



**FOSTORIA  
CITY  
SCHOOLS**



**2024-2025**

**Fostoria Junior/Senior High School  
Parent/Guardian Student Handbook  
7 - 12**

### **ALMA MATER**

"Devotion to Fostoria High,  
Across the space of time,  
Her loyal sons and daughters sing,  
Her praise in every clime,  
They clamber to the ladder's top,  
For choicest fruits each year.  
They bow in homage at the shrine,  
Their Alma Mater Dear."

### **FHS FIGHT SONG**

Rah! Rah! Fostoria High School  
For she's all right. Keep the colors flying  
O'er the Red and Black. Rah! Rah! Rah!  
Show the other fellows what she can do,  
Fostoria High School, for she'll break through!  
F-O-S-T-O-R-I-A.....YEA, FOSTORIA!!

<b>Fostoria Junior/Senior High School</b>	<b>Fostoria Elementary School</b>	<b>Fostoria Central Office</b>
<b>1001 Park Ave. Fostoria, OH 44830 P: 419-436-4110 F: 419-436-4120</b>	<b>1202 H. L. Ford Dr. Fostoria, OH 44830 P: 419-436-4125 F: 419-436-4169</b>	<b>1001 Park Ave. Fostoria, OH 44830 P: 419-435-8163 F: 419-436-4153</b>

### **ABOUT THE STUDENT/PARENT HANDBOOK**

This handbook contains information important to students, parents, and guardians of the Fostoria City School District. Take time to carefully review this handbook. It is highly recommended you keep this handbook accessible during your school year as a reference manual. This handbook will serve as a valuable resource for answering questions pertaining to day-to-day operations as well as our expectations regarding student behavior. Good work, courtesy and appropriate behavior is expected at all times so that Fostoria's tradition of excellence, spirit, and pride continues to grow.

<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may be changes to the documents reviewed in this Handbook after it is published. If you have questions or would like more information about a specific issue or document, contact your school principal.
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### **Notice of Nondiscrimination**

The Fostoria City School Board of Education and its staff are dedicated to providing equal education and employment opportunities without regard to military status, sex, race, color, creed, national origin, religion, genetic information, age or handicap. The regulations of Title II, VI, VII (Civil Rights Act of 1964), equal pay act of 1963, Title IX and Section 504 are followed.

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX (po2266) and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The District's Policy and Procedures can be found at: <https://go.boarddocs.com/oh/fos/Board.nsf/Public?open&id=policies>

### **Fostoria City Schools Title IX Coordinator**

The following individual has been designated to serve as the District's Title IX Coordinator. Such a Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Beth Utz - Coordinator & Investigator Director of Student Services 1001 Park Avenue Fostoria, OH 44830 P: 419-436-4101 E: <a href="mailto:butz@fostoriaschools.org">butz@fostoriaschools.org</a>	Jason D. Longbrake - Decision Maker Superintendent 1001 Park Avenue Fostoria, OH 44830 P: 419-436-4100 E: <a href="mailto:jlongbrake@fostoriaschools.org">jlongbrake@fostoriaschools.org</a>	Board of Education - Appeals Decision Maker 1001 Park Avenue Fostoria, OH 44830 P: 419-436-4100
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**School Contact Information**

**Fostoria Junior/Senior High School**

1001 Park Ave.

P: 419-436-4110

F: 419-436-6427

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## 2024-2025 School Calendar



### FOSTORIA CITY SCHOOLS 2024-2025 SCHOOL YEAR CALENDAR



Mon.-Thurs.	Aug. 12-15	New Staff Week
Tues.-Thurs.	Aug. 20-22	Staff Professional Development
Fri.	Aug. 23	Teacher Work Day
Mon.	Aug. 26	Rolling Start for Students - 1, 3, 5, 7-8
Tues.	Aug. 27	Rolling Start for Students - 2, 4, 6, 9-12
<b>Wed.</b>	<b>Aug. 28</b>	<b>First Day of Classes - All Students</b>
Mon.	Sept. 2	LABOR DAY - NO SCHOOL
Mon.-Fri.	Oct. 21-25	Grade 3 Reading OST Window
<b>Fri.</b>	<b>Oct. 25</b>	<b>End of 1st Grading Period</b>
Mon.	Oct. 28	Teacher Professional Development - NO SCHOOL
Mon.-Tues.	Nov. 25-26	STAFF PD/PARENT/TEACHER CONF. - NO SCHOOL
Wed.-Fri.	Nov. 27-29	THANKSGIVING RECESS - NO SCHOOL
Mon.-Fri.	Dec. 2-20	High School End of Course State Testing Window
Mon-Fri.	Dec. 23-Jan. 3	WINTER RECESS BEGINS - NO SCHOOL
Mon.	Jan. 6	School Resumes
<b>Fri.</b>	<b>Jan. 17</b>	<b>End of 1st Semester</b>
Mon.	Jan. 20	MARTIN LUTHER KING DAY - NO SCHOOL
Tues.	Jan. 21	TEACHER WORK DAY - NO SCHOOL
Thurs.	Feb. 13	PARENT/TEACHER CONF.-EVENING - SCHOOL IN SESSION
Fri.	Feb. 14	PARENT/TEACHER CONF.-NO SCHOOL
Mon.	Feb. 17	PRESIDENTS' DAY - NO SCHOOL
<b>Fri.</b>	<b>Mar. 21</b>	<b>End of 3rd Grading Period</b>
Mon.	Mar. 24	TEACHER PD - NO SCHOOL
Mon.-Thurs.	Mar. 31-Apr. 17	English Language Arts State Testing Window
Fri.-Mon.	Apr. 18-21	SPRING BREAK
Tues.-Fri.	Apr. 22-May 9	Math, Science & SS State Testing Window
Sat.	May 24	<b>COMMENCEMENT (10:00 am)</b>
Mon.	May 26	MEMORIAL DAY - NO SCHOOL
Wed.	<b>May 28</b>	<b>Last Day of Classes for 2024-2025</b>
Thurs.	May 29	TEACHER WORK DAY

