the matter will be reported to the appropriate administrator for disciplinary action.

WELLNESS POLICY:

The Fayetteville-Perry Local School District has adopted a Wellness Policy on Physical Activity and Nutrition. This policy is to promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Parents are encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutritional standards. Please refer to the Fayetteville-Perry School District's Wellness Policy EFG-R for more information. The Wellness Policy is also available online at www.fpls.us

ANIMALS ON SCHOOL PREMISES:

Recognizing there are many tools that can be used to provide a variety of productive learning experiences for students, the Board supports the concept of using animals as an educational tool. Prior to any use of animals in the schools, the administration should contact appropriate organizations or authorities regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

All animal use in school buildings is consistent with health and safety policies established by the District. The administration is responsible for developing regulations for the care and control of the animals.

In compliance with Federal law, the Board permits the use of service animals in the schools or on school grounds for those individuals with qualified disabilities.

Prior to bringing any animal(s) into the schools or on school grounds, other than service animals, the building principal must approve the use of the animal(s) for teaching or training of students in accordance with the following regulations.

1. Nonhuman primates, rabies vector species (including raccoons, bats, skunks, coyotes or foxes), wolves or wolf-dog

hybrids, aggressive or unpredictable animals, stray animals with unknown health and vaccination history, venomous or toxin-producing spiders, insects, reptiles and amphibians, dogs, cats and ferrets that are under 16 weeks of age and dogs, cats or ferrets that are not current on rabies vaccinations are not permitted in the school building or on school grounds under any circumstances.

2. Ferrets, reptiles, amphibians, chicks, ducklings and hatching eggs are not permitted in classrooms with children under five years of age.

3. Students and or adults may not bring personal pets to school or on school grounds at any time, for any purpose.

4. In addition to all other requirements in this policy, it is permissible for the class to have one or more animals as classroom pets under the following conditions:

A. no one is allergic to the animal;

B. proper examinations and immunizations have been given by a veterinarian;

C. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;

D. arrangements have been made for the proper care of the animal when school is not in session and

E. rules have been established for the handling and treatment of the animal.

5. When live animals are used as part of a study, prior approval of the building principal is required and the following rules apply:

A. a science teacher or other qualified adult supervisor assumes primary responsibility for the purposes and conditions of the study;

B. studies involving animals have clearly defined objectives;

C. all animals used in the studies must be acquired in accordance with law;

D. the comfort of the animal used in the study is highly regarded and

E. when animals are kept on school premises over weekends or vacation periods, adequate housing is provided and a qualified individual is assigned care and feeding responsibilities.

6. When animals are used as part of an experiment, such as dissection in a science course, the building principal/designee notifies parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.

7. Animal cages and containers are equipped with properly fitting lids and are free from excessive accumulation of animal waste.

8. Hand washing facilities are available and immediately used when animals are handled.

9. Animals are not permitted to roam in the school building, except for therapy animals or animals used for other human assistance.

10. Animals are not permitted on surfaces where food or drink is prepared or consumed.

11. All animal feed is tightly sealed and labeled in containers separate from human food.

In compliance with Federal law, the Board permits the use of service animals in the schools or on school grounds for those individuals with qualified disabilities. Service animals must:

1. be on a harness, leash or other tether or be under the control of the handler either through voice commands, signals or other means;

2. be housebroken and

3. be up-to-date on vaccinations.

In the rare case the animal is aggressive or disruptive and not housebroken, the school may exclude the animal.

FIELD TRIPS:

Each grade may take at least one field trip during the school year. Different trips or locations require various needs as to numbers of parent chaperones. **Parents wishing to be considered to be a chaperone must have completed a background check and approved as a volunteer two weeks prior to the date of the field trip. Students and chaperones must have the field trip fees paid two weeks prior to the date of the field trip.**

CONSENT TO RELEASE PHOTO/IMAGE:

During the current school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Used as a sample project/activity on CD's created by Fayetteville-Perry High School for use in education workshops and student classrooms
- Posted on the school or FPLS web pages on the Internet
- Submitted as samples to program publishers or as contest entries to sponsors
- Appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general
- Videotaped to appear in a school related program to be used by a local television station or school/county project
- Used in a printed publication such as a newspaper, magazine, or school yearbook

Computer Network and Internet Acceptable Use Policy and Agreement:

