

Fort Frye Local Schools Middle School Student Handbook

2023-24 rev. May, '23



Fort Frye Middle School

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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 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 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 Middle 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.

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

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-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 free. In addition, the Board prohibits tobacco use on school grounds owned, leased or contracted for by the Board. (Board Policy: KGC)~~

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.

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. There will be a longer in person recognition and/or announcements once a 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
Middle School	7:30-7:50	7:50	3:00

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 Middle School in student activities and athletics: **(Board Policy: IGD, IGDJ, IGDK)**

- All beginning seventh graders are eligible for the first 9-weeks unless they are repeating the seventh grade. To maintain eligibility for the remainder of 7th and 8th grades, a student must have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period and hold a 2.0 GPA.
- Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.
- A student who is deemed ineligible according to the above policy shall not be permitted to workout, practice or travel with a team until eligibility is reestablished .

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. (This also includes all summer activities)

Fort Frye Athletic-Academic Probation

If a student athlete meets OHSAA requirements 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 career. 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 after interim grades are submitted if all criteria above is met. Athletes may practice and workout with the team during academic probation (after forms and meeting to approve). May not participate in games or scrimmages or dress in uniform.

[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.

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: 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.

Extra-Curricular 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 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 assistant principal, principal or designee upon returning to school.

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.

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.
- ~~The student and/or parent/guardian must request and complete the VACATION/EXTENDED ABSENCE FORM from the school office at least one week in advance of the intended vacation/extended absence. Make-up work must be completed within the guidelines outlined in the Make-up Work section in the Student Handbook. Approved Vacation/Extended Absence days are considered excused absences provided they do not exceed the six days a parent can excuse a student per semester.~~

BICYCLES/SKATEBOARDS

Middle 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.

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 Middle 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.
- Middle 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.

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 middle school 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.

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

In order to avoid disruption of the educational environment and protect students' right of privacy, students are discouraged from bringing cellular telephones, including camera phones and other electrical devices to school. Possession of a cellular telephone or other electronic device is a privilege, which may be forfeited by the student if s/he turns it on, uses it, or allows it to be visible during the school day or on school sponsored trips. Students who elect to bring a phone to school may not use the telephone or other electronic device at any time during the day. **As long as the device is turned off and kept out of sight**, such as a book bag, students may have a cell phone or electronic device in their possession without possible consequences. **The School District will not be responsible for lost or stolen devices.** Smart Watches are considered to be an electrical device and are not to be used as a cell phone device. Teachers and administrators will take appropriate actions if a student is observed using a cellular telephone or electronic device during the school day, or if such devices disrupt the instructional setting. Prohibited uses of the cell phone or electronic devices during specified time include making and/or receiving calls, sending and/or receiving text messages, taking pictures, making recording and/or carrying it in plain view. Disciplinary action for a first offense will be an immediate confiscation of the device with it being returned at the end of the

school day. 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.

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)	

HONOR ROLL

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

Principal's List	All A's
Distinguished List	All A's and B's

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.

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 main 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.

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)**

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)**

RECESS

Children will be provided the opportunity to participate in outdoor recess, weather permitting, and all students are expected to participate. For the safety of your child we have set down strict rules that are to be followed by all students during recess. Any type of game or activity that involves fighting, pushing, pulling, shoving, or is judged by school authorities to be harmful, is forbidden. Recess rules will be reviewed with students during the first week of school.

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 middle 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.. 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 % of the 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.
- Please be advised that any unpaid fee balances an 8th grade student's account will be transferred to their high school account.

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, or newspaper article) 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)**

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)**

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

“Cadet P.R.O.U.D”

Fort Frye Middle School is made up of students in grades 6 through 8 of the Fort Frye Local School district. It is the goal of the administration, faculty, and staff to create a positive learning environment for all students that provide opportunities for them to reach their full academic potential. We set high expectations for our students and encourage each individual to develop lifelong skills and the knowledge they need to become productive citizens in our nation.

Our expectations are represented by our school motto - “Cadet PROUD!” In this case, PROUD is an acronym where each letter represents traits for students to identify with in how they conduct themselves in both school and the outside world:

- **Prepared-** Students are prepared for success. They take the necessary steps to be ready for the challenges they may face; be it in academics, extracurriculars, or as a citizen of our nation.
- **Respectful-** Students respect themselves and others. They conduct themselves in a manner that is consistent with how they want to be treated and are mindful of the needs of others.
- **Ownership-** Students understand that they are responsible for their actions and words.
- **Upstanding-** Students will be an upstanding member of their school and community demonstrating honesty and strong morals.
- **Determined-** Students will possess a strong desire to achieve their goals; be it in academics, extracurriculars, or as a citizen of our nation.

Students who possess these traits will be in an excellent position for success and be able to set excellent goals, and work with faculty, staff and other students to achieve those goals. This contributes to an academic environment that is rigorous, engaging, and responsive to the needs of learners in the 21st century.