1095.09 hours in session - FJSHS

1038 hours in session - Elementary

Board approved: March 18, 2024

### **Building Hours**

Students are not permitted in the building before 7:20 a.m. or after 3:10 P.M. without direct supervision of a staff member.

Teachers on Duty/Hallway Supervision 7:20 – 7:40 a.m.

Teachers on Duty/Hallway Supervision 2:35 – 2:55 p.m.

Student first period warning bell 7:40 a.m.

Student tardy bell 7:45 a.m.

Five-Minute Rule: No students are to be outside of their classrooms five minutes before the bell rings or five minutes after the bell rings.

Sentinel Vocational School - Tiffin - Half Day:

#### **MORNING SESSION:**

7:35 a.m. Bus leaves FHS  
8:10 a.m. Bus arrives at Sentinel  
8:15 a.m. Classes begin at Sentinel  
10:55 a.m. Lunch at Sentinel  
11:20 a.m. Bus leaves Sentinel  
11:55 a.m. Bus arrives at FHS  
3:10 p.m. Bus arrives in Fostoria

#### **AFTERNOON SESSION:**

10:25 a.m. Bus leaves FJSHS  
11:05 a.m. Bus arrives @ Sentinel  
11:05 a.m. Lunch @ Sentinel  
11:35 a.m. Classes begin @ Sentinel  
2:40 p.m. Bus leaves Sentinel

Vanguard Vocational School - Fremont - Full Day:

7:10 a.m. Bus leaves FJSHS  
8:00 a.m. Bus arrives @ Vanguard  
8:25 a.m. Classes begin @ Vanguard  
2:45 p.m. Bus leaves Vanguard

### **Bus Eligibility**

Children living beyond the following walking limits shall be entitled to bus transportation:

- Seventh – Twelfth Grade
- 2.0 miles

### **Fees (Policy No. 6152)**

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. School fees per grade level are \$35.00 each year. School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment. Any waiver of fees shall be made pursuant to Policy 6152.01

### **1:1 Technology Grades 5-12**

A \$25 device usage premium may be purchased annually to cover the expense of damages to school-owned devices. If not purchased, families may be assessed the full amount of any damages. An additional charge may be assessed for damaged or lost chargers or cases. 1:1 technology premium is to be paid by September 30th.

## **Section I – General Information**

### **Career Advising Program**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

### **Class Dues**

Class dues are: Freshmen - \$5.00, Sophomores - \$10.00 and Juniors - \$15.00. Seniors must have all previous dues paid. All dues should be paid to the class advisor. Class dues are used to pay for events, such as spirit week decorations,

cards & flowers and prom during junior years. Class dues must be paid in full or students will not be permitted to attend Homecoming, Winterfest, or Junior/Senior Prom. Junior dues must be paid to attend prom senior year.

### **Clinic Guidelines**

The clinic is available to all students. Students should obtain a pass from their teacher before reporting. Students must sign the clinic register before entering the clinic. If a student is to be sent home, a parent/guardian will be contacted and arrangements will be made for students to go home. In case of accidents, students are to report immediately to an administrator's office.

### **Control of Casual Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

### **Control of Non-Casual Contact Communicable Diseases**

The school district has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Control of Blood-Borne Pathogens**

The school district seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

### **Counseling Department**

Students are encouraged to meet with their counselors if they have problems or concerns of an academic or personal nature. A student should not be reluctant to seek a conference with their counselor.

### **Deliveries**

Items such as balloons, flowers, and outside food will not be delivered to students during school hours.