The Fayetteville-Perry Local School District is pleased to make available access to interconnected computer systems within the district and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities, and electronic storage in the pursuit of learning. The District Board of Education has policies which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the end user of said systems and the Board of Education. All end users of said systems must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in loss of privilege to use computer systems, the network, and/or Internet access and may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon reviewing, signing, and returning this Policy and Agreement, each end user will be given an opportunity to enjoy access to computer and network systems at school and is agreeing to follow this agreement's guidelines and Board Policy. Anyone under 18 years of age must have his or her parent or guardian read and sign the policy. The Fayetteville-Perry Local School District cannot provide access to anyone who fails to sign and submit the policy to the school as directed with accompanying signature of a parent or guardian if required.

If you have any questions about the guidelines below, please contact our Technology

Coordinator, Bill Siegler

I. Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report a misuse of the network to your immediate teacher, supervisor, or director. Misuse means any violations of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another or his or her property.

II. Term of the Permitted Use

A properly signed and submitted copy of this document is required to have a computer account activated for a given school year. Accounts will be deactivated on September 15 of the school year for anyone who has not complied. A new agreement must be submitted by September 15 of every school year for an end user to retain access to a computer account.

III. Purpose and Use

A. The Fayetteville-Perry Local School District is providing access to its computer network and the Internet for educational purposes *only*. If you have any doubt about whether a contemplated activity is educational, you should consult with your immediate teacher, supervisor, or director to help you

decide if a use is appropriate. The following guidelines and procedures shall be complied with by staff, students, or community members who are specifically authorized to use the District's computers or network services:

Expectations for the use of the computer/network include but are not limited to:

1. Do make full use of Computer and Network access to enhance, enrich, and enliven the education process at all levels of the district.
2. Do make use of the Computer and Network access to store files, run approved software programs and simulators, perform research, produce original documents, projects, and presentations, and communicate in the pursuit of instruction and learning.
3. Do seek help and/or advice when appropriate from your immediate teacher, supervisor, or director.
4. Do use appropriate language and etiquette at all times as defined in Board policy and the applicable code of conduct.
5. Do keep electronic messages brief and use appropriate language.
6. Do report any security problem or misuse of the network to your immediate teacher, supervisor, or director.

The Board of Education assumes that all users understand the following guidelines for use of the computer/network:

1. Understand that Electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
2. Understand that all electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officials.
3. Understand that all electronic data created for the purpose of administration or instruction under the Board approved curriculum for a course or program should be assumed to be property of the District.
4. Understand that the rules and regulations of on-line etiquette are subject to change by the Administration.
5. Understand that the user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Understand that computer systems and the District network shall be used only for purposes related to education or administration. Commercial, political and/or personal use of said systems is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. An Exception may be considered when a portable computer is assigned to staff for the purpose of at-home productivity outside of regular working hours. Staff is also permitted to check personal email should said email account be used for both work and personal use.
7. Understand that vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creation or deployment of computer viruses and/or

any malicious attempt to harm or destroy equipment or materials or the data of any other user.

Unacceptable uses of the computer/network include but are not limited to:

1. Do not violate the conditions of Federal and State laws dealing with students and employees' rights to privacy;
2. Do not reveal your personal home address or phone number or those of other students or colleagues or arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.
3. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
4. Do not use the computer and/or network for financial gain or for any commercial or illegal activity.
5. Do not use the computer and/or network in such a way that it disrupts the use of the computer and/or network by others.
6. Do not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
7. Do not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
8. Do not place copyrighted material on the system without the author's permission.
9. Do not read other user's email or files or attempt to interfere with another user's ability to send or receive electronic mail or attempt to read, delete, copy, modify or forge another user's email.
10. Do not repost (forward) personal communication without the author's prior consent.
11. Do not copy commercial software and/or other material in violation of copyright law.
12. Do not "hack", gain, or attempt to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
13. Do not access and/or view inappropriate material.
14. Do not download and/or install freeware or shareware programs without the approval of the Technology Department.
15. Do not plagiarize copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
16. Do not use, install, or attempt to install peer-to-peer file sharing programs such as Kazaa, Bittorrent, Limewire, Bearshare, and others.
17. Do not use social network sites such as Facebook, Twitter, Snapchat, forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
18. Do not use instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.

