

Fort Frye Local Schools High School Student Handbook

2023-24

rev. 5/8/2023



Fort Frye High School

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A R M O U R

Attitude, Respect, Motivation, Ownership, Unity, Resilience

Fort Frye Local Schools...
where excellence is non-negotiable.

2023-2024 CALENDAR

September 5, 2023	First Student Day
October 2, 2023	2 Hour Delay (Professional Development)
October 12, 2023	Parent-Teacher Conferences 1pm - 7pm (2-Hour Early Dismissal)
October 26, 2023	End of First Grading Period
October 27, 2023	Teacher Professional Development (No School)
November 10, 2023	Veterans Day (No School)
November 22-27, 2023	Thanksgiving Break (No School)
December 2, 2023	2 Hour Delay (Professional Development)
December 21, 2023	End of Second Grading Period (2-Hour Early Dismissal)
Dec. 22- Jan.1 2024	Christmas Break (No School)
January 2, 2024	Teacher work day/records day (No School)
January 3, 2024	First day back from break
January 15, 2024	Martin Luther King Day (No School)
February 8, 2024	Parent-Teacher Conferences 1pm - 7pm (2-Hour Early Dismissal)
February 19, 2024	President's Day (No School)
March 4, 2024	2 Hour Delay (Professional Development)
March 15, 2024	End of Third Grading Period
March 28, 2024	Teacher Professional Development (No School)
March 29,- Apr.1 2024	Spring Break (No School)
May 6, 2024	2 Hour Delay (Professional Development)
May 25, 2024	FFHS Class of 2024 Graduation
May 27, 2024	Memorial Day (No School)
May 31, 2024	End of Fourth Grading Period (2-Hour Early Dismissal)
June 3, 2024	Teacher's Last Day: Records Day

2023-2024 Key Contacts

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Information in the student handbook is subject to change based on board policy or state law changes.

Purpose of the Handbook

We want our Fort Frye students to have a great school year and we hope that this handbook will be helpful to you. We ask that you read the handbook carefully and that you take the responsibility of sharing the information with your student/parent.

This handbook has been designed to acquaint Fort Frye Local students with information regarding our school programs, activities, and services, our Student Code of Conduct, and policies set by the Fort Frye Local School Board, the state of Ohio, and the federal government. The Fort Frye High School administration and staff will adhere to the attendance and academic guidelines and the Student Code of Conduct as written, approved, and adopted as school policy by the Fort Frye Board of Education.

Student Conduct Policy

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. See Student Code of Conduct for the complete policy.

Senate Bill 1 and School Safety

Senate Bill (S.B.) 1 (effective August 6, 1999) significantly enhances the ability of school boards to discipline students. The law authorizes the discipline of students for certain off-campus misconduct and imposes additional consequences on students who are suspended or expelled. The law also increases the number of school employees authorized to impose student discipline. Finally, S.B. 1 requires school boards to develop and adopt school safety plans that identify (1) possible threats to students and staff, and (2) ways to prevent and/or respond to such crises.

The Fort Frye Local Board of Education adopted the present High School Safety/Security Plans on February 28, 2000. The plans are revised and re-adopted on an ongoing basis. Digital surveillance cameras have also been installed within and outside the building and on all Fort Frye buses.

Tobacco/Nicotine/Vaping Free Facilities Policy

The Fort Frye Board of Education is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board recognizes that smoking can be hazardous to the health and safety of both the smoker and the nonsmoker. The Board declares all school buildings to be tobacco/nicotine/vaping free. In addition, the Board prohibits tobacco/nicotine/vaping use on school grounds owned, leased or contracted for by the Board. **(Board Policy: KGC)**

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event must be reported to the teacher in charge and an Accident Report Form must be completed. **(Board Policy: EBBA, EBBA-R)**

ADMISSION OF NEW PUPILS

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies. A student, at the time of initial entry into school, shall present to the person in charge of admission (Central Office) an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. In lieu of a birth certificate, birth documentation may include: **(Board Policy: JEC, JECAA, JEE, JHCB)**

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record sharing the date and place of birth of the child;
4. an attested transcript of hospital record showing the date and place of birth of the child or
5. a birth affidavit.

Any parent/guardian who enrolls a student in Fort Frye Local School District will sign a release form to obtain records from the previous school and upon enrollment provide:

1. a copy of the birth certificate,
2. a copy of immunization records,
3. Copies of the court custody papers, if applicable. If custody is in the process of being changed, a copy of the custody request, which has been filed in Juvenile Court, is required. Proof of permanent custody must be provided within 90 days. To be officially enrolled, all of these records must be obtained. However, failure to provide these items will result in the student being denied the privilege of attending Fort Frye High School.

It is the policy of the Fort Frye Local School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap. Any change of address, telephone numbers, or changes in custody must be reported to the office as soon as possible.

AIDES OFFICE/TEACHER

To work as an office/teacher's aide is a privilege and not a right. A student in this position is expected to act in a very professional manner. A teacher's aide assists the cooperating teacher by performing tasks that complement that teacher's work in the classroom. An office aide assists administration and office personnel by performing tasks of a more secretarial nature. Students must turn in their aide applications no later than two weeks after the first day of school. Adjustments may be made on an individual basis for the second semester.

Only students who demonstrate the ability and demeanor necessary to perform assigned duties may be asked to be an office/teacher's aide. The following guidelines are established to insure that a student's schedule conforms to Fort Frye High School's yearly academic requirements:

1. A student's schedule will be checked by the guidance office.
2. A student must meet established student eligibility requirements (2.0) (and no F's)
3. A student must have written permission from a parent/guardian.
4. A teacher is not permitted to write a permanent pass for a student and must be present in the room in which the student/aide is assigned.

Failure to follow the expectation level of either the teacher in charge or administration may result in this privilege being removed and the student being reassigned to study hall or a course.

ANNOUNCEMENTS

Announcements will be announced and sent via email each morning. All announcements must be approved by the teacher advisor or principal. Students have a responsibility to read and be aware of announcements each morning. There will be longer in person announcements and recognition assemblies once per week.

ARRIVAL & DEPARTURE

The school is directly responsible for supervision of students only while they are on school property or on the school bus. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school. Generally misbehavior that occurs off school property is a parent/police matter. Parents bringing students to school or picking students up from school should remain outside.

The school cannot be responsible for supervision of children before and after these times. **(Board Policy JEDB)**

These times are subject to change after all bus routes have been confirmed.

	Arrival	Tardy Bell	Dismissal
High School	7:30-7:50	7:50	2:57

ASSEMBLIES

Assemblies are held at various times throughout the school year to enhance the cultural experiences of students and to promote school spirit. At assemblies' students are expected to exhibit quiet, orderly conduct, courtesy to all speakers, and respect for the United States Flag and National Anthem.

ATHLETICS

ATHLETIC OR EXTRACURRICULAR ELIGIBILITY/ PARTICIPATION, PRACTICE, OR PLAY

The following eligibility policy will determine participation, practice, or play at Fort Frye High School in student activities and athletics: **(Board Policy: IGD, IGDJ, IGDK)**

- For students in grades 9-12 to be eligible, you must be currently enrolled in a member school and have earned a 2.0 (current) GPA and passed a minimum of five - one credit courses, or the equivalent (grades 7-8 is passing five classes), in the preceding grading period.
- Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility except for CCP courses at the end of the 2nd and 4th 9 weeks.
- A student who is deemed ineligible according to the above policy shall not be permitted to participate in any individual or team school activities or events. The only exception is for students on academic probation as described below.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective (OHSAA Bylaws 4-4-2). A student's fourth nine weeks grades determine participation, practice, or play for the next school year's fall activities or athletics. Note: This also includes all summer activities.
- Students at the Washington County Career Center, who are going to play a spring sport, must be enrolled in at least three courses during their second semester of school in order to be eligible. (At least the OHSAA required 5 credits)
- Students taking semester college CCP classes at the High School or College campus will use the semester and end of the year college grade to determine their 2nd and 4th nine weeks eligibility. A Pass/Fail is used for the 1st and 3rd nine weeks to determine eligibility as there are no official college grades at those times. High School students will have a P/F included on their school report card. Students taking classes off campus need to have a Pass/Fail Progress report signed by each teacher/professor and turned into the athletic director at the same time as High School report cards to determine eligibility. The OHSAA eligibility requirement of 5 credits will be used for students with all college classes during 1st and 3rd nine week checks. Students with any combination of CCP and High School courses must meet the passing 5 credits and the 2.0 GPA requirements during the 1st and 3rd nine weeks when using the CCP Pass/Fail system.

Fort Frye Athletic-Academic Probation

If a student athlete meets OHSAA requirements (passing 5 credits in High School or 5 classes for Middle School) but does not meet the required **2.0 GPA** on their most current 9 weeks report, they will automatically be entered into our **Athletic-Academic probation program**. **Each student-athlete has one allowed probationary period during his/her grades 7-8 enrollment and one during his/her grades 9-12 enrollment.**

When an athlete becomes eligible for probation, they must automatically apply for and take a probation period. The application includes an intervention plan, student reasoning of poor performance, a plan of improvement, support system, and signed by the student, parent/guardian, coach, athletic director, and principal. Athletes do not have the choice as to what sport or when they will take their probation. Any athlete who quits his/her sport during a probation period will be deemed to have used their probation period and will be ineligible to apply for probation for the remainder of the Junior High or High School career. Probationary athletes may practice, workout, and

participate in team activities to keep them with the team and support system after the paperwork and meeting is completed. They may not participate in games/contests/scrimmages until after interim reports and necessary criteria is met. Practice or workout privileges may be pulled or denied at any time as determined by the coach, athletic director, or principal. Probationary athletes will have weekly progress checks addressing current grades, and assignment completion in order to remain eligible to compete with the team. The weekly checks will occur on each Friday and will determine eligibility for the following week starting with Monday. Any weekly progress checks indicating an F in any one course, less than a 2.0 GPA for the current 9 weeks, or more than 2 missing assignments combined in all classes, will result in being ineligible to participate until improvement is demonstrated on the following week's progress report. Students on Athletic-Academic Probation may become eligible to participate in games/contests/scrimmages after interim reports of the current 9 weeks if all criteria above is met. Note: If the 4th nine weeks is the grade period of ineligibility and results in the Athletic-Academic Probation, forms must be submitted, a meeting held, and a plan put in place before any summer team events may be attended. Summer activities may be attended if approved by the coach, athletic director, and principal for students on academic probation prior to attending. The school games/contests/scrimmages in-eligibility will take place during the 1st 9 weeks of the next school year.

[A class for which a grade is earned for performing (such as concert band, choir) is not bound by the above policy.]

Participation may be denied for athletes who are suspended or expelled.

Fort Frye Local School District Board of Education has adopted a drug testing policy that applies to student athletes and students participating in marching band, glee club, and flag corps/winter guard. Forms that need to be completed for this policy are available online and in the high school office as well as the athletic handbook. This policy is included at the end of the student handbook.

PAY TO PARTICIPATE FEE

The Fort Frye Board of Education has approved a Pay to Participate fee for extra-curricular activities beginning with the 2008-2009 school year. Fees are as follows:

\$75.00 per student per activity to participate

\$150.00 maximum per student

\$300.00 maximum per family

Assistance may be available for students unable to pay to participate on a case by case basis (apply through the athletic director). All fees must be paid by the date determined by the athletic director at the mandatory meeting or participation may be denied in practices or games.

Attendance requirements for daily Extracurricular Participation, Practice, or Play

To participate, practice, or play in an extracurricular activity, a student/student athlete must be in school the entire school day or the student must have a doctor's excuse or absence pre-approved by the principal.