### **Dismissal from School**

If your child will be changing their normal process for going home, they must bring a note/phone call explaining their change. If there is not a note/phone call, your child will be sent home in their normal manner.

### **Driving Privileges Suspended**

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for possession of alcohol and/or drugs, the building administrator may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend students' temporary instruction permits or driver's license. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that a student has satisfied any established conditions.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

A student who has been absent without authorization for more than ten consecutive days or a total of at least fifteen days during a semester may lose their driving permit or license. Building administration will notify the superintendent of such students, and the appropriate Governmental Agency/License Bureau will be notified to withhold student licenses and driving privileges.

**Drug Prevention – (Policy 5530)**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board;
- E. Anabolic steroids;
- F. Any substance containing betel nut (areca nut);
- G. Any substance that is a “look-alike” to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug of any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide and intoxicating or mood-altering effect:

- A. On school grounds,
- B. On school vehicles,
- C. At any school-sponsored event.
- D. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. Emphasize the prevent of drug use;
- B. Provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - a. Addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  - b. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
  - c. Assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
  - d. Promotes positive emotional health, self-esteem, and respect for one’s body;
  - e. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;
- C. Include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. Provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;  
The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

- G. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. Provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy 5771 and AG 5771, Suspension and Expulsion Policy 5610 and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

**The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms use by students in grades 7-12.**

#### **Early Dismissal**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. Photo ID may be required.

#### **Emergency Closing and Delays**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: *WFOB, WTOL, WFIN, WTVG, and WNWO*

- Information concerning school closings or delays can also be found on the school district's web page at [www.fostoriaschools.org](http://www.fostoriaschools.org) or on the Fostoria City Schools' Facebook page.
- Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file using the district's School Messenger system.

Parents and students are responsible for knowing about emergency closings and delays.

#### **Emergency Medical Form**

State law requires that an emergency medical authorization form be on file for every student who attends school by October 1st. If not received within the first full week of school, students may be subject to disciplinary action. If an emergency occurs, students cannot be released to parents/guardians without proper form on file. ***Emergency medical authorization form is to be completed on Final Forms.***

#### **English as a Second Language Program (ESL)**

Students who are English as a Second Language learners may inquire about program information with a counselor or an administrator.

#### **Equal Education Opportunity**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability, genetic information or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Any person who believes they have been discriminated against on the basis of race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s): Director of Student Services, Fostoria City Schools, 1001 Park Avenue, Fostoria, OH, and 419-435-8163.

Complaints will be investigated in accordance with the procedures described in this Student/Parent Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

Individuals may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD:

### **Food Service**

Fostoria City Schools offers a lunch and a breakfast program for all children in grades PreK-12. At this time, breakfast and lunch are free for all students.

Students may bring their lunches, but no carbonated beverages may be brought to school or on trips without prior approval. No breakable containers are permitted at any time.

### **Hall Passes**

Students are not permitted in halls during class periods unless they have a school-approved pass signed by a staff member. **Office and lunch personnel will not issue passes for students who are tardy to class.**

### **Locks and Lockers**

Each student will be assigned a locker with a combination lock. Students are not to change lockers or share lockers without permission from an administrator. **Lockers should be kept locked at all times.** FJSHS is not responsible for items left in unlocked lockers. Money or other valuables should never be left in lockers. Students are not permitted to provide their own locks.

### **Lost and Found**

Articles found should be turned in to the office. Items turned in will be held for a reasonable period of time and may be claimed in the main office.

### **Medication (Policy No. 5330)**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from their educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a administered medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 FCS-2). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 FCS-1). These documents shall be kept in the office of the principal and/or school nurse and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage, will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place unless the medications require refrigeration, in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336, but only in the presence of a designated school employee.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from a parent/guardian and physician and has submitted Form 5330 FCS-3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and a parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 FCS-4), Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school sponsored event.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. School nurse
- D. Building secretary
- E. Paraprofessional
- F. Others as designated by a student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as afore noted, may be stored in the principal and/or nurse's office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy and Policy 5336.

**Note:** No medication will be given to a student by an employee of Fostoria City Schools unless an administration of medication form has been completed by the doctor and parent/guardian.

#### **Monthly Emergency Drills**

There will be monthly emergency drills during the year. Teachers will indicate routes to be taken from various rooms to safe areas. This information is also posted in every classroom. There should be no talking during such drills; students should move quickly and orderly. Drills may include: fire, tornado, and crisis safety drills.

#### **Pediculosis Policy**

Students will be immediately excluded from school when the building administrator or their designee detects lice. A letter will be sent home regarding the treatment and prevention of lice. Students are to be rechecked before the start of the next school day by the School Nurse or a licensed healthcare professional. Students will be readmitted the next day after

treatment with a medicated shampoo. If nits remain, the student will receive daily checks while attending school for the next 7 school days. If during that time lice are found, the student will be immediately excluded and must be rechecked daily until nit-free. In these instances, the student will not be allowed to miss more than 3 days for the first incident and 1 day for subsequent incidents. Please be aware that these are only excused if the student is brought in daily at the start of the school day for rechecks. Classrooms will be screened if a classmate has been excluded for lice.