IV. Privacy

Network and Internet access is provided as an education tool, Fayetteville-Perry Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Fayetteville-Perry Local School District and no user shall have any expectation of privacy regarding such materials.

V. Failure to Follow Policy and Breach of Agreement

The user's access of computer systems, the network, and the Internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his or her access terminated for the remainder of the school year. The Fayetteville-Perry Local School District reserves the right to refuse reinstatement of access for subsequent school years. A user breaches his or her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Fayetteville-Perry Local School District may take other disciplinary action.

VI. Warranties/Indemnification

The Fayetteville-Perry Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) or any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the users of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility of his or her user, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Fayetteville-Perry Local School District that provides the computer and Internet access opportunity to the Fayetteville-Perry Local School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Fayetteville-Perry Local School District in the event of the Administration initiating an investigation of a user's use of his or her access to its computer network and Internet, whether that use is on a Fayetteville-Perry Local School District computer or on another's outside the Fayetteville-Perry Local School District 's Network,

VII. Updates

Users may be asked from time to time to provide new or additional registration and account information, which must be provided by the user if he or she wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the Technology Specialist of the change.

Agreement Form

(Every user, regardless of age, must read and sign below):

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Fayetteville-Perry Local School District's computers, computer network, and/or the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me as outlined in the applicable Handbook or Code of Conduct.

(Please Print Clearly)

Name _____ Grade: _____ Home Phone: _____

User Signature _____ Date: _____

Address _____

_____ I am 18 or older

_____ I am under 18

If I am signing this Policy and Agreement when I am under 18, I understand that when I turn 18, this Policy and Agreement will continue to be in full force and effect and I agree to abide by this Policy and Agreement.

Parent or Guardian Network Usage Agreement

(To be read and signed by parents or guardians of students who are under 18)

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Fayetteville-Perry Local School District's Acceptable Use Policy and Agreement for user access to the Fayetteville-Perry Local School District's computers, computer network, and Internet. I understand that access is being provided for educational purposes only. However, I also understand that it is impossible for the Fayetteville-Perry Local School District to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the Fayetteville-Perry Local School District that provides the opportunity to the Fayetteville-Perry Local School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the Fayetteville-Perry Local School District's computers, computer network, and Internet.

(Please Print Clearly)

Parent/Guardian Name: _____ Phone _____

Signature: _____ Date _____

Address: _____

GRADING POLICY:

1. Letter grades will be used as follows in grades 3-5: A, B, C, D, and F

GRADE 3 - CONDUCT, READING, MATH, LANGUAGE ARTS,
SOCIAL STUDIES, SCIENCE
GRADE 4 - CONDUCT, READING, MATH, LANGUAGE ARTS,
SOCIAL STUDIES, SCIENCE
GRADE 5 – CONDUCT, READING, MATH, LANGUAGE ARTS,
SOCIAL STUDIES, SCIENCE
2. H, S, N, U,: To be used on all subjects in Kindergarten
(H=High Level, S=Satisfactory, N=Needs Improvement, & U=Unsatisfactory)
3. Grades 1&2 will use: 3-Meeting the standard, 2-Progressing toward the standard,
1-Minimal progress toward the standard.
4. P/F: To be used for specials (Art, P.E., and STEM)
5. Guidelines for grading - the four components to be used in some reasonable combination for calculating student grades shall include:
 - A. Prompt completion of assignments
 - B. Constructive participation and attendance in classroom
 - C. Positive attitude toward subject matter and classmates
 - D. Measurement of achievement by daily work, examinations, tests, and Quizzes and homework
6. Grading Scale

A+ --100-99	B+ -- 89-88	C+ -- 79-78	D+ -- 69	F -- 64 and below
A -- 98-92	B -- 87-82	C -- 77-72	D -- 68-66	
A- -- 91-90	B- -- 81-80	C- -- 71-70	D- -- 65	

HOMEWORK POLICY:

Homework shall be given in Grades K - 5 as necessary, not to exceed 2 hours in one evening, unless (1) the child is doing make-up work after being absent, (2) the child, did not do his normal daily assignments during the school day, through his own lack of motivation, (3) any substantial reason. Homework is necessary to help promote a sense of responsibility in the students, but too much homework does not allow the children to be children.