If a student/student athlete is absent a full day or does not meet the full day requirement (and he/she comes to school and intends to participate, practice, or play in an after-school activity), then a medical, dental, legal, or counseling slip must be presented to the principal or designee upon returning to school. When at all possible, advance notification is requested to help with planning and communication

ATTENDANCE POLICY

Regular school attendance is a critical component in academic success. Attendance is recorded for every minute of the school day and it is vital that students attend school regularly. Students will attend school on a daily basis (*ORC 3321.01(A)(1)*). Due to the importance of attendance, the following policy has been adopted: (**Board Policy: JED, JEDA, JEDB**)

1. Students may accumulate up to 42 hours of parent/guardian excused absences per month and up to 72 hours of parent/guardian excused absences per school year.

2. According to Ohio Administrative Code 3301-69-02(B)(2), an excuse for absence from school may be approved on the basis of one or more of the following conditions:
 - Illness of the child, up to 42 hours per month/72 hours per school year (the approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate).
 - Illness in the family necessitating the presence of the child (the approving authority may require the written statement of a physician/mental health professional and an explanation as to why the child's absence is necessary, if it is deemed appropriate).
 - Quarantine of the home (the absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials)
 - Death of a relative (the absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence).
 - Medical or dental appointment. Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment. A note from the physician, dentist or counselor is required to verify the visit.
 - Observance of religious holidays. **(Board Policy: JEFB)**
 - Emergency or other set of circumstances in which the judgment of the superintendent of schools or designee constitutes a good and sufficient cause for absence from school.
3. When the district determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the district to require the parent to attend a specified educational program.

Early Dismissal

There are times when it is necessary for a student to be out of the building during school hours. When a student needs to be dismissed from school before the regular dismissal time, a written explanation from the parent/guardian stating the time of dismissal and the reason must be brought to the school office first thing in the morning. When a student returns to school from a medical/dental or legal appointment, a medical/legal excuse slip from that office must be turned in to the school office.

- In the event an early dismissal is needed for an emergency (such as illness or family hardship), a telephone call to the office is required. The parent/guardian must speak to the principal or designee in the school office and only a parent or legal guardian can excuse a student for an early dismissal. Do not request an early dismissal by telephone unless it is an emergency.
- If one parent has been awarded custody of the student in a divorce settlement, the parent in custody as defined by statute informs the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school presumes that the student may be released into the care of either parent.

Make-Up Work: Due to the class moving forward with content, it is highly recommended to complete all make-up work as soon as possible. The number of missed days equals the number of days to make up work due to absences. It is the student's responsibility to request make-up work from teachers for excused absences.

Unexcused Absence and Suspensions: It is the student's responsibility to request and complete make-up work from teachers for unexcused absences or suspensions.

Tardy

Any student who arrives late to 1st Period is considered tardy and must sign in at the school office for a tardy pass on arrival. A student who arrives at school after school breakfast has been served will not receive breakfast. Five unexcused tardies will equal one unexcused absence.

If a student is issued five (5) tardies to school or class combined, he/she will be issued a detention by the high school office for the 5th tardy and for every 5th tardy after (This is for the entire school year and does not reset at

grade periods). Students who are late to class, more than 10 minutes, without a pass, will be considered “skipping class” and will be sent to the office and disciplined accordingly.

Truant

According to Ohio Revised Code 3321.19(A)(1),

A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive school day hours, 42 or more school day hours in one month or 72 or more school day hours in a school year. **(Board Policy: JEDA)**

Vacations/Extended Absences

The Board does not believe that students should be excused from school for non-emergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s)/guardian(s), and they must not expect any work missed by their child to be re-taught by the teacher. **(Board Policy: JED)**

- When an extended absence for special circumstances (Health/Medical/Family Emergency) must be scheduled during the school year, the parent/guardian(s) should discuss the matter with the principal to make the necessary arrangements. It may be possible for the student(s) to receive certain assignments that are to be completed during the absence.

BICYCLES/SKATEBOARDS

High School students may ride their bicycles/skateboards to school, provided they obey all safety rules and walk their bicycles/skateboards on the school property and across the highway, thus not endangering themselves or other walking children. Students should park their bicycles/skateboards in the open area by the cafeteria provided and bikes/skateboards are not to be handled by owners or others during the school day. Students are responsible for all personal belongings.

CADET COLLEGE AND CAREER CENTER (C4) PROCEDURES – The Cadet College and Career Center is open during the school week from 7:50 a.m. – 2:57 p.m. ONLY Juniors or Seniors TAKING CCP CLASSES OR CLASSES MARKED AS CAREER TECHNICAL EDUCATION COURSES AT FFHS MAY BE IN THE CADET COLLEGE AND CAREER CENTER (C4) AREAS. This includes Dual Enrollment with FFHS teachers, Distance Connected Classes taken on FFHS campus, and Career Technical Courses.

1. All Food and Drink must stay in the Cafe Area and keep the area clean at all times.
2. No rated-R movies will be viewed or shown in the lounge.
3. Cell phones are permitted in the C4 area only if used within school guidelines and expectations.

CAFETERIA

Per the Fort Frye Local School District Wellness Policy, a well-balanced breakfast and hot lunch are available at all district schools. The district participates in the Universal Breakfast Program, which provides all students with breakfast, free of charge, in the morning as soon as they arrive at school. Federally subsidized free or reduced price lunches are available to families who fall within the federally established guidelines. Applications will be sent home the first day of school and will be made available in all school offices in case financial circumstances change throughout the school year. The district utilizes a Point of Sale (POS) system for breakfast and lunch, which allows parents to pay for student meals in advance, in essence, giving the child an electronic meal ticket.

(Board Policy: EF/EFB, EFF, EFG, EFH)

- Checks may be made payable to Fort Frye High School.
- Milk may be purchased for students who bring their lunches from home. Students are not permitted to bring pop to school for lunch.
- Lunch periods are closed. Students are not permitted to leave school grounds for lunch and food deliveries are not permitted. The exceptions to this are CCP Juniors and Seniors as long as they meet set requirements.
- High School students are able to charge up to \$10.00 on their lunch account. However, families are encouraged to deposit money on their child’s account so that it does not have a negative balance.

- Cafeteria supervisors will establish rules and regulations for the cafeteria areas and students are expected to cooperate fully with staff members.

To earn CCP Junior and Senior privileges that includes open lunches and access to the C4 Room, they must meet the following criteria and follow set guidelines:

Criteria

- a) 2.7 GPA in Previous 9 weeks (and no F's)
- b) No F's in current 9 weeks
- c) No discipline in current 9 weeks
- d) 2 or less tardies in current 9 weeks
- e) 95% or better attendance for year

Guidelines

- a) Must sign (or swipe) scan QR code EVERY TIME both out and back in
- b) Must have signed permission slip on file
- c) Represent Fort Frye and self in community
- d) May not bring food or drink back for others without same privileges
- e) Food is ONLY permitted in the C4 Area.

Charge Policy

- Charging for school meals refers to any time a student does not have enough money to cover the price of a meal at the point of sale. Charges for meals are permitted for students who occasionally forget or misplace their money up to a maximum dollar amount of \$10.00. **Snacks and ala carte items cannot be charged.**
- We ask that charges be repaid the following school day. Once a student reaches the charge limit, Fort Frye Local Schools will provide an emergency meal consisting of a peanut butter sandwich, fruit, and milk if the student does not have money for the meal or a packed lunch. The first emergency meal is free. The student will be charged \$.50 per meal the second day and beyond.

Notification of Low Balances

- Negative Balance Notices will be given to elementary students at the end of the school day to take home to parents/guardians as a reminder to replenish the student meal account with money owed and to remind them additional funds will be needed for any future meals.
- Negative Balance Notices will be given to high school students at the end of the week to take home to parents/guardians as a reminder to replenish the student meal account with the money owed and to remind them additional funds will be needed for any future meals.
- The cafeteria cashier will also notify parents by phone, when the student's lunch account has reached the maximum limit of allowable charges, to inform parents money is needed.
- Unpaid meal charges will be carried over at the end of the year to the next school year and will be subject to this charge policy the following year

CELL PHONES AND ELECTRICAL DEVICES

With the High School now having a 1 to 1 student chrome books, this eliminates the need for cell phone educational use. Cell phones are permitted only in the lunchroom during lunch, the hallways between classes, and by Juniors and Seniors that have met all requirements in the C4 area. They are never to be used in restrooms or locker rooms. **(Board Policy: JFCK, EDEB)**

If a device (cellphone, smart watch, etc.) is being used at any other time, the following may occur; 1) the first offense will result in the device being taken and the student will be able to pick it up at the end of the school day, 2) the second offense will require a parent to pick it up at the main office, 3) the third offense will result in disciplinary action being taken. (Refer to the Board. Policy JFCK) Further offenses will result in the device remaining with the school office until a parent/guardian can pick it up. In order to help prevent potential classroom distractions, all faculty and staff reserve the right to have students “check in” their device (if they are carrying one) in a designated location as they enter the classroom.

Cell Phones scanning a QR code outside every door will be used for Signing In and Signing Out to every room (restroom, office, sick room, Cadet period travel, etc.) when travel in the school is not a regular class schedule. If a student does have a cell phone for QR scanning, a printed log will be provided.

Cell phones and mobile devices used for Cyberbullying will be confiscated. Cyberbullying is any behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other mobile devices. (Refer to Code of Conduct) Cell phones and mobile devices may not be used for recording or taking photos of students, staff or other individuals at school without their consent.

The School is not responsible for any damages, loss, or theft that might occur to any personal electronic devices.

CHILD CUSTODY

A copy of the Court Order pertaining to child custody is to be kept on file in the school office. Parents have an obligation to inform the school anytime the custody of a child changes.

CLASSROOM PROCEDURES

During the first week of school students/parents will receive information from their teachers explaining expectations for the year, Parents are asked to review these expectations with their children.

COMPLAINTS

Informal Procedure: The Board and the Association agree that the most beneficial method to resolve public complaints or concerns is through face-to-face conferences at the building level. Conferences between teachers, pupils, parents, principals, and other persons involved will be utilized in resolving complaints or concerns. Conferences between teachers, pupils, parents, principals, and other appropriate staff will be pursued before using the formal procedure. When specific assistance is needed to assist a student, the principal and teacher shall discuss options and decide on a plan of action.

Formal Procedure: If the complaint or concern has not been resolved by use of the Informal Procedure, a Formal Procedure may be used. Interested parties may consult with the superintendent’s office for directives as per the negotiated contract(s). Any student who feels there are grounds for any personal discrimination needs to report his/her concerns to the principal or assistant principal. **(Board Policy: KL, KLB, KLD)**

COMPUTERS, NETWORKS, and ONLINE SERVICES

Computers and use of the district’s network and online services are to support learning, enhance instruction, and assist in the administration of Fort Frye Local Schools. All computers are to be used in a responsible, efficient, ethical, and legal manner. The use of the network is a privilege, not a right. Therefore, the granting of computer user privileges imposes certain responsibilities and regulations designed to safeguard the available data as well as promote proper usage of the system. The school retains the ownership of all hardware and software and reserves the right to inspect, copy or delete all files and records created or stored on school owned computers.

(Board Policy: EDE, EDE-R, EDEB)

The following guidelines apply to all users of the network:

1. Each student must read and sign an Acceptable Use Policy Agreement.
2. The parent/guardian of each student must read and sign the same Acceptable Use Policy Agreement.