### **Pledge of Allegiance**

The Pledge of Allegiance is said every morning. Students and staff may choose to stand or remain seated respectfully for the Pledge.

### **Police/Social Agency Guidelines**

Cooperation with law enforcement/social agencies is expected, keeping in mind the rights of students and parents. Cooperation must recognize school functions and be in harmony with students' due process procedures. Interviews of students by law enforcement officers/social agents who show proper identification will be permitted during school hours only when interviews during non-school hours are not possible, impractical, or would unduly interfere with agencies. If an interview is conducted on school grounds, a building administrator must be present. Custody and/or arrest may be used by a police officer after they have shown proper identification and credentials.

### **School Transportation**

Every student who lives in an area where they are bus eligible as determined by the Board of Education (eligibility distances are set to follow state guidelines), is entitled to ride a school bus and will be assigned a particular bus to ride at the beginning of the year. Each eligible student will receive a bus pass in the mail approximately two (2) weeks prior to each new school year. The bus pass must be given to the bus driver the first time the student rides the bus and will be kept as a record of the student's eligibility.

Students on a bus are under the authority and responsibility of bus drivers. Drivers have the authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of a driver will be sufficient reason for suspending transportation or refusing transportation services to any student once proper due process procedures have been followed. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of students, bus drivers and other drivers, and the safety and proper maintenance of school buses. Rules are as follows:

1. When a change of address has taken place, the parent/guardian must file the change with the school secretary noting the permanent address change. The secretary will forward the information to the Director of Transportation within 24 hours before a new change pass will be issued and sent to the child's school.
2. Parents are responsible for the safety of students while going to and from pick-up points and meeting their child at the scheduled bus time.
3. Use care in approaching bus stops--walk on the left toward oncoming traffic.
4. Bus drivers will assign the "Place of Safety" for each bus stop, and students must wait in this area to be picked up by the bus, and students must wait in this place for the bus to depart after dropping students off (Ohio law).
5. Students must always cross all streets at least ten (10) feet in front of the bus.
6. Be on time for the bus. Students should be at bus stops at least 5 minutes before designated pick-up time.
7. Always sit in assigned seats (assigned by the driver).
8. Reach the assigned seat without disturbing or crowding others. Students should remain seated while the bus is moving. Moving from seat to seat, pushing, jostling, throwing articles, yelling, or creating any disorder or distraction impeding the safe operation of buses is prohibited.
9. Respond to bus drivers promptly and respectfully.
10. Students should not engage in loud talking, laughing or profanity.
11. Keep head, arms, hands, and feet inside buses at all times.
12. Be courteous to fellow students and to bus drivers.
13. Parents/guardians will be held responsible for any damage done by their students on a bus.
14. Students must refrain from eating and drinking on buses except as required for medical reasons.
15. Students must not have alcohol, tobacco, or other drugs in their possession, except for prescription medication required for a student.
16. Students must not throw or pass objects on buses.
17. Students may only carry on items that can be held on their laps unless otherwise authorized by bus drivers.
18. Students must not possess firearms, ammunition, explosives, animals (dead or alive), glass containers, or any other dangerous materials or objects.
19. Students must be quiet at all railroad crossings or any other time specified by bus drivers.
20. Students must remain seated until the bus stops to unload.

21. Students must leave or board buses at locations to which they have been assigned. Deviation from this policy will be authorized only through written parental request and authorized by a building administrator.
22. The driver has the authority to enforce the above regulations. Continued disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any students. When it becomes necessary to refuse a student transportation due to misconduct, the building principal will notify the parents of such refusal with a full explanation for this action.
23. If a student misses the bus, they should do the following:
  - Before school: Return home and call the school immediately;
  - After school: Return to the office and call home;
  - Parents are responsible for arranging other methods of transportation for students who miss the bus.

Parents/guardians may file a written request for an alternate bus stop location using forms available from the district website, and from each school office. Requests will always be made in accordance with the following criteria:

- Students must be eligible to ride the bus from their home address in order to have an alternate bus stop location considered by the director of transportation;
- The requested alternate bus stop location must be the same pick up location Monday through Friday;
- The requested alternate bus stop location must be the same drop off location Monday through Friday;
- The pickup and drop off locations may be different from one another, but must remain consistent Monday through Friday;
- Existing bus routes will not be altered to accommodate an alternate bus stop request; the location requested must be on an existing bus route;
- If a request is approved, it will be revoked if a student creates any disruption, or fails to follow the rules;
- If a request is approved, it will be revoked if the capacity of the bus becomes too high with students living in the area of the assigned route for that bus;
- Requests are due each year: By 6/30 for students returning to the district, and by 8/1 for students new to the district;
- For reasons of cost-effectiveness and efficiency there can be no exceptions made to this criterion.