PROMOTION:

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

RETENTION:

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

If a student is in danger of being retained parents will be notified in writing no later than the end of the first semester. A second written notification will be made no later than the final Parent-Teacher Conference. If the parent and teacher are in disagreement on retention of a student an appeal may be made to the principal.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) and PAX:

Positive Behavioral Interventions & Supports, (PBIS) is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation. PBIS is not a curriculum, intervention, or practice, but rather a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. The PBIS framework also calls for school communities to identify 3 to 5 school-wide overarching behavioral expectations. Systematic, explicit instruction, practice and feedback on the expected behaviors are provided for each school setting and PBIS teams focus on developing an infrastructure in schools that provides effective academic and behavioral multi-tiered systems of support for all students. Consistency in acknowledging expected behaviors and correcting behavior errors is provided through: active supervision, proactive scheduling, incentives and reinforcement, logical consequences and clear office referral procedures. The PBIS program at Fayetteville Elementary is called "Rally Rockets". The overarching behavioral expectations for the program are:

RALLY ROCKETS ARE:

RESPONSIBLE

RESPECTFUL and

RESOURCEFUL

Fayetteville Elementary uses the PAX Good Behavior Game (PAX GBG) as the mechanism to carry out the PBIS framework. PAX GBG is a universal intervention that uses proven behavioral strategies to provide scaffolding for teachers that creates nurturing classroom environment and teaches all children the skills needed to self-regulate and respond effectively to their environments. PAX GBG creates a common language for positive behavior, Using the PAX Vision teachers and students create collaborative expectations for behaviors. The PAX Vision, enables students to effectively predict and monitor behaviors for success for different environments and tasks.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS):

Fayetteville Elementary will use the Multi-Tiered System of Supports (MTSS) framework to bring together general and special education with the goal of providing a comprehensive, proactive and unified system of education to meet the needs of, and improve results for all students. Essential components of an integrated multi-tiered framework include: leadership and teaming at all levels, use of collaborative problem-solving, integrated assessment and data collection systems to inform all decisions, positive school climate, family/parent and community engagement and scientifically based instructional practices. MTSS integrates instruction, intervention, and assessment within a three-tiered level prevention system to

optimize students' performance. With the implementation of a MTSS framework, students are identified as at risk and in need of academic and/or behavioral support.

Fayetteville-Perry Elementary School MTSS Definition

Multi-Tiered System of Support (MTSS) provides prevention, enrichment and intervention for all students through a continuum of tiered supports for academic, social-emotional and behavioral success. Decisions are made based on a collaborative team driven approach, where data is discussed and used to determine support for each student. Through a school and community collaborative relationship, we can build the path for all students to be successful!

GENERAL RULES OF CONDUCT:

Students shall **not** leave the school grounds at any time while school is in session without teacher or principal permission.

Students shall **not** have access to the office at any time without permission from a teacher.

There will be no wrestling or fighting on school property.

Students are not to bring non-academic personal items (e.g. toys, athletic equipment, etc.) to school without permission from school officials. The school, and school officials, are not responsible for the damage and/or loss of personal items.

Students are **not** allowed to chew gum in school or on school buses.

Pens, pencils, crayons, markers are **not** allowed out of book bags on the school buses.

Key chains, or other items hanging on book bags are **not permitted**; there is a danger of these items catching on handrails putting children in danger. Exception is tags on bookbags with pickup numbers for students who are walkers.

Book bags on wheels are not allowed on the buses.

No roller (skate) shoes are allowed at school.

RULES DURING SCHOOL:

Interruptions - Pre-school children or children from other schools are **not** to be brought to school by any students. Knocking on doors to see a student should be kept to a minimum and should be done upon receiving permission from the homeroom teacher. A classroom should not be disturbed if business can be taken care of at recess.

Halls - All students are to walk in the halls and up and down steps. Voices in the halls are to be kept to a whisper. Recess starts and ends at the outside door or at the gym door. At no time shall there be any loitering in the halls or restrooms.

Textbooks - All textbooks must be covered for the entire year. This helps to protect our books. Parents and students are responsible for lost or damaged books. Absolutely no writing on desks and walls, or destruction of school property will be tolerated. Parents must assume responsibility for any expense involved in repair or replacement.

Birthdays / Special Occasions -

Due to federal and state regulations on school nutrition, students are no longer permitted to bring in food item treats for other students. They are permitted to bring in such items as pencils, stickers, etc.

Please do not send flowers, balloons, etc. to school for your child's birthday, as it is disruptive to the classroom.