EMERGENCY PROCEDURES

Students are not permitted to use cell phones or any technological devices during any of these drills and

disciplinary action may be taken if used. The Fort Frye Safety and Security Plan contains information on many topics besides these listed below.

Crisis Management Plan: Should a crisis situation occur during the school year, school personnel will follow the steps outlined in the Safety and Security Plan for the elementary schools.

Evacuation Drills: The school administration has revised procedures to follow recommendations adhering to the alert, lockdown, inform, counter attack, and evacuate protocol.

Fire Drills: Students are to walk to the nearest exit as directed by the teacher. If that exit is blocked the nearest alternate route should be taken. Students should remain with their teacher until an all-clear signal is given and the teacher directs the students back to their classroom.

Lockdown Drills: Students are to remain in their assigned classroom or report to the closest classroom available. These drills are conducted at least once per year

Severe Weather: In case of bad weather, such as snow, ice, floods, etc., parents will be notified of school delays and closings via the automated communication system, radio stations, and local television stations. Stations that typically carry school closing are WMOA, WTAP, and WXIL. The closing of school will be announced early so that children will not have to be outside waiting for buses.

- In the event of a two hour delay, students will be picked up by their regular bus two hours later than the normal time and walkers should report to school two hours later than normal.
- If a student is not picked up because the driver determines the road is hazardous the student will not be counted absent when determining attendance awards; however, students are responsible for make-up work. Students not picked up on morning routes will not be dropped off in the evening. Therefore, if you bring your child to school because the bus did not run your route, you must also pick up your child.
- If an early dismissal is necessary due to an unforeseen emergency, working parents should develop a plan with their child so the child will know where to go.

Tornado Drills: Students are to proceed to a pre-assigned location designated by the teacher in charge and students are expected to follow their teacher's directions for the drill.

FIELD TRIPS

Field trips are meant to supplement instructional activities. All trips must be pre-approved by the principal and the teacher is responsible for coordination of the trip, including student permission slips, bus request, and supervision of students. Parents/guardians are required to sign permission slips when students take field trips.

FUNDRAISING

With the approval of the building principal and superintendent, clubs and organizations may conduct fundraisers provided that its method includes only product orders or pledges. After the orders are taken, students will deliver products to their list of buyers when the products arrive. Students are permitted to sell for non-Fort Frye fundraisers, such as Girl Scout cookie sales.

GRADING POLICY

A+ (97-100)	B+ (89-87)	C+ (79-77)	D+ (69-67)	F (59-below)
A (96-93)	B (86-83)	C (76-73)	D (66-63)	
A- (92-90)	B- (82-80)	C- (72-70)	D- (62-60)	

GRADUATION REQUIREMENTS

Permanent Graduation Requirements---Assessments and Seals
3 Parts including Academics, Assessments, and Seals

I. Cover the Basics (Academics)

Seniors in the Job Market

All seniors must satisfactorily complete the Seniors in the Job Market program.

Academics See clarifying notes in table below.

English Language Arts	4.0 units
Health	0.5 unit
Mathematics	4.0 units
Physical Education	0.5 unit
Science	3.0 unit
Social Studies	3.0 units
Financial Literacy	0.5 unit
Fine Arts	1.0 unit
Electives	4.5 units
	21.0 units

Subject	Note
Financial Literacy	All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement. Starting with the class of 2026, Financial Literacy must be a separate 0.5 credit and may not be taught as part another course.
Math	One of the four math credits must be Algebra 2 or equivalent.
Science	Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Students on a Student Success Plan may be exempted from advanced study in science.
Social Studies	Social studies units must include $\frac{1}{2}$ unit of American history and $\frac{1}{2}$ unit of American government. For class of 2021 and beyond students must also earn $\frac{1}{2}$ unit of World Studies.
Electives	Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
Physical Education	School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band, or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

II. Show Competency (Assessments)

Earn Competency Score of 684 on both Algebra I and ELA 2 OR

Complete 1 of 3 alternative ways:

1. Earn credit for one math and/or English course through CCP or
2. Demonstrate Career Experience and Technical Skill: Complete 2 demonstrations of competency through foundational and supporting options (in table below) or

3. Enter a contract to enlist in the military upon graduation

Foundational (must include 1)	Supporting
Score proficient or higher on 3+ WebXams in a single pathway	Complete a 250 hour work-based learning experience with evidence of positive evaluations
Earn an 12 point approved industry recognized credential	Earn the Workforce Readiness score on WorkKeys (Applied Math, Graphic Literacy, and Workplace Documents)
Complete a pre-apprenticeship in a career field or show acceptance into an apprenticeship program after graduation if 18+	Earn the Ohio Means Jobs Readiness Seal

Biology, American History, American Government, and Geometry AIR Tests are still mandatory. All but geometry show up in Readiness, the 3rd part of new graduation requirements as seals.

HB 110 Additions

Students may now demonstrate competency by obtaining a remediation-free score in the math or English subject areas on the ACT or SAT. To demonstrate competency in English II, a student must be remediation-free in BOTH English and reading on the ACT.

Earn a score of “Basic” or higher to demonstrate competency for English Language Arts and math on the Alternate Assessment for Students with the Most Significant Cognitive Disabilities.

III. Show Readiness (Seals)

Student must earn 2 diploma seals (1 of which must be Ohio)

Ohio

- Military Enlistment Seal – under contract at time of graduation or JROTC
- Technology Seal – proficient+ on subject AP/IB test, B or higher in CCP class or, complete a course offered by the school that meets Department guidelines; FFLS also defines this seal locally to be earning 1 credit (2 semesters) out of 4 credits (8 semester classes) available at FFHS. [Technology Seal Defined for FFHS](#)
- [Industry Recognized Credential](#) – earn 12 point approved credential ; HB 110 adds the option of obtain a state-issued license for practice in a vocation that requires an examination.
- Citizenship Seal – proficient+ in both American History and American Government exam or B or higher in CCP classes or HB 110 Earn a final course grade that is equivalent to a “B” or higher in both an American History course and/or an American Government course offered by the student’s high school. Earn a score of “Basic” or higher on the Social Studies Alternate Assessment for Students with the Most Significant Cognitive Disabilities.
- [Ohio Means Jobs Readiness Seal](#) – proof of employability skills with school, work, and community consultation
- Seal of Biliteracy – proficiency on assessments in world language and English
- [College Ready Seal](#) – remediation free scores on ACT (English 18, Reading 22, Math 22) The state of Ohio will pay one time for all 11th grade students to take the exam (no writing) free of charge.
- Science Seal – proficient+ on Biology exam or B or higher in CCP class or HB 110 Earn a final course grade that is equivalent to a “B” or higher in an advanced science course. Earn a score of “Basic” or higher on the Science Alternate Assessment for Students with the Most Significant Cognitive Disabilities.
- [Honors Diploma Seal](#) – earn one of 6 Honors Diplomas (New rules for Class of 2026 and beyond were not available at the date of publication. Check the guidance website for updates or use the hyperlinked title to view the Ohio Department of Education website.)

Local---[Handout Adopted by FFLS Board 1-23-20](#)

- Community Service Seal – community service project
- Student Engagement Seal – extracurricular activities
- Fine and Performing Arts Seal – demonstrate skill

COMMENCEMENT

To participate in the Commencement, students must have met the above criteria (academics, assessments, seals, and seniors in the job market) in addition to:

1. Participate in the entire graduation rehearsal (unless excused in advance by the principal).
2. Dress appropriately for graduation (as determined by the administration).
3. Be in current good standing with the school (not expelled and with all fees/dues paid).

HONOR ROLL

The grade point average is calculated each nine weeks for the purpose of determining the following honor roll lists:

Principal's List 3.75 – 4.00

Distinguished List 3.50 – 3.74

Merit Roll 3.00 – 3.49

However, a student with a "D" or "F" on his/her report card will not be listed on any honor roll for the grading period. A student with an incomplete at the end of the grading period may not be included in the honor roll lists.

GRADE POINT AVERAGE/CLASS RANKING

The term grade point average is the grade point average of the most recently completed nine week grading period. Calculation: quality points x course credit = total quality points; total quality point / total credits = term GPA.

The Semester average uses both terms and is the final grade for the semester.

1st 9 weeks + 2nd 9 weeks / 2 = semester final grade

3rd 9 weeks + 4th 9 weeks / 2 = semester final grade

The cumulative grade point average is based upon all of the final grades for all of the previous semesters.

Calculation: quality points x course credit = total quality points; total quality points/total credits = cumulative grade point average

Cumulative grade point averages are updated at the end of each semester when grades post to transcripts. This determines class rank.

Quality points are based on the following scale: all A's equal 4 points; all B's equal 3 points; all C's equal 2 points; all D's equal 1 point; all F's equal 0 points. Most college courses are worth 1 credit. Most other courses are worth 0.5 credit with the exception of PE courses which are worth 0.25 credit.

Grade Replacement

Students earning a C or below may be given permission to repeat any class for which they have previously received credit. If repeated, the class must be completed by the end of the next school year. Credit will only be granted once for the class and both classes and grades will appear on the student's transcript. The higher of the two grades for semester 1 and, if applicable, semester 2, will be calculated into the student's cumulative GPA. With teacher/counselor permission, a class may also be retaken as an audit for no credit or grade. The course may only be repeated once. **(Board Policy IKC)**

CCP Summer Term or FFHS Summer School Credit Recovery or Enrichment

Per Ohio High School Athletic Association, summer coursework does NOT impact fall extracurricular eligibility but will be recorded on the student's transcript. Prior to graduation, a summer school grade will count in the cumulative GPA and ranking.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian designations will be awarded to the students with the highest and second highest cumulative GPA respectively and as determined by coursework completed during the student's high school

program through the end of the third nine weeks of the student's senior year. In addition to cumulative GPA, to qualify for Valedictorian and Salutatorian, the student must also be on track to earn an Ohio Department of Education Diploma with Honors. If there are multiple Valedictorians, there is no Salutatorian selected.

Students transferring to the high school from a chartered school will have no established class rank for purposes of honors such as Valedictorian or Salutatorian until such time as they have completed two semesters prior to the third nine weeks grading period of the senior year. **(Board Policy IKC)**

Students entering high school from a non-chartered or home based schooling shall have no established class rank for purposes of honors such as Valedictorian or Salutatorian until such time as they have completed four semesters prior to the third nine weeks of the senior year. **(Board Policy IKC)**

DIPLOMA WITH HONORS

Requirements for the Diploma with Honors are published yearly in the Fort Frye High School Registration Booklet and are on the FFHS Website. New rules for Class of 2026 and beyond were not available at the date of publication. Check the guidance website for updates or view the Ohio Department of Education website.

ACADEMIC LETTERS

Fort Frye High School students on an Honor Roll for the first 3 grading periods will receive an academic letter or a service pin.

GUIDANCE OFFICE

The School Counselor and Guidance Secretary are available on a daily basis to assist students with personal, career, and academic concerns. Drop-ins are welcome. Individual conferences may be scheduled for students and/or parents. Student conferences for personal reasons are considered confidential with the exception of information that is disclosed which may result in harm to oneself or others or in situations when the school is under legal obligation to do so.

The guidance department posts numerous links to scholarships and college planning links on the Guidance Web Site: <https://www.fortfrye.k12.oh.us/o/ffhs/page/scholarships>.