#### **BUS DISCIPLINARY PROCEDURE FOR 7-12 STUDENTS\***

1. 2 Verbal warnings from the bus driver (documented by the driver)
2. 1<sup>st</sup> write-up – 1 day bus suspension\*\*
3. 2<sup>nd</sup> write-up – 3 day bus suspension\*\*
4. 3<sup>rd</sup> write-up – 5 day bus suspension\*\*
5. 4<sup>th</sup> write-up – 10 day bus suspension\*\*
6. 5<sup>th</sup> write-up – complete loss of bus privileges for the rest of the school year\*\*

***\*AN EMERGENCY REMOVAL from the bus by an administrator/designee will result in an automatic 3-day bus suspension, in addition to action taken for the particular write-up. Disciplinary write-ups sent home for each infraction.***

#### **Speech, Hearing Services**

Speech and hearing services are available. Referrals may be made through a school counselor or an administrator.

#### **Student Parking/Driving Regulations**

- All students will park in the East Lot only of the new FJSHS building. Vehicles must be parked appropriately.
- All drivers must be licensed and covered by insurance. FJSHS is **not** responsible for the automobile or its contents.
- Students are not permitted to remain in vehicles or loiter in parking lots.
- Speeding, or any form of reckless driving on school grounds, is prohibited.
- Student vehicles and their contents are subject to search if there is reasonable belief items contained in cars may interfere with safe or effective operation of school.
- Vehicle regulations are strictly enforced. It is considered a privilege to drive to school. Suspension of driving privileges, towing and/or impounding of vehicles, and/or suspension from school may occur when violations of school regulations occur.
- Use of seat belts is a state law.

### Visitors to the Building

In accordance with O.R.C. 2911.21 **ALL** parents and visitors must report to the attendance office. Failure to do so may result in criminal trespass. (Posted in accordance with O.R.C. 3313.20.) **VISITORS WILL BE REQUIRED TO PRODUCE A PHOTO ID.**

### Work Permits

Work permit applications are available through FJSHS main office. These forms must be completed and returned to the main office. All requirements must be met before a work permit will be granted.

### Wellness Policy (Policy No. 8510)

As required by law, the Board of Education establishes the following wellness policy for the Fostoria City School District. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

## **Section II – Enrollment and Placement**

### Birth Certificate

A birth certificate, or alternative document as authorized according to Ohio Revised Code 3313.672, needs to be produced within 14 days of enrollment, but is not necessary at the time of enrollment. If one cannot be produced within 14 school days, school officials are to notify the local police department according to state law. The district also requests a copy of the child's social security card so that it can be placed in the student file.

### Custody Documents

Custody papers need to be provided to the school by the custodial parent as soon as they are provided to the parent by the Court and at the earliest possible time of enrollment. The school also needs to be immediately provided with court documentation of any changes in custody. An official Court seal needs to be stamped on the document with the appropriate judge's signature. Thirty-day waivers are available at the Superintendent's office in the Fostoria City Schools' administration office (1001 Park Ave.).

### Immunizations

The Ohio Department of Health, under the authority granted in Sections 3313.671, 3701.13, and 5104.011A (5) of the Ohio Revised Code, has established the following minimum requirements for school attendance:

#### **Immunization Summary for School Attendance Ohio**

<b>VACCINES</b>	<b>IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT Tdap/Td</b> Diphtheria , Tetanus, Pertussis	<b><u>Kindergarten</u></b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <b><u>1-12</u></b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <b><u>Grades 7-12</u></b> One (1) dose of Tdap vaccine must be administered prior to entry. **

<b>POLIO</b>	<p><b><u>K-9</u></b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b><u>Grades 10-12</u></b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b><u>K-12</u></b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>
<b>HEP B</b> Hepatitis B	<p><b><u>K-12</u></b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<b>Varicella</b> (Chickenpox)	<p><b><u>K-9</u></b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p><b><u>Grades 10-12</u></b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p><b><u>Grades 7-10</u></b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b><u>Grade 12</u></b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
  - For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/Required-Vaccines-Child-Care-School/>).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

ODH Immunization 12/7/2018  
Imm Sum Sch Ohio 2019-2020.docx

### **Proof of Residency**

Proof of residency may be requested at the time of registration. At any time thereafter when there is a change in

residency, guardians will be required to provide proof of residency through a lease agreement, utility bill, etc.

### **Students Expelled from Other Districts**

Admittance to Fostoria City Schools may be denied to any student who has been expelled by another school district and whose period of expulsion has not expired.