Playground - When the recess whistle sounds this means all playing stops at once. Classes will line up by the door and wait until the teacher gives the signal to come in. The teacher is to accompany students through the halls and supervise at the drinking fountains and restrooms. Playground rules must be followed for the safety of the students.

Playground rules are:

1. No kicking balls on blacktop.
2. No fighting, kicking, hitting, or wrestling.
3. No standing on swings, twisting, holding hands with another person or jumping off the swings.
4. No tag or war games on jungle gym.
5. No going over fence to get balls.
6. No going down slide any way but sitting upright.
7. No picking up, playing with or throwing mulch.
8. Keep your hands to yourself.
9. No tag or chase games.
10. Go out in a single file line, no talking or running.
11. Form a quiet line when whistle is blown.
12. Team games such as soccer, kickball and touch football will be permitted until unfavorable behavior begins.

DISMISSAL PROCEDURES:

Early Pickups - Students leaving before the end of the school day must be signed out in the office.

Everyone is required at all times to present their ID when picking up a student. Students being picked up before 1:00 pm. are considered a ½ day absent. Students being picked up after 1:00 pm. are considered tardy for the afternoon.

Students designated as "Walkers" will be dismissed at 2:45 pm. from door #26.

- Each student will have a number that will match their parents' ID Mirror Hang Tags that will be displayed in the vehicle.
- As you pull up to door #26 your student will be escorted and helped into your vehicle. Matching parent and student ID are required for a successful pick up.
- All individuals must have a mirror hang tag visible when picking up a student. If not the individual will have to enter the front entrance and report to the elementary office.
- Each family will receive three ID Mirror Hang Tags.
- Only families that pick their child up as a walker will be issued ID Mirror Hang Tags.
- ID Mirror Hang Tags will be available at Kindergarten Camp, Open House, and/or in the elementary office.
- If you lose your ID Mirror Hang Tag there will be a \$5.00 charge.

Students riding a bus will proceed to their designated bus at dismissal time.

TRANSPORTATION RULES:

All students must have a **YEARLY TRANSPORTATION FORM** on file. The completed form will be used every day at all times. **PHONE CALL CHANGES WILL NOT BE ALLOWED UNLESS IT IS AN EMERGENCY. (If an emergency change must be made, information from your child's emergency medical form will be verified before the phone change will be approved.)**

If after-school arrangements (i.e. a new babysitter) for your child permanently change a new Yearly Transportation Form is required. If requests for changes to after-school arrangements become frequent then we will request that a new transportation form be completed. This is to avoid confusion among the school staff as well as the students involved.

If you work unusual hours or different days each week, you will need to decide how to meet your child after school. A good suggestion would be to have your child ride the bus to the babysitters and if you get off work early or don't have to go to work, meet your child at the babysitter's house after your child has been dropped off.

If your child has an appointment and it is necessary to pick up your child as a walker or there is a change in busing arrangements, please send a note which includes your contact information and date, email or fax. This transportation call, note, email, or fax must be received by 12:00 pm. Make sure you received a return call from the office confirming receipt of message, email or fax.

PLEASE NOTE! Students are not allowed to have book bags with wheels on the buses.

FAYETTEVILLE PERRY SCHOOL LUNCH AND BREAKFAST PROGRAM 2023-2024 NUTRITIONAL GUIDELINES

We participate in the National School Lunch and Breakfast Program. Under this program all schools who participate must make free and reduced price meals available to eligible students. The menus are designed so that over a period of one week, school lunches will provide children with approximately one-third of the nutrients they need according to the recommended dietary allowances. They are planned using available government donated commodity food products from the US Department of Agriculture as well as purchased food products.

The Child Nutrition Department strives to promote the participation in the consumption of healthy school meals offered every school day. We strive to offer lunches and breakfasts that are appealing, acceptable, appetizing and healthy for young children.

We use offer-vs.-serve option at all of our lunchrooms. This provision is intended to reduce food waste by allowing children to choose three of the five meal components offered each day, starting in the school year 2012-13 one of their choices has to be a fruit or vegetable (1/2 cup minimum). We offer 3 choices of entrée items, including the menu item. Salad is offered daily. To promote milk consumption we offer a variety of 1% and skim milk in chocolate, white, and strawberry flavors.