HOMEWORK

The purpose of homework is to help students become self-directing, independent learners. Homework assignments will support clearly defined school and classroom objectives and will be used to reinforce and enhance school experiences. According to newly adopted district grading practices, homework will count no more than 20% of a student's term grade. **(Board Policy IKB)**

LOCKERS

Student lockers in this building are the property of the Fort Frye Local School District. Student lockers may be searched at any time and can be subject to random searches without probable cause under Ohio Revised Code 3313.20 (C) (1) (a), (b). **(Board Policy JFG)**

A locker is assigned by the guidance office. If a student chooses to place a lock on their locker, only a combination lock may be used, and the combination must be given to the guidance office. Do not leave valuables in a locker as the threat of theft does exist. School officials have the right to search or reclaim any locker. Lockers are subject to search by the K-9 Unit. Lockers and other such property carry no expectation of privacy for the students who occupy them. Students are not to open another student's locker, share lockers unless they are assigned, change lockers without permission from the guidance office, or display inappropriate pictures or slogans.

LOST AND FOUND

Students who find lost articles are asked to take them to the high school office or cafeteria and place them in the Lost and Found boxes where the owner can claim them. Likewise, students who have lost or misplaced items should check the Lost and Found boxes.

LOUNGE/C4 AREA FOR CCP/CTE JUNIORS AND SENIORS

Must have permission on file and sign in when entering AND stay in the C4/lounge.

Criteria

- a) 2.7 GPA in Previous 9 weeks (and no F's)
- b) No F's in current 9 weeks
- c) No discipline in current 9 weeks
- d) 2 or less tardies in current 9 weeks
- e) 95% or better attendance for year

MEDICAL INFORMATION

Allergies & Bee Stings: Parents are responsible for informing the school of the student's allergies, especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered. **(Board Policy: EBBA)**

Emergency Medical Authorization and Information: Emergency medical authorization and information must be provided at the beginning of the school year. Any changes must be updated online as soon as possible.

Emergency Medical Treatment: Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency.

Head Lice: If the child is found to have live lice, he/she will be sent home at that time with the parent/guardian. The school will assist the family in securing resources to treat the lice infestation. The parent/guardian will bring the child to school the following school day for re-screening to ensure the child can remain at school. The student is considered excused from school if the school official deems the child cannot yet return to school due to live lice. A student cannot return to school and/or ride the District school bus until the student is free of live lice. The school nurse or approved designee will continue to check the student's head at least two times over the next ten school days.

If the child has no live lice, but is found to have nits when checked by the school nurse or trained designee, the student will not be removed from school. However, the school nurse or trained designee will contact the student's parent/guardian to inform them of the presence of nits and assist with resources for treatment. The school nurse or approved designee will continue to check the student's head at least two times over the next ten school days.

Illnesses: If a student becomes ill while at school, he/she will go to the sick room in the nurse's office and if it becomes necessary for the student to be sent home, the parent or guardian will be contacted.

The school will release an ill child only to that child's custodial parent or a person identified by the custodial parent. No child is ever sent home unless there is an authorized adult to care for him or her. Parents are responsible for providing the school with work numbers and information about where the parent can be reached during the day. **(Board Policy: JHC, JHCC)**

Inoculations of Students: Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law. **(Board Policy: JHCB)**

- Students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the day of entrance.
-

Medication: The Board wishes to cooperate fully with students, parents, and the medical profession to assure that students receive required medication during the school day. To ensure the health and welfare of the students, two forms must be completed prior to dispersal of medication. A *Physician's Request for the Administration of Medication By School Personnel* must be filled out by a physician and the *Parents Request for Administration of Medication by School Personnel* must be turned in to the school office before over the counter and prescription drugs will be disbursed. **(Board Policy: JHCD)**

Updating Family & Medical Records: Parents should immediately notify the school when there are any changes in a student's address, phone number, or any information. If the family status changes because of divorce or legal separation or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

Use of Overdose Reversal Drugs in Emergency Situations:

A nurse employed by or contracted by the Board of Education, or an otherwise properly trained employee, volunteer, or contractor may possess and administer an overdose reversal drug to any person on Board of Education property or at a Board of Education-sponsored event who is apparently experiencing an opioid-related overdose. The district will follow the procurement and use guidelines set forth in Board Policy EDBE.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are always welcome. Parents should call ahead to the teacher or guidance department for an appointment to be sure the teacher will be available. Special conference days are established twice during the school year. **(Board Policy: IKAB)**

PHYSICAL EDUCATION CLASSES

Children need to wear clean, non-marking gym shoes for physical education class. Please contact the office if there is a financial need. A parent should notify the classroom teacher immediately if a child cannot temporarily or permanently take physical education classes due to health reasons. A written doctor's excuse is needed to excuse the child from class. **(Board Policy: IGAf, IKF)**

SCHOOL FEES (Workbook and Textbook)

- Students who qualify for free lunches may have their student academic fees waived. To be exempt from paying fees or having grade cards held, a parent must complete a free lunch form for their student and turn it into the high school office. Also, the SHARING INFORMATION WITH OTHER PROGRAMS form must be checked "yes" and returned to the high school office (copies of medical cards will not be accepted). Once all forms are approved, the student's academic fees will be waived. This does not apply to any fee that may be charged for extracurricular activities such as FFA, and/or class dues. If you think your family might be eligible for free lunches, and you have not applied, forms are available for your student to pick up in the office.
- Fees must be paid in full by May 1, including 100% for any previous years **(Board Policy JN)**
- Extracurricular Activities (Athletics, Dances, etc.), student report cards or access to parent portal may be withheld if payment or a payment plan is not communicated and established with the Building administration.
- Class dues are \$10 and are paid annually to class advisors. Dues are in addition to school fees and cannot be waived.

SCHOOL RECORDS

Confidentiality: Student records are confidential and are protected under the Privacy Act. Only the school staff and the child's natural parents or legal guardians have access to the records. **(Board Policy: JO, JO-R)**

Directory Information: Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students

a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, newspaper article, or final forms) is left to the discretion of each school.

Parent's Access: Parents requesting access to their child's records must be granted access. Parents have the right to receive copies of their child's records. Parents have the right to a response from the school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those.

SIGNS AND POSTERS

All signs and posters must be approved by the office, placed in designated areas, and removed by the responsible individual(s). **(Board Policy: KI, KJ, KJA)**

SOCIAL EVENTS

All Fort Frye High School grades 9-12 school dances, including prom, unless otherwise announced, are open to Fort Frye students only and their pre-registered guests. Guests must be at least in 9th grade and under the age of 21 and registered with administrative approval of a Visitor's pass. Visitors Passes may be obtained from the high school office and must be turned in at least one day prior to the school sponsored event. Should this procedure not be followed, an "unregistered" guest may be asked to leave the event. Once a student leaves a dance, he/she is not permitted to re-enter. **(Board Policy: IGDC)**

Participation in school-related activities may be denied to students who are suspended, expelled and/or have not paid their **INSTRUCTIONAL FEES or CLASS DUES** by the beginning of the second semester. When students are denied access to these school-related activities, they may not be present on school grounds when the event is occurring.

STUDENT BUS CONDUCT

Students and guardians should be advised that Fort Frye Local Schools uses video and audio recording devices on its buses to monitor student behavior and these recordings are admissible in student disciplinary hearings.

For the safe and efficient operation of the school bus it is necessary that the bus drivers have the fullest cooperation of all students. All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal and/or Transportation Coordinator. Only students assigned to a bus may ride to or from school. On the rare occasion when a student needs to ride a different bus, the parent must send a note or call the office. The office will dispense a Student Bus Pass allowing the student to ride a different bus. The following regulations are interpreted in terms of the State of Ohio Pupil Transportation Rules and Regulations of the State Department of Education and the Ohio Department of Highway Safety. **(Board Policy: EEACC, EACC-R)**

1. Students must arrive at the bus stop 3 minutes before the bus is scheduled to arrive. The bus will not wait. *(Ohio Law 3301.83.08)*
2. Students must wait quietly in a location clear of traffic and away from the bus stop. This is known as the *Designated Place of Safety*. *(Ohio Law 3301.83.08)*
3. Student behavior at bus stops must not threaten the life, limb or property of any individual. *(Ohio Law 3301.83.08)*
4. Students must go directly to an available or assigned seat. *(Ohio Law 3301.83.08)*
5. Students must remain seated, keeping aisles and exits clear. *(Ohio Law 3301.83.08)*
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly

- and respectfully. *(Ohio Law 3301.83.08)*
7. Students must be courteous and respectful to fellow students and to the bus driver.
 8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
 9. Students must not use sexual, profane or abusive language. *(Ohio Law 3301.83.08)*
 10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. *(Ohio Law 3301.83.08)*
 11. Students must not use tobacco, or related products, on the bus. *(Ohio Law 3301.83.08)*
 12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for students. *(Ohio Law 3301.83.08)*
 13. Students must not throw or pass objects on, from or into the bus. *(Ohio Law 3301.83.08)*
 14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. No items such as skateboards or rollerblades are permitted. The bus driver has the authority to allow or disallow electronic devices. Electronic devices are only allowed as long as they are not disruptive to the other students or the bus driver. No headphones are to be worn while the student is loading or unloading the school bus. It should be known that Fort Frye Local School District shall not be held liable for any items that are damaged, lost, or stolen on the school bus. *(Ohio Law 3301.83.08)*
 15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
 16. Students must not extend any part of their bodies out of the bus windows.
(Ohio Law 3301.83.08)
Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk. *(Ohio Law 3301.83.08)*
 17. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. *(Ohio Law 3301.83.08)*

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved students discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to a building administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. ***(Board Policy: JFC)***

Students attend Fort Frye Schools under the direction of state laws and with the benefits of constitutional protection for their rights as citizens. This code specifies the school's expectations of the students. Students have a right to reasonable treatment from the school and its employees and the school has a right to expect reasonable behavior from the students. Freedom carries with it responsibilities for all concerned.

The following is the established Code of Conduct for Fort Frye Schools. This code applies to all Fort Frye students during the school day and for all after-school activities. Unfortunately, it sometimes becomes necessary to remove students from school. The violation of one or more of the following rules of student conduct may result in a detention, suspension, recommended expulsion, or other forms of discipline.

1. **Arson:** Unauthorized use of fire or the setting of a fire, use of fireworks, etc.
2. **Bullying/Hazing, Degrading, Disgraceful, Frightening, Intimidating, or Menacing Acts:** 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 mental or physical harm to the other student and is sufficiently severe, persistent or pervasive and creates an intimidating, threatening or abusive educational environment for the other student. The Fort Frye Local School District Wellness Committee works to support staff in eliminating these behaviors. All elementary schools adhere to the committee's "See It, Say It, Stop It" campaign to promote a positive and safe environment for all students. You can report bullying to Safer Schools Ohio at 844-SaferOH / 844-723-3764. **(Board Policy: JFCF, JFCF-R)**
Types of bullying include: physical, emotional, cyber and hazing.
 - **Physical:** physical bullying is any behavior that is physical in nature used to intimidate another student. These acts may include, but are not limited to, pushing, kicking, and intentional physical contact.
 - **Emotional:** Emotional bullying is any behavior that is used to intimidate another student without physical contact. These acts include, but are not limited to, name calling, gestures, threatening another student, and verbal intimidation.
 - **Cyber:** Cyber bullying impacting the school environment including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices.
 - **Hazing:** Hazing is defined as any behavior that is ritualistic, which may constitute harassment, abuse or humiliation with the requirements to perform meaningless tasks; sometimes as a way of initiation into a social/athletic group. No student may engage in bullying/hazing or similar practices. (Board Policy JFCF)
3. **Cheating/Plagiarizing:** Misrepresentation of one's work or a fraudulent means to acquire answers, information, or work from another individual such as a student, teacher, or off the Internet is considered cheating or plagiarizing. At the discretion of the administrator, the tests or work may be changed and/or reassigned and disciplinary action may be taken.
4. **Computer Usage:** See items listed under computer usage. **(Board Policy: EDE, EDE-R, EDE-E)**
5. **Damage to School Property:** A student will not cause or attempt to cause damage to school property. Restitution will be made for the damage to school property. **(Board Policy: ECAB)**
6. **Damage to Private Property:** A student will not cause or attempt to cause damage to private property on school premises or at any school activities on or off school grounds.
7. **Disruption of School:** A student will not cause disruption or obstruction to the educational process. A student who illegally induces a panic or causes a false alarm will be subject to school disciplinary action as well as a criminal conduct charge with law enforcement officials.
8. **Dress Code Violation:** Acceptable student dress and appearance are necessary to insure an atmosphere conducive to learning. Appropriate clothing is expected. A student will not dress in an inappropriate manner which interferes with a student's health and welfare (or that of other students) or causes disruption or directly interferes with the educational process. If a student wears inappropriate clothing to school he/she must change to appropriate clothing. If appropriate clothing is not available at the school the parent/guardian will be asked to bring a change of clothing. **(Board Policy JFCA)** The following are examples of inappropriate clothing:
 - Clothing that advertises alcohol, tobacco, or drugs.
 - Halter tops, tube tops, tight tank tops, or any see through wearing apparel.
 - Top garments that do not overlap the lower garment.
 - Hats, visors and scarves/bandanas for males and females. (except designated hat days)
 - Clothing that has inappropriate slogans or designs.
 - Clothing that suggests a message or interpretation of violence.
 - Tops/pants that do not cover under garments and/or are too revealing.
 - Pants, shorts, skirts and dresses which are not modest in length.
9. **Drinks/Food:** Food and Drinks are not permitted in the Auditorium. Food and Drinks other places are

under the discretion of classroom teachers and administration.