### **Students with Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with state and federal mandates, the district seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child-study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. (Section 504), and State law. Contact the Director of Student Services at 419-436-4101 to inquire about evaluation procedures, programs, and services.

### **Homeless Students**

Homeless students will be provided with a tuition-free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the liaison for Homeless Students in the buildings.

## **Section III – Academics**

### **Academic Acceleration**

All children are entitled to an education commensurate with their particular needs. Students who can exceed grade-level indicators and benchmarks set forth in the standards are afforded opportunities and are encouraged to do so through Academic Acceleration. Qualified students may access advanced curriculum through Whole-Grade Acceleration, Individual Subject Acceleration, Early Admission to Kindergarten, Credit Flexibility, and Early High School Graduation. Students can qualify for Academic Acceleration through Fostoria City School District's Academic Acceleration Referral and Evaluation process, according to Policy #5408.

### **Honors/ /College Credit Plus**

Honors courses are available in several core areas. Course descriptions on advanced honors/courses may be found in our course-scheduling guide in sections for language arts, science, social studies and mathematics. These courses provide accelerated high school students opportunities to obtain college credit by achieving a successful grade on college exams.

FJSHS's Honors, and College Credit Plus courses will be awarded "Add-On" points. These points will be added on to a student's semester cumulative grade point average after it has been calculated on the traditional 4.0 grading scale. For each designated class that a student receives an A, B, or C, that student will add .025 for a full year class (.0125 for a semester class) to the student's cumulative GPA.

### **Class Placement**

"Class placement" is determined by the number of years in high school. In order to meet graduation requirements, students must earn 22 credits. Listed next to each class placement below is a pacing guide for students to reach total the credits required. At the end of each semester, the number of credits earned will be listed on the report card.

● Freshman	First Year at FJSHS or in a High School	5 credits earned
● Sophomore	Second Year at FJSHS or in a High School	10 credits earned
● Junior	Third Year at FJSHS or in a High School	15 credits earned
● Senior	Fourth Year at FJSHS or in a High School	22 credits earned

### **Class Rank (Policy No. 5430)**

Class rank is a numerical rank assigned to students according to their cumulative grade point average relative to their classmates, based on weighted grades and grading scale values. All courses are used in computing class rank. GPA is calculated at the end of each semester.

Final class rank is determined at the end of the second semester of students' senior year.

### **Valedictorian/Salutatorian**

The senior student ranked first in class will be designated as the valedictorian, and the second ranked student will be named salutatorian.

### **College Credit Plus Program**

Ohio's College Credit Plus can help students earn college and high school credits simultaneously by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees. If students choose to attend a private college or university, they may have limited costs. Please see the district website at [www.fostoriaschools.org](http://www.fostoriaschools.org) or contact the building principal or school counselors for more information.

### **College Visitations**

Seniors and juniors wishing to visit a college should make arrangements through their school counselors. Verified college visits are not counted against the perfect attendance policy. A two-day advance notice is required, and a proper certification form must be returned to a school counselor in order to confirm visitation as an excused absence. Parents/Guardians are encouraged to accompany their sons/daughters on such visitations and are responsible for their student's transportation.

### **Credit Recovery**

Subjects which have been failed during the current school year may be made up through the following options: (1) summer school (2) repeating the subject the following school year or (3) students may be given the opportunity to take on-line classes, administrative-approved, alternative curriculums for credit recovery. Students should meet with their school counselor to develop a plan for making up course credit.

### **Early Graduation (Policy No. 5464)**

Any student enrolled in Fostoria Jr./Sr. High School wishing to complete their formal high school education in an abbreviated program may do so by meeting various procedural and educational requirements.

1. Students must request permission at least one year in advance of the tentative graduation date.
2. Student's request must be in writing and must state reasons for consideration to be given for an early graduation. Requests must be signed by the student and parent/guardian.
3. Each request will be reviewed by administration with final decisions based upon the following guidelines:
  - Student must have at least a 2.50 grade point average;
  - Student's age, future vocational/education plans, record of behavior and financial need or hardship will be considered as factors in their request for early graduation;
  - Students must meet all graduation requirements by earning credits, demonstrating competency, and obtaining at least 2 graduation seals..

If a student meets conditions for early graduation and the request of parent/guardian is approved, all activities associated with senior year and graduation will be open to the student. Should a student select mid-year termination, upon completion of credits required, the student will no longer be considered a high school student at FJSHS. All student privileges end, and privilege of student involvement in any senior class activities is forfeited. Students may elect to return for graduation with their class, or have the diploma mailed or picked up at the office following the commencement exercise.

Should a student fail to meet any requirements for graduation during the final year, their graduation will be withheld until

such time as requirements have been met.

#### **Educational Options (Policy No. 2370)**

The Fostoria City School District has a policy which approves educational options as a means of earning credits for graduation. Options include on-line classes and college credit plus enrollment. Information regarding these programs may be obtained from a school counselor.