Voices in the cafeteria should be kept to a reasonable volume. If a pupil drops or spills food he/she is responsible for cleaning it up; the cafeteria helper will help if necessary. Those students packing a lunch must not leave papers or food on the table.

We no longer serve any type of products containing peanuts and tree nuts.

If your child has allergies to any food, please let us know.

We encourage children to participate in our breakfast and lunch program.

Any student/family enrolled in last year's Free or Reduced Lunch & Breakfast Programs are still eligible for the first 30 days of school. New applications will be passed out at the beginning of the school year. Applications must be completed and turned in as soon as possible. If you qualify for free or reduced lunches, you also qualify for free or reduced breakfast. We will be doing direct Certification in the 2023-24 school year, anyone receiving SNAP or OWF will automatically be on the free program. If you are on this program you do not need to fill out an application. You will receive a letter at the beginning of school that says you have been approved through Direct Certification. Make sure you sign the fee waiver part of your application or letter.

You may also fill out Free and Reduced Applications online at LunchApplication.com or you can print an application off from the school website or you can pick up an application at any of the school offices.

Our department operates just as a business. The money collected from students, staff and federal reimbursement for the National School Lunch Program pays all costs, including salaries, food purchases, gas, electric and any repair work or new purchases of equipment.

Fayetteville-Perry Schools food service program uses a computerized lunch program called Meals Plus. This convenient system allows parents to pre-pay (by sending in cash or check and you may also pay online at www.K12PaymentCenter.com) for lunches and breakfast in any amount on any school day regardless if the child is purchasing a lunch that day. Each child has their own personal identification number (PIN). You can be confident that no one else can use the account or will know his/her status. The student's school photo is displayed with his/her account, which allows cafeteria cashiers to ensure that another student does not attempt to access the wrong account. If you have more than one student you will have a family account or you can contact me to set up individual student accounts to put money into. Any checks given at the register will be deposited to your student's account, they will not receive any money back. Please do not put fees, lunch or field trips together on one check.

You as a parent will be able to log on to your student's account using your user name and password. You will be able to check balances and purchases. If you would like to put spending limits or blocks on the student's account, please contact Cindy Phillips at 513-875-5096 or email at cindy.phillips@fpls.us. You can manage each of your student's accounts separately.

To log on: Go to the school's website, scroll down to School Dining System on the right side. Click on that and it will take you to K12 Payment Center.

You will need your user name and password to log in.

When you log on please be sure to update your e-mail address field so you can receive correspondence.

***We have a limited no charge policy. If there is a zero balance on the account or if your child does not have money they will be able to charge 2 breakfast and 2 lunches and if they still don't have money, they will be given a cheese sandwich alternative**

meal for.

***If you have an insufficient check, you have 5 days to put money on the account to cover the check. After that time, the check amount will be removed from your child's account.**

***If you have money left on your account or a negative balance at the end of the school year, it will carry over to the next year.**

***Refunds will only be considered, if there is more than \$10.00 left in the account. Contact Food Service Department about refunds.**

If you have any questions please contact: Food Service Department @ #513-875-5096

Due to Federal & State regulations we will no longer be permitted to allow students to bring in food items, such as treats, for other students for classroom parties. They are permitted to bring in such items as pencils, stickers, etc.

This institution is an equal opportunity provider

**FPLSD Meal Pricing
For SY 2023-24**

Because of the rising cost of food, supplies and to keep us compliant with the state, we will have to raise our breakfast and lunch prices for the 2023-24 school year.

2023-24 SY:

**Elem/MS/HS Breakfast - \$2.75
Elementary Lunch - \$3.50
MS/HS Lunch - \$3.50
Adult Breakfast - \$3.00
Adult Lunch - \$4.00**

The new Free and Reduced Applications for the 2023-24 school year will be available as of July 1, 2023 and I encourage everyone to fill out applications because it will help you and it will help our District if you qualify.

ELEMENTARY LIBRARY POLICIES AND PROCEDURES:

It is the mission of the Fayetteville Elementary Library to promote information literacy:

- by providing access to information materials in all formats.
- by fostering an interest in reading to stimulate learning.
- through strategies designed to improve reading level and comprehension.
- by working with teachers to help design and implement lessons including information literacy skills.