10. **Drugs:** A student will not possess, use, be under the influence, or transmit drugs and/or counterfeit drugs and/or drug paraphernalia. Possession may include, but is not limited to, concealment of the student person or located in book bags, purses, wallets, lockers, desks, or motor vehicles. Suspicion of drug or substance possession requires local law involvement. **(Board Policy: JEGA)**
 - *First offense* will result in a 10-day suspension with recommendation to a drug abuse program.
 - *Second offense* is a recommended expulsion. In both situations, law enforcement authorities will be notified.
11. **Felony:** The school may provide home instruction for any student charged with a felony.
12. **Felonious Assault/Physical Contact:** A student will not cause physical injury or behave in such a way that could threaten to cause bodily harm or physical injury to school staff, other students, or visitors. Discipline may include a suspension and a referral to Washington or Morgan County juvenile courts may be made for unruliness.
13. **Fighting:** A student shall not threaten, act or behave in such a way as could cause physical or mental injury to a student or staff member on the school grounds or in the school building. When student disagreements result in physical contact with blows/punches being exchanged, a referral to Washington County law enforcement may be made for disorderly conduct/assault.
14. **Forgery:** A student will not falsify information such as times, dates, grades, addresses, or signatures on school forms or other written correspondence.
15. **Gambling:** Games or activities in which students bet or wager money or other valuable items (or to be later exchanged for money or valuables) are not permitted on school property or during school functions.
16. **Horseplay:** A student should not engage in horseplay on school property. Innocent student interactions often escalate into more serious problems.
17. **Inappropriate Behavior:** A student will not misbehave, disrupt, and/or act inappropriately in the classroom, hallways, cafeteria, or at school functions.
18. **Insubordination:** A student who does not comply with reasonable directions of authorized school personnel is subject to disciplinary action.
19. **Leaving School Grounds:** A student will not leave the school grounds after arriving at school without authorization from the school office. If a student has received permission, he/she must sign out in the school office before leaving and sign in upon returning to school.
20. **Mischievous or Disrespectful Behavior:** Includes, but is not limited to, disobedience and/or disrespect toward school personnel. Other infractions in this category include unauthorized use of a pass, littering, excessive talking, mischief, and disturbing class.
21. **Physical Contact:** Public displays of affection are not permitted in school or on school grounds during the school day or at school functions.
22. **Profanity and/or Obscenities:** A student will not use profanity or obscene language (either written or verbal) when communicating with any person at school or during school activities. The use of obscene gestures, signs, pictures, or publications is also prohibited.
23. **Sexual Harassment:** Sexual harassment is a kind of discrimination, which means that someone is treated differently because of his or her sex. Sexual harassment is behavior or words that:
 - are directed at a person because of his or her sex
 - are uninvited, unwanted, and unwelcome
 - cause a person to feel uncomfortable or offended
 - create an environment that makes learning difficult
 - may be repeated or may be very offensive on a one-time basisAny action judged by school officials to involve misconduct/sexual harassment that interferes with another student's life may be dealt with as insubordination. **(Board Policy: ACAA)**

Advice to a student: If you feel that you are being sexually harassed, take action even though it is difficult or embarrassing. Tell the harasser you don't like it and you want him/her to stop. If the harassment continues, write down times, places, witnesses, and what happened. Report it to a school official immediately. **(Board Policy ACAA-E) (Forms available in the office)**
24. **Stealing/Theft:** Unauthorized use or possession of another's property.
25. **Tobacco and Alcohol:** A student will not possess, use, or transmit any alcoholic beverage and/or any

tobacco product or related paraphernalia. Betel nuts cannot be used or possessed in schools. Underage possession of tobacco/alcohol could involve local law officers. Possession of tobacco/alcohol in any form on school premises and/or during school functions will result in the following: **(Board Policy: JFCG)**

- First offense results in a 5-day suspension and recommended intervention before readmitting to classes.
- Second offense results in a 10-day suspension and recommended intervention before readmitting to classes.
- Third offense results in a 10-day suspension with recommended expulsion

26. Unauthorized Use of the Building: Students are not permitted to use the building when school is not in session without authorization and supervision by school personnel each time. If found in any school building without authorization, the student will be subject to school disciplinary action and/or potential referral to the local police.

27. Weapons: No student will bring weapons to school. A weapon may be defined as (but not limited to) any device which could be used to cause bodily harm such as guns, knives, bombs, grenades, rockets, and missiles. Any student who brings a weapon or look-alike to school will be recommended for expulsion from school for a period of up to one year.

STUDENT DISCIPLINE

In an attempt to preserve discipline and maintain the best possible atmosphere for learning this Student Code of Conduct has been adopted. It is very difficult to project every possible situation where an inappropriate behavior may occur, therefore it may be necessary from time to time for the teacher and/or principal to use firm but fair disciplinary procedures in certain situations, as well as any situation covered by the code include, but not necessarily limited to: **(Board Policy: JG, JGA, JGD, JGDA, JGE, JGF, JGF-R, JEGA)**

- Verbal reprimand
- Student conference
- Parent phone call/conference
- Student/parent conference
- Detention or Lunch detention
- Friday Night School
- Suspension: In-school and Out-of-school
- Expulsion

INVOLVEMENT AND SUPPORT OF PARENTS:

The behavior of the student in school is ultimately the responsibility of the parent and a reflection of the kind of discipline the parent has developed with the child in the home. The school expects that parents will cooperate with and support the school when the child must be disciplined.

DETENTION: Detention is held after school for two hours from 3:15 p.m. to 5:15 p.m. Transportation home after detention is the responsibility of the student/parent/guardian. Students who are serving a detention will be permitted to ride the activity bus. The detention monitor sets the rules for detention.

An unexcused absence from an assigned detention will result in an In School Suspension (ISS). This is in addition to the detention being rescheduled. Detentions are not re-assigned except for medical, dental, legal, or counseling reasons. A slip for these reasons must be turned in the next day or disciplinary action will be taken.

A student who receives more than **three (3)** detentions in any one grading period may receive a Friday Night School or suspension for each **additional** detention received during that grading period. If a student receives **ten (10)** detentions for the year, a suspension may be given for each detention received for the remainder of the school year. A school official may file a complaint with juvenile court for unruliness after the 10th detention of (multiple) suspensions (if not before).

Detentions, and in-school suspensions are not appealable (ORC 3313.66)

STUDENT SUSPENSION: The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year. **(Board Policy: JGD)**

The guidelines listed below are followed for all out-of-school suspensions:

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - Superintendent;
 - Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion. If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Out of School Suspension - APPEAL PROCEDURE: Should a student or a student's parent(s) choose to appeal the Out of School suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in a 30 minute executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

APPEAL TO THE COURT: Under State law, appeal of the Board's or designee decision may be made to the Court of Common Pleas. Examples of behaviors that may lead to suspension or expulsion include but are not limited to:

1. Fighting
2. Substance abuse
3. Abuse of any rule

SUPPLIES

Students are responsible for furnishing items needed for classroom use.

SURVEILLANCE CAMERAS:

The district schools and buses are equipped with a surveillance system. This system may be used to monitor student conduct, assist in disciplinary action, and provide security to our facility, staff and students. Students and guardians should be advised that these recordings are admissible in student disciplinary hearings. Use of surveillance cameras will be appropriate and will not be used in areas where people have an expectation of

privacy. **(Board Policy: ECA, ECA-R, ACCA)**

TELEPHONES

Telephones in the school offices are to be used by students for emergencies and only with permission of office personnel. Messages of an urgent nature will be delivered to students. **(Board Policy: JFCK)**

TEXTBOOKS

If a student loses or damages a textbook, a damage or replacement fee must be paid. **(Board Policy: IIA, IIAA)**

VAPE DETECTORS

The High School and Middle School restrooms are equipped with Vape Detectors. This system may be used to detect and monitor vaping, tobacco, and/or drug use on school grounds. Students and guardians should be advised that these registered alerts are admissible in student disciplinary hearings.

VEHICLES & PARKING

Students who drive to school do so at their own risk. FFLSD is not responsible for any damage to any vehicle or its contents parked on or off school property. Persons who are victims of theft and damage should call the Beverly Police Department (911) upon discovery of such incidents and should inform office personnel as well.

Driving to school is a privilege and not a right. Students who drive to school must register for a parking permit by completing all information in final forms or an online format. It is unlawful for anyone to park in the fire lane around the building or in the handicapped spaces. On school property students must park in the assigned designated areas. **(Board Policy JHFD)**

Faculty and staff routinely park in designated spaces around the high school. Due to the increasing number of student drivers, students are required to park in their assigned parking spaces and not in designated staff parking spaces.

Fort Frye High School often coordinates searches of school property with local law enforcement agencies, with and without the use of "K-9" dogs. Vehicles parked on school and district property are subject to search at the request of the administration.

Fort Frye Local School District Board of Education has adopted a drug testing policy that applies to students with parking permits. Forms that need to be completed for this policy are available online and in the high school office. This drug testing policy is included at the end of the student handbook.

Students are not permitted to go to their vehicles during the school day.

The safety of the Fort Frye students on school property is an important concern. Students who are driving on school property are expected to exhibit appropriate caution and courtesy. The following guidelines should be observed:

1) yield to pedestrians, 2) the speed limit is 10 mph in parking areas, 3) moving school buses have the right-of-way at all times. The driveway behind the building is one way going west (toward the math classrooms).

LOSS OF DRIVING PRIVILEGES

Students who fail to exhibit safe or courteous driving may lose driving privileges.

A student who violates the Attendance Policy may lose his/her driving and parking privileges. Ohio Revised Code 3321.13 (B) (1) notes that when a student does not attend school and is under the age of eighteen, the FFLD must, within two weeks, report this fact to the Registrar of Motor Vehicles and to the Washington County Juvenile Court.

VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. **(Board Policy: KK, KGB)**

- The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuse to leave the school grounds or creates a disturbance, the principal is authorized to remove the individual.
- The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the district from disruption to the educational program or the efficient conduct of their assigned task. Persons wishing to visit a school or class should make arrangements in advance with the school office. All visitors must sign-in upon arrival and wear a visitor badge. Visitors must also sign-out and return the badge upon leaving the building.
- At no time shall a staff member transact business with a person in the school who is not duly registered at the school office and received authorization to be present for the purpose of conducting business. No visitor may confer with a student in school without the approval of the principal.
- Any visitor to the school whose presence or conduct is disruptive or whose behavior, past or present, suggests that he/she intends to or is likely to become disruptive may be requested to leave the premises. If the visitor so addressed does not leave, the principal may summon assistance from the local law enforcement agency.
- Students are not allowed to bring student visitors to school during the school day unless approval is given by the teacher and the principal.
- A student is not permitted to leave the school with anyone who has not been identified as his/her parent in custody or guardian or a person authorized to act on behalf of a parent or guardian. Guidelines regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each building.
- OFFICIAL NOTICE POSTED BY ORDER OF THE FORT FRYE LOCAL BOARD OF EDUCATION
ALL VISITORS MUST REPORT TO PRINCIPAL'S OFFICE IMMEDIATELY UPON ENTERING THE BUILDING OR GROUNDS! *Board of Education Regulations in Accordance with Ohio Revised Code 3313.20, Ohio Revised Code (Trespass Law) 2917.11; and Ohio Revised Code (Offenses Against Property) 2929.09*

VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships. The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check will be conducted. **(Board Policy IICC)** [Adoption date: March 26, 2001, [Re-adoption date: July 27, 2017], LEGAL REFS.: ORC 2305.23; 2305.231 Chapter 2744 3319.39 OAC 3301-9-01 CROSS REFS.: GBQ, Criminal Records Check GDBB, Support Staff Pupil Activity Contracts IIC, Community Instructional Resources

WEBSITE

Fort Frye School District maintains a website, which can be found at www.fortfrye.k12.oh.us. On the website are the school calendar, important announcements, student handbooks, and many other helpful forms. **(Board Policy: IIBH)**

Fort Frye Local School District Computer Network and Internet Acceptable Use Policy (STUDENTS)

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("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").

1. Definitions. For purposes of this Policy:

- The term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, 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 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.
- The rules of appropriate use and conduct created by this Policy apply to all District-owned computers and devices, even when such computers or devices are not connected with the Network. Such rules of appropriate use and conduct also apply to the use of privately-owned computers and mobile devices which are connected to the Network, communicate with Network Users by means of other non-District networks, or which are used in any way which is illegal, violates the Student Code of Conduct, or may be reasonably anticipated by District administrators to disrupt or materially interfere with school activities.
- 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. 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 Coordinator 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 they received and/or signed a copy of this Policy.

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 a Teacher or Building Administrator 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 a Teacher or Building

Administrator. “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. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.

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, co-curricular, or extracurricular 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 and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.

7. Discipline for Violation of Policy: Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, 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. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

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 (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data 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. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

10. District-Owned Equipment: Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Teacher or Building Administrator. 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 Coordinator. You may be held financially responsible for the expense of any equipment repair or replacement.

11. Virtual Learning: During times of virtual learning, students are expected to behave appropriately as if they were in class such as being attentive, not creating technical difficulties, participate in discussions. The district also holds the right to record virtual classes.

12. 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, MOCKING IN A WAY, OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. 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. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
- **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 AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. Outside document storage, such as Google Docs, and other web-based services or applications, such as blog hosting and/or social media, may be used for education-related purposes with the express permission of the System Administrator, subject to an evaluation of student privacy.
- **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 project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational 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.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an

educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Fort Frye Local Schools for the conduct of students 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. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

13. 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. Users may not send emails to more than ten (10) recipients in a single message, subject to exceptions 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 Email/Messaging:** Limited personal use of District e-mail or other messaging technologies by students to communicate with family, friends, and fellow-students who are willing recipients is permitted as a personal convenience, but must not impact instructional 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 at 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 a Teacher or Building Administrator.

- 14. 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, social networking sites, e-mail addresses, applications, 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, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

- 15. Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and

b. Procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

16. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.
17. **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 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.
18. **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 a Teacher or Building Administrator or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.32 *Children's Internet Protection Act of 2000*, 47 USC § 254 (h), (l)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232 Revised: 4/14/2021

Fort Frye Local Schools Substance Testing Policy



This Policy applies to all student drivers with a parking permit, OHSA recognized-athletes, and participants in the extracurricular activities of Glee Club, Marching Band, Flag Corp/Winter Guard, and Cheerleading from grades 9-12. In addition, students and/or parents/guardians/custodians of students may voluntarily opt into the school's testing program by completing and signing an opt-in consent form.

The policy does not affect the current policies, practices, or rights of the District regarding student substance and/or alcohol possession or use, where “reasonable suspicion” of an offense is established by a means other than substance testing through this policy.

Any student who tests positive for any substances prohibited by this Policy shall be subject to sanctions and discipline in accordance with this Handbook, the Student Code of Conduct, and the Board of Education’s policies and procedures. However, although the student risks the loss of parking privileges and continued participation in athletics and extracurricular activities should he/she be found using, no student will be suspended or expelled from school as a result of any verified “positive” test conducted by his/her school under this program. Students will not have an academic grade consequence as a result of this policy.

Except as otherwise specified in the “Appeal” process appearing set forth in this policy, the Principal will make all final decisions regarding any substance testing issues within his/her building.

Prohibited Substances

For purposes of this Policy, and as the term is used herein, “prohibited substances” shall include alcohol, tobacco/nicotine (as defined in Policy JFCG), and any and all illicit, banned, and/or illegal substances (as defined by Board policy and any applicable law or regulation), including any and all narcotic drugs, depressants, anabolic steroids, and/or any other controlled substances, for which a student does not have a valid prescription from a licensed health care provider. By way of example, but not limitation, testing for prohibited substances may include testing for the following prohibited substances: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, MDMA (Ecstasy), Methadone, Oxycodone, Phencyclidine, Propoxyphene, Methaqualone, THC, Opiates, Nicotine, Alcohol, Creatinine, Nitrites.

Procedures For Substance Testing Of Student Participants

Informed Consent and Release of Liability

All students in grades 9-12 will annually complete and sign an **Informed Consent Agreement** prior to August 1st of the current school. **No student may participate and/or receive a parking permit until this form is properly executed and on file with the School Nurse.** This form certifies that the student and his/her parents/guardians/custodians understand and agree to comply with the terms and conditions contained in this policy and shall constitute a binding contractual obligation of the student until the student graduates or files a **Withdrawal from Substance Testing** form.

Substance Testing Frequency

Once the Informed Consent Agreement is on file with the School Nurse and prior to participation in athletics, tested extracurricular activities, and/or obtaining parking privileges, student participants may be subject to sample testing for prohibited substances as set forth in this Policy.

Eligible students may be randomly tested up to a bi-weekly basis anytime throughout the school year. A student whose season/activity has concluded for the year will remain eligible for random substance screening throughout the remainder of that school year at Fort Frye Local Schools.

Sample Collection

Samples will be collected as outlined in the section titled Procedures for Collection Process.

Refusal to Test

Refusal to submit to a random or reasonable suspicion test or failing to appear for a test will constitute a violation of this substance testing policy. The Penalties for Violations included later in this policy document will be used to determine the extent of the suspension of privileges.

Testing Registration and Pool

All students planning on participating in any sport, extracurricular activity, or drive and/or park on school grounds **at any time during the current school year**, must ensure that the students and their parent/guardian/custodian properly sign the **Informed Consent Agreement** prior to August 1st and be entered into the Random Testing pool. Any new student to the district shall complete the Informed Consent Agreement prior to participating.

Random Testing

Students participating in any extracurricular event identified in this policy as subject to this Policy, as well as students applying to drive to school will be placed in the overall testing pool. Any eligible student could be tested per random selection. A student may be tested more than once per school year. The Vendor and the School Nurse will use a system to ensure that students are selected in a random fashion. Up to 30% of students in the pool could be pulled at each random testing date. All Random test dates will be unannounced.

Reasonable Suspicion

This policy does not restrict the District from requiring any student to whom this policy applies to submit to a substance test when the school has a “reasonable suspicion” the student has violated the law or school rules regarding substances or alcohol.

“Opt-In” Testing

Parents/Guardians/Custodians that have a student not involved in extracurricular activities, athletics or have a parking pass, may voluntarily elect to have their students participate in the substance testing. Interested Parents/Guardians/Custodians should contact the Principal/Designee for additional information and for the **“Opt-In” Informed Consent Agreement**.

Procedures for Collection

The student will be notified to report to the collection site by school officials. A specimen from the student will be collected as follows, and all students must follow this process:

Arrival and Check-In

- Only collectors, students being tested and other school designated official(s) may be present during the collection process. The substance testing area must be secured during the testing.
- All students must have a picture ID or be identified by the Principal, School Nurse, or designated school official. No exceptions will be allowed.

- The student will sign in on the roster and fill out the substance abuse consent.
- The student may not bring any accessories (phones, bags, backpacks, purses, etc.), cups, containers, or drinks in the collection area. All outerwear, including, but not limited to coats, vests, jackets, sweaters, hats, scarves, or baggy clothing must be removed before entering the collection area.
- The student will be asked by the collector to empty all of his/her pockets.
- The collector will add a bluing agent to the water in the urinal or toilet.
- The student will verify his/her ID number.
- The student will be asked to wash his/her hands with soap and water and to dry them.
- The student will be asked to select a sealed specimen cup and hand it to the collector. The collector will open the cup.

Specimen Collection

- The collector will instruct the student to urinate directly into the specimen cup giving at least 45 ml of urine into the specimen container. The student will be instructed not to flush the toilet. He/she can finish urinating into the toilet after the student has provided at least 45 ml of urine into the specimen cup. The student will be instructed to bring the specimen cup back out to the collector after they have finished urinating. The collector will stand outside the stall and/or restroom to ensure validity of the specimen collection. In the event that the toilet is flushed by the student, the student may be required to provide a new sample.
- The student will bring the specimen container out of the restroom and give it to the collector. The collector will tell the student he/she can wash his/her hands with soap and water and dry them.
- The collector will check the temperature of the urine specimen with the temperature strip on the specimen container. If the temperature is out of range, then a second urine specimen will be requested. If the student refuses to provide a second specimen, this will be considered a policy violation. If the temperature is still out of range on the second sample, this will be considered a positive policy violation.
- The collector will pour the urine into the split specimen bottles. The collector will check the specific gravity of the urine with a refractometer. If the specific gravity is 1.004 or greater, the urine specimen can be sealed. If the specific gravity is 1.003 or less, this is too diluted. The student will need to stay in the secured area until he/she can provide a concentrated sample. This could take up to one hour or longer.
- Once the technician has verified and secured a valid sample, he or she will notify the student the collection process is complete and the student may leave. A student leaving a testing site without permission from the collector or a designated school official will be considered as refusing to test resulting in a violation of the policy.
- The collected samples shall be transported to the testing facility for testing.

Alternative Collection and Testing Procedures

If the student is not able to provide a valid and sufficient urine sample, alternative methods of collection and testing may be implemented in the technician/vendor's discretion, including but not limited to the following:

- The student will be kept in the secured area until the student is able to provide a sufficient sample. Water will be provided for the student.
- If adulteration is suspected, a second urine specimen will be requested. If the student refuses to provide a second urine specimen, this will be treated as a violation of the policy.