#### **Seventh/Eighth Grade Credit**

Incoming freshmen may receive credit for identified course work taken as a seventh/eighth grade student if it meets specifications in Senate Bill 55 and is part of the high school curriculum.

#### **Eligibility for Athletics (Policy No. 2431)**

##### **Grades 7 - 8**

In order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in four (4) classes in which the student received grades. In addition, the student must have a weekly GPA (Grade Point Average) of 1.5 or above. Failure to maintain the weekly minimum 1.5 GPA will result in the student-athlete losing their eligibility for that week.

##### **Grades 9 - 12**

In order to be eligible in grades 9 - 12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. In addition, the student must have a weekly GPA of 1.5 or above. Failure to maintain the weekly minimum 1.5 GPA will result in the student-athlete losing their eligibility for that week.

If a grade is not entered for a course when eligibility is determined, that course will not be included when determining the student's eligibility. If a student who becomes ineligible under these standards improves their grade point average during the current grading period to meet the eligibility standard, they may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for course/s, given the individualized student's disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition. The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics. The Board further directs that only those students may participate in the program of interscholastic athletics that have:

- A. Maintained a satisfactory academic record;
- B. Attended school regularly;
- C. Demonstrated good citizenship and responsibility;
- D. Returned all school and athletic equipment;
- E. Refrained from participation in a contest on a non-interscholastic team, or as an individual in the same sport during the school's season.

#### **Eligibility for College Athletics**

Please contact the Athletic Director for information regarding the NCAA Clearinghouse and requirements for participation in athletics at the college/university level. On-line courses may not qualify as an NCAA Clearinghouse requirement.

#### **Guide for Reporting to Parents**

A system of reporting has as its primary function the goal of informing both parent and student as to the student's total school performance. It is the belief of Fostoria City Schools that a student's work habits, effort and conduct play a very important role in the student's academic achievement. To this end, the report card will reflect a student's academic

progress, work habits, effort and conduct. Students are evaluated in comparison to group and individual achievement.

Student progress on academic standards will also be another assessment for the purpose of communicating the progress a student is making daily within a nine-week period. A comprehensive communication system includes parent/teacher conferences, telephone conferences, and teacher/student conferences. Building principals are also an important part of the teacher, student and home communication system. Teachers and administrators need to be available, open, honest, and caring with parents and students. The stronger the communication linkage between home and school, the more effective a classroom/school will be.

### **Report Cards**

Students K-12 will receive quarterly report cards. Each academic year consists of four grading periods with grade cards issued at completion of each nine-week grading period.

### **Honor Roll -**

Honor roll is determined using nine-week grades. When reported or published, the honor roll will contain two levels: 4.00 GPA and higher and 3.00-3.99 GPA.

### **Standardized Testing/Achievement Tests**

All students will take all required state and district tests unless waived or exempted according to state guidelines. These tests measure student achievement, cognitive ability, and provide essential information for educators, parents, students, state and federal personnel.

### **Homework**

The amount of homework will vary by grade level, teacher, and student's ability. Each parent should seek out the policies of the classroom teacher and see that those assignments are completed.

### **Parent/Teacher Conferences**

Opportunities for Parent/Teacher Conferences will be held throughout the year. Parents are encouraged to call for an appointment any time they wish to talk to their child's teacher(s). Conferences may be a student led conference or the traditional parent/teacher conferences.

### **Grading Scale**

A (92-100)	4.0	C (72-77)	2.0
A- (90-91)	3.7	C- (70-71)	1.7
B+ (88-89)	3.3	D+ (68-69)	1.3
B (82-87)	3.0	D (62-67)	1.0
B- (80-81)	2.7	D- (60-61)	0.7
C+ (78-79)	2.3	F (0-59)	0.0

Teachers at FJSHS assign letter grade averages for the purpose of giving credit for courses completed during an academic semester. These semester grades are used to compute cumulative grade point averages (GPA) and class rank. The following criteria are used to compute semester averages:

1. Students are able to take full-year courses, as well as semester courses. Credit is assigned on a semester basis for successfully completing courses with a passing grade of "D" or better. This is true even for a full-year course.
2. Students must complete each semester course before advancing to the next level of that subject unless otherwise approved by an administrator. Course prerequisites must always be met. Certain courses such as math may necessitate repeating the entire course in order to be prepared to advance to the next level. Students who fail a semester of a course must repeat that semester the following school year.
3. If a student is absent unexcused from a semester exam, they will not be able to make up the exam and will receive an "F" for the exam unless otherwise approved by an administrator. Only doctor, dentist, court, or funeral slips will be accepted to excuse a student exam day. Administrative discretion will be used in determining whether or not a suspended student can make up their exams. Students may be required to make up exams during the designated exam make-up time.
4. Quarterly incompletes must be approved by administration before being issued. Students have two weeks from the ending date of the previous nine-week grading period to complete work. If incomplete grades are due to unusual circumstances, additional time may be permitted by administration.
5. Students can only take an AUDITED ("AU") course after they have passed the course previously. Audited courses earn no credit.