Student Rules and Responsibilities

The Fayetteville Elementary Library maintains an environment conducive to learning. Therefore, when students come to the library they are expected to abide by the following rules:

- Walk at all times, read silently, and speak softly.
- Use a shelf marker when browsing for books.
- Show respect to people, materials, and furniture.
- Protect materials from damage.
- Return materials on time.
- Pay for lost or damaged materials.

Circulation and Due Dates

Each class at Fayetteville Elementary School is scheduled for a separate library time during the week. It is during the scheduled library time when students are expected to check out books. Students checking out books may keep them for a period of one week at which time the books must be either returned or renewed. Kindergarten –second grade students may select one book to check out each week. Third through fifth grade students may select two books to check out.

If a book is either lost or damaged, you will be expected to pay for it. The students will not be allowed to borrow another book until payment is received. Checks should be made out to “Fayetteville Elementary School” and given to the elementary librarian.

Proper Book Care

1. Please find a safe place to store your child’s book when it is not being read.
2. Do not allow younger children to write in or rip pages in the book.
3. Please be sure that your child’s hands are clean before allowing them to read their book.
4. Keep books away from animals that might damage them.
5. Students are expected to use a bookmark to mark their place in a book. Pages should not be bent or “dog-eared” to mark a page.
6. Please do not allow your child to lay their book facedown and open as this will destroy the spine of the book over time.

FAYETTEVILLE-PERRY LOCAL SCHOOL DISTRICT STUDENT CONDUCT CODE:

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Fayetteville-Perry School District administration to suspend a student from school to the Superintendent or the Superintendent’s designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The

student and his/her parent(s) may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension in the Brown County Court of Common Pleas. It is the policy of Fayetteville-Perry School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his or her absence.

The Code of Regulations is adopted by the Board of Education of the Fayetteville-Perry School District pursuant to Section 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Fayetteville-Perry Local Schools.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 33.13.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is subject of the notice. If a temporary permit or driver's license has not been issued for that student, the registrar is prohibited from issuing a permit or license to that student. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. In accordance with Ohio Law the student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

Immediate removal from school can be employed when an administrator determines that:

- (1) A student is a threat to himself or others
- (2) A student is an ongoing disruption to the school program and/or
- (3) A student and/or parents refuse to accept the punishment as prescribed by the principal; then the student shall be suspended and the family shall be notified to immediately pick up their child.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- (1) The student and parent will execute a document agreeing to the community service in conjunction or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- (2) Community service shall be performed at the place and time designated by the Superintendent.
- (3) Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- (4) Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall have three (3) days from the mailing of the notice to request a meeting with the superintendent to show cause why the suspension/expulsion should not be imposed.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or

extracurricular activities.

1. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette chewing tobacco, snuff, dip, using tobacco in any other form, matches, lighters or any other incendiary materials.
2. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
3. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substance.
4. Buying, selling, transferring, using, or possessing any drugs or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
5. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
6. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
7. Damage or destruction of school property on or off of school premises.
8. Damage or destruction of private property on school premises or in areas controlled by the school.
9. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
10. Assault, or threat of assault, on a school employee, student or other person.
11. Harassment of school personnel during school and/or non-school hours.
12. Fighting.
13. Hazing (to persecute or harass or humiliate another student and/or employee).
14. Chronic misbehavior that disrupts or interferes with any school activity.
15. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
16. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
17. Disrespect to a teacher or other school authority.

18. Refusing to take detention or other properly administered discipline.
19. Skipping detention.
20. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
21. Forgery of school or school-related documents.
22. Cheating or plagiarizing.
23. Gambling.
24. Extortion of a student or school personnel.
25. Theft or possession of stolen goods
26. Arson or other improper use of fire.
27. Turning in false fire, tornado, bomb, disaster or other alarms.
28. Possession of matches or lighters or other similar devices.
29. Possession of laser beam pointers or other similar devices.
30. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, slingshots, bow, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
31. Possession of electronic communication devices. Students shall not be permitted to possess beepers, pagers, cellular telephones or any other related electronic communication devices.
32. Cursing
33. Use of indecent or obscene language in oral, written form or gesture form.
34. Publication of obscene, pornographic or libelous material.
35. Placing of signs and slogans on school property without the permission of the proper school authority.
36. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
37. Demonstrations by individuals or groups causing disruption to the school program.
38. Truancy.
39. Tardiness.
40. Leaving school during school hours without permission of the proper school

authority.

