

# Fort Frye Local Schools

## Elementary Student Handbook

### **Beverly-Center Elementary**

510 5th Street  
P.O. Box 1028  
Beverly, OH 45715  
Phone: 740-984-2371  
Fax: 740-984-8167

Principal, Megan Miller  
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Secretary, Kim Newsad  
[kim.newsad@fortfrye.org](mailto:kim.newsad@fortfrye.org)

### **Lowell Elementary**

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Lowell, OH 45744  
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Fax: 740-896-3425

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Lower Salem, OH 45745  
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Fax: 740-585-2638

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*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 (2-Hour Early Dismissal) Beverly-Center Elementary: 1PM - 7PM Lowell & Salem-Liberty Elementary: 2PM - 8PM
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 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

<b>District Administrative Offices</b>	
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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 good 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 Elementary 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 as adopted by the Fort Frye Local Board of Education on June 22, 1998, and readopted on August 22, 2005, and November 28, 2006.

### **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 elementary 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:

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 showing 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. **(Bd. Policy: JEE)**

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. (Board Policy: JEB, JEC, JECAA, JECB, JECBC, JECBD, JEE, JHCB)**

**ANNOUNCEMENTS**

Announcements will be made daily. All announcements must be approved by a teacher, advisor, secretary, or principal. Students have a responsibility to listen carefully to all announcements.

**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. Your student will develop more independent skills if allowed to enter or leave the building by his or herself. **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	Dismiss Walkers	Dismiss Buses	Pick-up Locations
<b>Beverly-Center</b>	7:30-8:00	8:00	2:55	2:50	side parking lot
<b>Lowell</b>	9:00-9:15	9:20	4:10	4:15	parking lot by basketball court
<b>Salem-Liberty</b>	8:50-9:05	9:10	4:00	4:05	park and come to the back of the cafeteria



**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.

**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, JED-R, 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 as 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. **(Board Policy: JEF)**

**Make-Up Work:** 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.

**Parental Permission to Stay After School:** Students must have a signed note from the parent/guardian to allow him/her to change how he/she usually leaves the school. Notes must specify how a student is to be transported, including by whom and the reason for the change.

**Tardy:** Any student who arrives late to homeroom is considered tardy and must report to the school office. A student who arrives at school after school breakfast has been served will not receive breakfast.

**Truant:** According to Ohio Revised Code 3321.19(A)(1), “ Habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more 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 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**

Lowell Elementary and Beverly-Center Elementary 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. Children should park their bicycles in the racks provided and bikes are not to be handled by owners or others during the school day. Students and parents are responsible for all personal belongings.

### **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 your child’s elementary 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.
- Cafeteria supervisors will establish rules and regulations for the cafeteria areas and students are expected to cooperate fully with staff members.

### **Charge Policy for School Meals**

- 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 sent automatically to parents/guardians through the use of the Infinite Campus calling system.
- 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**

All cell phones and electrical devices are to be turned off and kept inside of a student's backpack during school hours. Smart watches are not to be used as a cell phone device during the school day. The school is not responsible for any damages, loss, or theft that might occur to any electrical device.

### **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 on-line 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. **(Board Policy: EBC, EBC-R)**

**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, counterattack, 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 children 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**

Report cards will be issued four (4) times a year at nine week intervals. Grade cards report progress as follows:

#### **Kindergarten - Fifth Grade- Standards Based Progress**

<b>M</b>	<b>Most of the Time</b>
<b>S</b>	<b>Some of the Time</b>
<b>N</b>	<b>Not at this Time</b>

### **GUM**

Students are not permitted to have or use chewing gum at school during school hours.

### **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. **(Board Policy: IKB)**

### **LIBRARY**

The library is the resource center of the school and our collection houses numerous quality books and instructional materials available to students without charge, unless the materials are lost or damaged. Please ensure that your child respects borrowed materials and returns them on time.

### **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. *Ohio Revised Code 3313.20 (C) (1) (a), (b).* **(Board Policy: JFG)**

### **LOST AND FOUND**

Many articles are lost by children and it is helpful to mark items with the student's name. Students finding textbooks or other valuables should turn them into the office where they can be claimed.

### **MEDICAL INFORMATION**

**Allergies & Bee Stings:** Parents are responsible for informing the school of the child'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 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:** When head lice or nits are found on a student, the parent/guardian will be notified and if live head lice are found the parent/guardian will be expected to transport the student home. The parent/guardian will be instructed to use a special medicated shampoo, which will kill the lice and nits within 24 hours. Students will not be allowed to return to school until they are “live lice free.” The nurse or a designated school staff member must verify that the student is “live lice free” before he/she can ride on a Fort Frye Local School bus and/or return to school.

**Illnesses:** If a child becomes ill while at school, he/she will go to the nurse’s office and if it becomes necessary for the child 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 eligible for kindergarten and 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.
- All kindergarten students are required to receive hepatitis B immunizations.