The five traits that make up Cadet PROUD are what govern Fort Frye Middle School’s approach to education and school climate. While rules are important, it is imperative that students focus on what they can do that is *positive* and can *positively* impact their own lives and the lives of those around them. Students who actively work toward embodying these traits will be successful in not only their academic careers, but their lives outside of school as well.

Throughout the school building there are “Cadet PROUD” signs that give examples of how each of those traits can be demonstrated in a particular context. Students are encouraged to always look for ways to demonstrate these

characteristics. As part of our implementation of PBIS (Positive Behavior Interventions & Supports), administration, faculty and staff will regularly recognize students who have exemplified these traits through their words and actions.

Expectations for student behavior are set by the school's PROUD motto and are further detailed in this handbook and by individual teachers/staff members for their classrooms/areas.

Positive Behavior Intervention and Supports (PBIS) role in the Disciplinary Process

In an effort to promote an effective school climate, Fort Frye Middle School utilizes a system of interventions & supports that are designed to promote a positive school culture and climate. Faculty and staff are able to recognize students for their positive and appropriate behaviors, or for correcting previously inappropriate behaviors by issuing CADET CASH which can be utilized to purchase incentives (see CADET CASH section). In addition, the school will create a Positive Behavior Intervention Team to address chronic or habitual disciplinary issues.

School administration, faculty, and staff will address inappropriate and problem behaviors when they occur. Consequences for poor behavioral choices are designed to effectively address the learning and behavioral needs of the offending students (while also being mindful of the needs of any students or staff members that are victims of the poor behavior choice). Behavior infractions are categorized as Level 1-Level 3

- **Level 1-** Infractions are those that are handled at the classroom level without the necessity of intervention by school administration.
- **Level 2-** Minor to moderate infractions that likely require administrative intervention or additional behavior support from an intervention team.
- **Level 3-** Serious infractions that require administrative action to resolve the issue. Depending on the nature of the offense, it may be necessary to refer the student to outside support agencies.

NOTE: *Any lower level infraction can escalate to a higher level if an offending student continues to make poor behavioral choices.*

Disciplinary Interventions and Consequences

The following is an explanation of possible disciplinary consequences (this is not a complete list and school personnel and administration may rely on appropriate interventions/consequences as needed to address problem behaviors).

Teacher-originated discipline- Level 1 infractions (assigned by faculty/staff; can be utilized by administration for higher level infractions)

- **Parent notification-** Teachers are encouraged to call parents for both positive and negative student behaviors. In the event of class rule violations, the administration advises teachers to attempt contacting parents for assistance in student behavioral intervention.
- **Detention-** Detentions take place during lunch and/or recess. Students who receive a detention are to report promptly to the assigned detention at the designated time. Students are to bring work with them to detention. Failure to report for detention, or to follow detention rules, will result in a student being referred to the office.

Administrator-originated discipline (note: administration may also assign teacher-level discipline if appropriate)- assigned for Level 2 and Level 3 infractions

- After-school detention- Students who are assigned a detention outside school hours will be required to serve during the designated time.
- In-School Suspension (ISS)- In-school suspension is a removal from the classroom environment for at least one day of school. During this time they will be assigned to another location and required to complete assignments given by their regular teachers. Students are not counted absent during their time in ISS.
- Out-of-School Suspension (OSS)- Out-of-school suspension is a removal from the school environment for a period of at least one day (with ten days being the maximum).
- Expulsion- Expulsion is the removal of a student from school for up to one calendar year from the time of the offense. A student can only be expelled by the Superintendent after a due process hearing in which all factors of the incident are considered.

Cadet Cash

To recognize students for engaging in positive behaviors that are consistent with Fort Frye Middle School's "Cadet Proud" motto, the faculty and staff can issue students "Cadet Cash". The "Cadet Cash" is turned into the receiving student's advisory teacher for recording. Students can utilize their "Cadet Cash" to purchase various rewards & items from the school's **Cadet Store** (items such as pens, markers, tablets, snacks, water bottles, t-shirts, etc.). In addition, "Cadet Cash" can be used to offset disciplinary consequences to gain access to quarterly activities/Fun Friday

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. (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, muscle shirts, revealing 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 other places than the cafeteria 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 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. 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 weapon 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 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 during the school day during lunch/recess and 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 a Friday Night School. 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 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).

FRIDAY SCHOOL:

Friday School will be held on selected Friday's from 3:00pm to 7:00pm. It will be used as a consequence for skipping a detention, an option for discipline instead of detention or suspension, or students with poor attendance to make-up needed school hours.

Detentions, Friday Night School, 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, EEACCA)

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.

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 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 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, gender, 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 e-mails 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 E-mail/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

Revised: 5/25/2021