- If the student cannot provide an acceptable urine specimen by the end of the school day, the student will be asked to go to a local medical site the next morning to provide an acceptable urine specimen.

This collection procedure is subject to change because of procedural requirements by the testing agency/vendor. The Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency/vendor. This includes, but is not limited to the need to use buccal cheek/mouth swabs instead of urine samples.

Confidentiality of Results

All substance test results are considered confidential information unless otherwise required by law and will be handled accordingly. Information will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid subpoena or other legal process. The results of substance tests conducted pursuant to this policy will not be documented in any student participant's academic records and will be destroyed on June 30 of the year in which he/she graduates. No student participant who tests positive for illicit or banned substances under this policy will be punished academically. Those persons having results reported to them as set forth by this policy must sign a **Confidentiality Statement**.

Procedure for Reporting Positive Results

The Medical Review Officer (MRO) will receive results from the testing laboratory.

- If the substance test result is NEGATIVE, the vendor will forward the result to the designated person at the District.
- If the substance test result is POSITIVE, the MRO, or designee, will confirm any prescription medication by contacting the parent/guardian/custodian to obtain more information.
- The MRO will determine if the student has a valid prescription. If the student has a valid prescription for the substance for which he or she tested positive, which was valid at the time the sample was collected, the MRO will deem the test as negative. If it is determined the student had/has no such prescription, the MRO, or designee, will contact the student/parent/guardian to verify if it is necessary to check with another pharmacy or health care provider.
- If the student tests positive for a substance for which he or she does not have a valid prescription this will be deemed a positive test result.
- If the result indicates the sample was adulterated, the test will be considered positive.

The District will not have knowledge of any of the student's prescribed medication(s) or other health information.

- The District will only receive a copy of the Medical Review Officer's copy of the custody and control form.
- No substance screens will be mailed to the students.
- No verbal results will be given over the phone to the student/parent of the guardian.

Procedure for Policy Violation

In the event of a certified positive result that indicates the presence of prohibited substances, the following will occur:

1. The Principal or School Nurse will contact and notify the parent/guardian of the student within 24 hours of the school receiving notification, followed by notifying the student and Athletic Director, if applicable, as well as the coach/advisor. In addition, a written notification from the School Nurse or designee will be sent to the parent/guardian by certified mail.
2. The student participant and his/her parent/guardian/custodian will attend a conference with the School Nurse, Principal, Athletic Director (if applicable), and Coach/Advisor to discuss the infraction. All District representatives must sign a confidentiality statement prior to the conference.
3. The parent/guardian and the student will be notified that the student will be required to submit a sample for testing at each testing interval that takes place within the next calendar year at the expense of the District.
4. Consequences for violation of this policy are set forth on the following pages.

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Penalties for Positive Nicotine/Tobacco/Vaping Test/Violation of Policy

	Games & Other Activities	Practices/Activities	Professional Counseling/Other	Community Service
First Violation	ATHLETES Denied privilege of participation in 10% of the scheduled contests or performances. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal. Any unmet penalty will carry over to the next sports season of participation.	ATHLETES Practice and travel with a team (sit on bench) is permitted but may not dress in uniform.	REQUIRED (at no cost to District) with documentation that the student completed all recommendations of the counselor and has completed the vaping education program. Mandatory inclusion for testing on all random testing dates for one calendar year at the District's expense (this requirement may be waived by the District case-by-case)	Up to 20 hours at the discretion of building Principal. Students must arrange their own community service but have to be approved by the Principal and due within 45 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in 10% or 15 school days of the extra-curricular activities identified in this policy, with any remaining unmet penalty applied to the next season of participation if needed. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal.	OTHER EXTRACURRICULARS No attendance at meetings or off campus trips or special events.		

	STUDENTS w/PARKING PERMITS Denied 10% or 15 school days of parking privileges. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal.		
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	Games & Other Activities	Practices/Activities	Professional Counseling/Other	Community Service
First Second Violati on	ATHLETES Denied privilege of participation in 25% of the scheduled contests or performances. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal. Any unmet penalty will carry over to the next sports season of participation.	ATHLETES Practice and travel with a team (sit on bench) is permitted but may not dress in uniform.	REQUIRED (at no cost to District) with documentation that the student completed all recommendations of the counselor and has completed the vaping education program. Mandatory inclusion for testing on all random testing dates for one calendar year at the District's expense (this requirement may be waived by the District case-by-case)	Up to 20 hours at the discretion of building Principal. Students must arrange their own community service but have to be approved by the Principal and due within 45 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in 25% or 45 school days of the extra-curricular activities identified in this policy, with any remaining unmet penalty applied to the next season of participation if needed. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal.	OTHER EXTRACURRICULARS No attendance at meetings or off campus trips or special events.		
	STUDENTS w/PARKING PERMITS Denied 25% or 45 school days of parking privileges. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal.			

	Games & Other Activities	Practices/Activities	Professional Counseling/Other	Community Service
Second Third Violation	ATHLETES Denied privilege of participation in 50% of scheduled contests or performances. Any unmet penalty will carry over to the next sports season of participation.	ATHLETES Practice but no travel. Can sit with the team ONLY at home contests but not in uniform.	REQUIRED: (at no cost to District) with documentation that the student completed all recommendations of the counselor Mandatory inclusion for testing on all random testing dates for one calendar year at family expense.	REQUIRED: 30 Hours Students must arrange their own community service but have to be approved by the Principal and due within 45 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in 50% or 90 school days of the extra-curricular activities identified in this policy, with any remaining unmet penalty applied to the next season of participation if needed.	OTHER EXTRACURRICULARS No attendance at meetings or off campus trips or special events.		
	STUDENTS w/PARKING PERMITS Denied 50% or 90 school days of parking privileges.			
Third Fourth Violation	ATHLETES Denied privilege of athletics participation for one full year from date of positive test.	All privileges and participation denied for one full year from date of positive test.	REQUIRED: (at no cost to District) with documentation that the student completed all recommendations of the counselor. Mandatory inclusion for testing on all random testing dates for one calendar year at family expense	REQUIRED: 40 Hours Students must arrange their own community service but have to be approved by the Principal and due within 60 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in all extracurricular activities for one full year from date of positive test.			
	STUDENTS w/PARKING PERMITS Loss of parking privileges for one full year from date of positive test.			
Fourth Fifth Violation	ATHLETES Permanent denial of athletics participation.	Permanent denial of all privileges and participation.	REQUIRED: (at no cost to District) with documentation that the student completed all recommendations of the counselor.	REQUIRED: 50 Hours Students must arrange their own community service but have to be approved by the Principal and due within 60 calendar days of the positive test.
	OTHER EXTRACURRICULARS Permanent denial of all participation in all extracurricular activities.			
	STUDENTS w/PARKING PERMITS Permanent loss of parking privileges.			

Penalties for Positive Non-Nicotine Substance Test/Violation of Policy

	Games & Other Activities	Practices/Activities	Professional Counseling/Other	Community Service
First Violation	ATHLETES Denied privilege of participation in 25% of the scheduled contests or performances. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal. Any unmet penalty will carry over to the next sports season of participation.	ATHLETES Practice and travel with a team (sit on bench) is permitted but may not dress in uniform.	REQUIRED (at no cost to District) with documentation that the student completed all recommendations of the counselor Mandatory inclusion for testing on all random testing dates for one calendar year at the District's expense (this requirement may be waived by the District case-by-case)	Up to 20 hours at the discretion of building Principal. Students must arrange their own community service but have to be approved by the Principal and due within 45 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in 25% or 45 school days of the extra-curricular activities identified in this policy, with any remaining unmet penalty applied to the next season of participation if needed. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal.	OTHER EXTRACURRICULARS No attendance at meetings or off campus trips or special events.		
	STUDENTS w/PARKING PERMITS Denied 25% or 45 school days of parking privileges. The student must enroll, within 2 business days, in a substance/tobacco/alcohol abuse assessment and aftercare program at the family's expense and approved by the Principal.			

	Games & Other Activities	Practices/Activities	Professional Counseling/Other	Community Service
Second Violation	ATHLETES Denied privilege of participation in 50% of scheduled contests or performances. Any unmet penalty will carry over to the next sports season of participation.	ATHLETES Practice but no travel. Can sit with the team ONLY at home contests but not in uniform.	REQUIRED: (at no cost to District) with documentation that the student completed all recommendations of the counselor Mandatory inclusion for testing on all random testing dates for one calendar year at family expense.	REQUIRED: 30 Hours Students must arrange their own community service but have to be approved by the Principal and due within 45 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in 50% or 90 school days of the extra-curricular activities identified in this policy, with any remaining unmet penalty applied to the next season of participation if needed.	OTHER EXTRACURRICULARS No attendance at meetings or off campus trips or special events.		
	STUDENTS w/PARKING PERMITS Denied 50% or 90 school days of parking privileges.			
Third Violation	ATHLETES Denied privilege of athletics participation for one full year from date of positive test.	All privileges and participation denied for one full year from date of positive test.	REQUIRED: (at no cost to District) with documentation that the student completed all recommendations of the counselor. Mandatory inclusion for testing on all random testing dates for one calendar year at family expense	REQUIRED: 40 Hours Students must arrange their own community service but have to be approved by the Principal and due within 60 calendar days of the positive test.
	OTHER EXTRACURRICULARS Denied participation in all extracurricular activities for one full year from date of positive test.			
	STUDENTS w/PARKING PERMITS Loss of parking privileges for one full year from date of positive test.			
Fourth Violation	ATHLETES Permanent denial of athletics participation.	Permanent denial of all privileges and participation.	REQUIRED: (at no cost to District) with documentation that the student completed all recommendations of the counselor.	REQUIRED: 50 Hours Students must arrange their own community service but have to be approved by the Principal and due within 60 calendar days of the positive test.
	OTHER EXTRACURRICULARS Permanent denial of all participation in all extracurricular activities.			
	STUDENTS w/PARKING PERMITS Permanent loss of parking privileges.			

Cumulative Discipline

Discipline under this policy is cumulative. However, a student may request to reduce the number of violations by one after one calendar year of the first violation as follows:

- This may only be done one time during a student's academic career at Fort Frye Local Schools.
- The request must be in writing to the Principal and signed by the student and guardian. The request must identify/explain any prevention supports utilized and changes made by the student since the violation(s) of the policy. It must also include a statement by a Fort Frye Local Schools coach, advisor or teacher or a mental health provider/doctor stating the student has made positive changes in regard to the previous violation.

Out-of-Season Discipline/Carryover

- If denial of participation occurs outside the student participant's athletic season or outside the regular school year, denial of participation would take place at the beginning of the athlete's season, at the beginning of the next extracurricular activity, or at the beginning of the next school year.
- If the suspension of participation occurs toward the end of an athlete's season or the extracurricular activity and the number of games or time left is less than the percent of the denial of participation, then the denial of participation will carry over into the next sport season, activity, or school year.

All penalties are based on regular season scheduled games for athletics. Once the amount of games suspended is determined, playoff and/or tournament games could be included in the number of games depending on how many games the student was sanctioned from the regular season calculation. (Example: If the penalty is determined to be 10% of the season and there are 10 regular games scheduled, the suspension would be determined to be 1 game. The penalty would begin in the next scheduled game, even if it is a playoff/tournament game.) Failure to complete the season in good standing (not quit or dismissed from team), will result in the entire suspension be served in the next sport participated in at Fort Frye.

Appeal Process

The student/parent and/or guardian has the right to appeal in writing to the building principal. If the first split urine sample (or buccal cheek swab) comes back positive, the student/parent and/or guardian may choose to have the other split specimen container (or buccal cheek swab), which remains sealed, to be sent off to another SAMHSA certified lab of their choice to be tested.