**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.

**Procurement and 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 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 on physical education days and students may store shoes in classrooms. 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)**

#### **PROMOTION and RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student will be promoted to the succeeding grade level when he/she has completed the course requirements at the presently assigned grade. The promotion of each student is determined individually. **(Board Policy: IGBE, IGBEA, IKE)**

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

- A student receiving passing grades in reading, English, mathematics, science and social studies is promoted.
- A student having failing grades in one course at the end of each year is evaluated by the teachers, guidance counselor, and principal for placement.
- No conditional promotions are permitted.
- A student having failing grades may be placed in the next higher grade at the discretion of the core teachers, guidance counselor, and principal.
- No student having passing grades, “D” or above throughout the year is failed.
- No student should be retained more than twice in the elementary grades, kindergarten-eighth grade.
- Documentary and anecdotal evidence should be available to justify retention.
- Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student’s principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
- “Academically prepared,” as used in this policy, means that the principal, in consultation with the student’s teacher(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.
- Third grade students who receive a limited proficient score on the third grade reading achievement test are provided one of three options:
  1. promotion to the fourth grade if the principal and reading teacher agree that other evaluations of the student’s skill in reading demonstrate that the student is academically prepared for the fourth grade;
  2. promotion to the fourth grade and provide “intensive intervention” services or
  3. retention in the third grade.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level. Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the district-level mid-year promotion policy. (**Board Policy: IICC**) [Adoption date: March 26, 2001, [Re-adoption date: August 22, 2005], [Re-adoption date: April 19, 2011], [Re-adoption date: October 18, 2012]

### **RECESS**

Children will be provided the opportunity to participate in outdoor recess, weather permitting, and all students are expected to participate. In the event of illness, a child may be excused from recess for 3 days with a note from the parent. For periods of more than 3 days a doctor’s note is required. For the safety of your child we have set down strict rules that are to be followed by all using the playground. Any type of game or activity that involves fighting, pushing, pulling, shoving, or is judged by school authorities to be harmful, is forbidden. Playground rules are reviewed with children during the first week of school.

### **SCHOOL FEES (Instructional and Workbook)**

- Fees must be paid in full by May 1, including 100% for any previous years. Student report cards and access to the Infinite Campus Parent Portal may be withheld if payment or payment plan is not established with the building administrator. (Board Policy: JN)
  - o The costs of elementary instructional materials and workbooks will be assumed by the student or parent.
  - o Art lab fees will also be assessed to each student and a recorder fee will be assessed to all fourth graders in the district.
  - o Please be advised that any unpaid fee balances on a 5<sup>th</sup> grade student’s account will be transferred to the student’s 6<sup>th</sup> grade account at Fort Frye High School the following school year.
- If needed, parents/guardians may establish a school fees payment plan with the building principal in order to ensure continued access to report cards and to the parent portal.

- Students who qualify for free lunches have their student academic fees waived. To be exempt from paying fees, having the parent portal locked, and having grade cards withheld, a parent must complete a free lunch form for their student and return it to the school office. Also, the **SHARING INFORMATION WITH OTHER PROGRAMS form** must be checked “yes” and returned to the 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 field trips.**

### **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.

**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, or newspaper article) is left to the discretion of each school. **(Board Policy: JO, JO-R)**

**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 request 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)**

### **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, EEACC-R)**

To that end, the following conduct rules are called to your attention:

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 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 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/nicotine/vaping, 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 student. *(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)*

#### **Follow-up Communication**

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the transportation coordinator of the disciplinary action taken. It is then the transportation coordinator's responsibility to inform the driver of that action.

#### **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, or recommended expulsion.

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. (Bd. 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/nicotine/vaping, or drugs.
    - Halter tops, tube tops, muscle shirts, revealing tank tops, or any see through wearing apparel.
    - Top garments that do not overlap the lower garment.
    - Hats, visors and scarves/bandannas for males and females, except on 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:** All drinks and food are to remain in the cafeteria; however, under special circumstances classroom teachers and administration may approve this rule may be waived.
  10. **Drugs:** A student will not possess, use, or transmit drugs and/or counterfeit drugs and/or drug paraphernalia. Possession may include, but is not limited to, concealment on 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. 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 **sexual, profane, abusive 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/Nicotine/Vaping and Alcohol:** A student will not possess, use, or transmit any alcoholic beverage and/or any tobacco/nicotine/vaping product or related paraphernalia. Betel nuts cannot be used or possessed in schools. Underage possession of tobacco/nicotine/vaping/alcohol requires local law involvement. Possession of tobacco/nicotine/vaping/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 the building without authorization, the student will be subject to school disciplinary action and/or referral to the local police.
- 27. Weapons:** No student will bring weapons or look-alike 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 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, recess detention, after-school detention
- Alternative work discipline
- Suspension: In-school and Out-of-school  
(*In-school suspension will be held at the high school. Transportation will be provided.*)
- 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.

**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.

**Appeal Procedure:** Should a student or a student's parent(s) choose to appeal the 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 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 its designee's decision may be made to the Court of Common Pleas. Examples of behaviors that may lead to suspension or expulsion included 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. Classroom supply lists are available through the elementary office.

### **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.

### **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)**

### **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 refuses to leave the school grounds or creates a disturbance, the principal is authorized to remove the individual.
- The Superintendent shall promulgate such administrative guideline 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, suggest 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, GBQ, GDBB, KF)** [Adoption date: March 26, 2001, [Re-adoption date: August 22, 2005], [Re-adopted: April 28, 2009] [Re-adoption date: April 19, 2011], 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 (Also KF)

#### **WEBSITE**

Fort Frye School District maintains a website, which can be found at [www.fortfrye.k12.oh.us](http://www.fortfrye.k12.oh.us). On the website are the school calendar, important announcements, student handbooks, and many other helpful forms. **(Board Policy: IIBH)** Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g **Revised:** 4/18/2013

FORT FRYE LOCAL SCHOOL DISTRICT  
COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY  
(STUDENTS)

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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 email, 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 HARRASSING 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, ethnicity, nationality, religion, or sex. 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 in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough 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 provides 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 on line; (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, 3319.321  
*Children's Internet Protection Act of 2000*, 47 USC § 254 (h), (l)  
*Family Educational Rights and Privacy Act (FERPA)*, 20 U.S.C. § 1232g