41. Upon initial arrival, leaving school property without permission.
42. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
43. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the Administration is reasonable related to or represents gang or gang like activity.
44. Improper or suggestive dress.
45. Indecent exposure.
46. Failure to follow appropriate health and safety rules and regulation, which could present a health risk to them or others, including but not limited to spitting, urinating or defecating.
47. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
48. Presence on school property with a communicable disease, as defined by The Ohio Department of Public Health.
49. Failure to abide by rules and regulations set forth by administration for student parking.
50. Disobedience of driving regulations while on school premises.
51. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
52. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
53. Carrying concealed weapons.
54. Any disruption or interference with school activities.
55. Willfully aiding another person to violate school regulations.
56. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio traffic Code or the Ohio Juvenile Code.
57. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.

Any student receiving an out of school suspension when completing school assignments will receive a 65% of the assigned final grade.

POLICY PROHIBITING HARASSMENT, INTIMIDATION OR BULLYING:

The Board of Education does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Violence with a dating relationship is also considered bullying. Any harassment, intimidation or bullying may be found through a student's use of a cell phone, computer (i.e. cyberbullying), or other electronic communication device while on school property or at a school-sponsored event.

Reporting Procedure:

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their building principal. A form is on page 29 of this handbook.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of the principal of each school building, the Board of Education's central administrative office, **student handbook, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the alleged conduct, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such a written report shall be promptly forwarded to the building principal for administrative response.

The building principal or designee shall notify the parents, guardians or legal custodians of any student that is the target of any behavior which constitutes harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

Administrative Response:

The building principal or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
2. The principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.

4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such a complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint. Students who are involved in a disciplinary investigation shall be made aware of the strict prohibition against retaliation.
6. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

Preventative Measures:

To the extent that state or federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

If the building principal or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.
2. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under supervised activities.
4. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

Summary of Reported Incidents:

During the months of January and June of each school year, the principal from each school building shall provide the Board President with a written summary of all reported incidents of harassment, intimidation or bullying. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the web site of the Board of Education concurrent with each report to the Board President. File: JFCF-E

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING COMPLAINT FORM

Current Date: _____ Date of Incident(s): _____ Time of Incident(s) _____

Type of Complaint _____

Persons Involved _____

Number of Occurrences _____

Place Where Incident(s) Occurred: _____

The Target of Alleged Behavior: _____

(Names)

Completely describe the actions giving rise to the suspicion of harassment, intimidation or bullying. (Continue on back, if necessary)

Names of Student or Staff Witnesses

Report Filed With: _____

(Name of Staff Member or Administrator)

To Building Principal for Review _____ Date _____

(Name)

Action Taken _____

ate: _____

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FAYETTEVILLE ELEMENTARY
TITLE I
SCHOOL – PARENT COMPACT

Fayetteville Elementary School and the parents/guardians of students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards.

School Responsibilities:

Fayetteville Elementary will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards. Teachers will present standards-based instruction that utilizes effective “best practices”.
- Ensure regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. between teachers and parents on an ongoing basis through the following:
 - parent-teacher conferences will be held October 14, February 10, and April 7, during which the compact shall be discussed as the compact relates to the individual child's achievement
 - frequent reports to parents on their children's progress;
 - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

Parent

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conference
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly
- Volunteering in their child's classroom

STUDENT/PARENT POLICY ACKNOWLEDGEMENT

I have read and understand the Fayetteville-Perry Elementary School Handbook and do hereby agree to conform to the guidelines and policies contained in it.

_____	_____	_____
Student's Name - Printed	Student's Name Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian's Name Signature	Date

☐

By placing my initials in the box I acknowledge that I have read and understand the policy for ***Computer Network and Internet Acceptable Use Policy & Agreement***.

☐

By initialing the box I acknowledge that I have read and understand the policy for ***Locker Regulations***. I understand that this Locker may be searched and that I may be charged a fee for a lost or damaged locker/combination lock.

Photo/Image/Media Consent

(Please initial one of the boxes below)

☐

By initialing this box I acknowledge that I give Fayetteville-Perry Local Schools consent to *release photos/images of my child*. This may include the school district website, newspaper, news media, or school yearbook.

☐

By initialing this box, the student will be excluded on the school district website and social media. The parent/guardian does not give Fayetteville-Perry Local Schools consent to release photos/images of my child on the district website and social media.