The expense of having the second specimen tested at another lab, will be at the expense of the parent/guardian/custodian. **The family must have payment available for the second test. To initiate the appeal process and request this second specimen test the parent/guardian must notify in writing the building principal at Fort Frye High School or Middle School by 2:00 p.m. on the calendar day following the parent/guardian receipt of a positive test result notice.** Failure to comply with this time limit shall bar further appeals under this policy.

Penalties are held until the second test results are reported back to the district as part of the appeal process. The building principal will notify the family within 24 hours of receiving notice of the second specimen results and will send a certified letter of the results and violation if applicable. The appeal process is final at this time.

Safe Harbor Program

Students are encouraged to seek help for issues related to alcohol and substance use or abuse to enroll in the District's Safe Harbor Program. The program is designed to assist a student-athlete who either suspects or self-identifies with alcohol or substance related issues. The act of enrollment in the Safe Harbor Program will not be treated as a violation of this policy and will not be cause for District sanctions or actions.

To be eligible for the Safe Harbor Program, a student-athlete must complete and submit a **Declaration of Safe Harbor Form** to the School Nurse or Principal. A student-athlete is permitted to enter the Safe Harbor Program one time during his/her attendance in the Fort Frye Local School District. A student-athlete will be permitted to remain in the program for a reasonable period of time (not to exceed 30 calendar days) as informed by a treatment or educational plan.

Students are not eligible for the program:

- If they have been informed of an impending substance test by a school or athletics staff member;
- Thirty (30) calendar days prior to their first official practice date of their season as designated by OHSA;
- If they have had a previous violation of this policy;
- If they have previously tested positive during a District substance test

Resources, Services Provided by Safe Harbor Program

Once enrolled in the program, the District will work with students to prepare a Safe Harbor treatment plan, to include confidential substance testing. Students will be tested for prescribed substances upon entry into the Safe Harbor Program, and such a positive initial test will not result in any administrative sanction except those listed in this section.

Testing During Safe Harbor Program Enrollment

While in compliance with the Safe Harbor Program treatment plan, students will not be included in the list of students eligible for random substance testing. This list will be maintained by the School Nurse.

Removal from Program

Students will be removed from the Safe Harbor Program and be subject to appropriate sanctions as indicated by this policy when:

- A substance test result indicates new usage (subsequent to initial upon entering the program)
- They tested positive for a new banned substance after the initial Safe Harbor Program test
- They fail to comply with the Safe Harbor Program treatment plan.

Enrollment Notifications

The Principal, Assistant Principal, School Nurse, Director of Athletics, the Athletic Trainer, and the Team Physician may be informed of the students participation in the Safe Harbor Program.

APPENDIX

- INFORMED CONSENT AGREEMENT
- OPT IN INFORMED CONSENT AGREEMENT
- CONFIDENTIALITY STATEMENT FOR THE RANDOM SUBSTANCE TESTING PROGRAM
- WITHDRAWAL FROM RANDOM SUBSTANCE TESTING OF STUDENT PARTICIPANTS
- DECLARATION OF SAFE HARBOR FORM

**Fort Frye Local School District
Drug Testing Policy**

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named herein to undergo testing for the presence of prohibited substances in accordance with the Fort Frye Local School District Drug Testing Policy set forth in the Athletic Handbook. We understand that any sample taken for substance testing will be tested only by a Board approved company. We hereby give our consent to the company selected by the Fort Frye Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of prohibited substances. We further give our consent to the company selected by the Fort Frye Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request. We hereby release the Fort Frye Local School District, its Board Members, and employees or agents from any legal responsibility or liability for the release of such information and records. This will be deemed consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

STUDENT NAME: _____ **GRADE:** _____

AS A STUDENT:

- I understand and agree that participation in athletic or extracurricular activities and parking on school property during school hours is a privilege that may be withdrawn for violations of the Fort Frye Local School District Drug Testing Policy.
- I have read the Policy and understand the consequences that I will face if I do not honor my commitment to this Policy.
- I understand that I am subjected to random substance testing, and that if I refuse, I will not be allowed to practice, participate, or park on school property during school hours. I have read this form and agree to its terms. I hereby authorize the release of the results of such testing to my parent/guardian/custodian
- I understand this agreement is binding while I am a student in the Fort Frye Local School District.

Student Signature

Date

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Policy and understand the responsibilities of my child as a participant in athletic, extracurricular activities and/or parking privileges in the Fort Frye Local School District.
- I understand that my child, when participating in athletics, extracurricular activities, and/or receiving a parking permit, may be subjected to random substance testing, and if he/she refuses, will not be allowed to practice, participate, or park on school property during school hours. I have read the consent on the reverse of this form and agree to its terms.
- I understand that after my child has completed his/her season and does not intend on participating in other activities and/or parking for the remainder of the year, he/she will still be subjected to random substance screening for the remainder of the calendar year as defined in this policy.
- I understand this agreement is binding while my child is enrolled in the Fort Frye Local School District.

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian Printed Name

Phone

Fort Frye Local School District

VOLUNTARY RANDOM SUBSTANCE TESTING “OPT-IN” CONSENT AGREEMENT

Student Name - PRINTED: _____

Grade: _____

AS A STUDENT:

- I understand and agree that I will be included in the list of student participants eligible for random substance testing according to the Fort Frye Local School District’s Policy for Substance Testing of Students.
- I understand this is binding while I am a student enrolled in the Fort Frye Local School District.

Student Signature

Date

AS A PARENT/GUARDIAN/CUSTODIAN:

- I understand that by voluntarily signing this consent, I will allow the Vendor to perform substance and/or alcohol testing on my son/daughter/ward in which positive results will be reported to me.
- I understand this is binding while my son/daughter/ward is enrolled in the Fort Frye Local School District.

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian - Printed Name

Phone

Fort Frye Local School District
Confidentiality Statement for the Random Substance Testing Program

I, _____(printed name), acknowledge that I will be privileged to hear and see sensitive information related to results of random substance testing performed on student participants in school sponsored athletic programs or other extracurricular activities and/or students with parking privileges in the Fort Frye Local School District. I pledge to keep any information given to me in strict confidence and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and his/her parent/guardian/custodian.

Signature

Date

Fort Frye Local School District

WITHDRAWAL FROM RANDOM SUBSTANCE TESTING OF STUDENT PARTICIPANTS

AS A STUDENT:

- I have read the **Policy for Random Substance Testing of Student Participants** and have decided to remove myself from the Substance Testing Program.
- I understand that by removing myself from the Substance Testing Program, I am not permitted to participate in School-Sponsored Interscholastic Athletics and Extracurricular Activities and am not permitted to park on school property during school hours for a minimum of one (1) calendar year from the date this form is submitted to the Principal.

Student Name - Printed: _____

Current Grade Level:

Student Signature: _____

Date:

AS A PARENT/GUARDIAN:

- I have read the **Policy for Random Substance Testing of Student Participants** and have decided to rescind my original consent for my son/daughter/ward to participate in the Substance Testing Program.
- I understand that by rescinding my consent for the Substance Testing Program, my son/daughter/ward is not permitted to participate in School-Sponsored Interscholastic Athletics and Extracurricular Activities and is not permitted to park on school property during school hours for a minimum of one calendar year from the date this form is submitted to the Principal.

Parent/Guardian Name - Printed: _____

Parent/Guardian Signature: _____

Date:

Fort Frye Local School District

DECLARATION OF SAFE HARBOR FORM

I hereby declare “safe harbor” from the Fort Frye Local School District Substance Testing Program. I understand that this is the one and only time I am permitted to declare “safe harbor” and I will:

- Be tested for substances immediately
- Be evaluated by an approved Counselor and/or Team Physician regardless of the test results
- Follow and complete the prescribed counseling/treatment plan
- Be substance tested at a frequency prescribed by the counselor or team physician
- Remain in Safe Harbor Program until released by the counselor and/or team physician for a period of time not to exceed thirty (30) calendar days
- Not be eligible for randomized substance testing under the Fort Frye Local School District Substance Testing Program while in the Safe Harbor Program
- Follow other steps described in this program under the Safe Harbor section.

Name (Print): _____

Signature: _____

Date:

For School Nurse:

Eligible for Safe Harbor: Yes _____ No _____

Reviewed Safe Harbor program: Yes _____ No _____

Signature: _____

Date:

Title: _____

Fort Frye Local School District

WITHDRAWAL FROM RANDOM SUBSTANCE TESTING OF STUDENT PARTICIPANTS

AS A STUDENT:

- I have read the **Policy for Random Substance Testing of Student Participants** and have decided to remove myself from the Substance Testing Program.
- I understand that by removing myself from the Substance Testing Program, I am not permitted to participate in School-Sponsored Interscholastic Athletics and Extracurricular Activities and am not permitted to park on school property during school hours for a minimum of one (1) calendar year from the date this form is submitted to the Principal.

Student Name - Printed: _____

Current Grade Level:

Student Signature: _____

Date:

AS A PARENT/GUARDIAN:

- I have read the **Policy for Random Substance Testing of Student Participants** and have decided to rescind my original consent for my son/daughter/ward to participate in the Substance Testing Program.
- I understand that by rescinding my consent for the Substance Testing Program, my son/daughter/ward is not permitted to participate in School-Sponsored Interscholastic Athletics and Extracurricular Activities and is not permitted to park on school property during school hours for a minimum of one calendar year from the date this form is submitted to the Principal.

Parent/Guardian Name - Printed: _____

Parent/Guardian Signature: _____

Date:

Fort Frye Local School District

DECLARATION OF SAFE HARBOR FORM

I hereby declare "safe harbor" from the Fort Frye Local School District Substance Testing Program. I understand that this is the one and only time I am permitted to declare "safe harbor" and I will:

- Be tested for substances immediately
- Be evaluated by an approved Counselor and/or Team Physician regardless of the test results
- Follow and complete the prescribed counseling/treatment plan
- Be substance tested at a frequency prescribed by the counselor or team physician
- Remain in Safe Harbor Program until released by the counselor and/or team physician for a period of time not to exceed thirty (30) calendar days
- Not be eligible for randomized substance testing under the Fort Frye Local School District Substance Testing Program while in the Safe Harbor Program
- Follow other steps described in this program under the Safe Harbor section.

Name (Print): _____

Signature: _____

Date:

For School Nurse:

Eligible for Safe Harbor: Yes _____ No _____

Reviewed Safe Harbor program: Yes _____ No _____

Signature: _____

Date:

Title: _____

**FORT FRYE LOCAL SCHOOL DISTRICT
ACCEPTABLE USE POLICY
PARENT/STUDENT SIGNATURE PAGE**

This page must be signed and returned before a student is issued any school-owned equipment or is permitted to use the district's internet.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The district has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The district also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.

Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The district has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the district's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the **parent/guardian** of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the district has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the district to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the district (or any of its employees or administrators) responsible for materials my child may acquire or come in contact with while on the Internet.

Additionally, I accept responsibility for communication to my child guidance concerning his/her acceptable use of the Internet. I further understand that individuals and families may be liable for violations.

Please check all that apply:

_____ I give permission for my child to use and access the Internet at school and for the District to issue an Internet/Email account to my child.

_____ I give permission for my child's image (photograph) to be published online.

_____ I have read and understand the responsibilities of my child's use of the school owned equipment.

The signature below also indicates that I understand and will abide by the policies contained in this Student Handbook as adopted by the Fort Frye Local Board of Education.

Student Name (print clearly)

Student Signature

Date

Parent/Guardian Name (print clearly)

Parent/Guardian Signature

Date