### Grade Point Average

Grade Point Average (GPA) is determined by dividing the number of quality points achieved by the number of credits received. Nine-week GPA is figured for eligibility and honor roll purposes and are not cumulative. Cumulative GPA is based on semester grades only. GPA and class rank are determined by using semester averages beginning with the first semester of the freshman year and the grade scale value.

### Grading Practices

The following procedures shall be used for incorporating final examination grades into a total course grade. Course grades will be weighted as follows:

- First quarter (40%), second quarter (40%), and first semester exam (20%).
- Third quarter (40%), fourth quarter (40%) and second semester exam (20%).
- A student must pass two out of three course grades per semester in order to receive credit.

### Promotion Guidelines

#### **Middle School Level**

**7th-8th Grade** - For students in these grade levels promotion will be determined by students passing courses during the school year or scoring proficient or above on state assessments or scoring appropriately on the district norm-referenced assessments for their grade level and specific subjects. In order to protect the integrity of the work done during the school year students need to pass three (3) of four (4) core classes during the school year. Failing a course at this level will be defined as a failing grade on either of the semester grades. If students do not reach the appropriate scores described above they will be required to attend summer intervention in order to be promoted to the next grade level. Attendance is also a significant indicator of academic success. If students reach the threshold for being habitually truant, which is if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year, they may be a candidate for retention. **If a student is not promoted this will happen one time in the grade bands that have been outlined above. Students who are not promoted will be placed on a personalized learning plan before the start of the next school year. The goal to this promotion guideline is to make sure that there are multiple options for students to demonstrate their skill sets.**

#### **High School Level - Criteria**

- ☐ **9th-12th Grade** - At this level, the students need to be earning credits, which require them to pass two (2) out of three (3) between the nine (9) weeks grades and/or the semester exam. Since there is a need to earn credits and graduation points to successfully complete high school, students who are deemed to be not on track will be encouraged to attend summer intervention for credit recovery.
- ☐ Classification for credits at each grade level:
  - Freshmen (Grade 9) - Less than 5 Credits
  - Sophomore (Grade 10) - 5-9 Credits
  - Junior (Grade 11) - 10-14 Credits
  - Senior (Grade 12) - at least 15 credits (must include 3 English and 3 Math credits)

Attendance is also a significant indicator of academic success. If students reach the threshold for being habitually truant, which is if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year, they may be a candidate for retention.

### Graduation Requirements (Policy No. 5460)

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in their individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

### **REQUIREMENTS FOR GRADUATION**

The requirements for graduation from Fostoria High School shall include 22 credits.

- 4 credits English/Language Arts
- 4 credits Mathematics
- 3 credits Science, including one credit of Biological Science and one credit of Physical Science
- 3 credits Social Studies, including one credit World History, one credit American History and one credit American Government.
- 1 credit Fine Art
- ½ credit Personal Finance
- ½ credit Health
- ½ credit Physical Education (2 Semesters)
- 5.5 credits Electives
- Successful completion of all state mandated assessments.
  - o Class of 2023 and beyond – students must show competency by earning a competency score on the Algebra I and English II end-of-course state tests, or by satisfying one of three alternative options, and also showing readiness with two of Ohio’s graduation seals.

### Optional Methods of Demonstrating Competency

Option 1: Demonstrate Two Career-Focused Activities (at least one must be foundational)

- Foundational
  - o Proficient scores on WebXams
  - o A 12-point industry credential
  - o A pre-apprenticeship or acceptance into an approved apprenticeship program
- Supporting
  - o Work-based learning
  - o Earn the required score on WorkKeys
  - o Earn the OhioMeansJobs Readiness Seal

Option 2: Enlist in the Military

- Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3: Complete College Coursework

- Earn credit for one college-level math and/ or college-level English course through Ohio’s free College Credit Plus program.

### Ohio Graduation Seals

Students must earn two of the following diploma seals, choosing those that line up with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and planned next steps after high school.

*\*At least one of the two seals must be Ohio-designed*

OhioMeansJobs Readiness Seal (Ohio)	<i>Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.</i>
Industry-Recognized Credential Seal (Ohio)	<i>Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.</i>
College-Ready Seal (Ohio)	<i>Earn remediation-free scores on the ACT or SAT. Visit the Department’s website to see current remediation-free scores.</i>
Military Enlistment Seal (Ohio)	<i>Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or Participate in an approved JROTC program.</i>
Citizenship Seal (Ohio)	<i>A student can: 1. Earn a score of proficient or higher on both the American History and American Government end of course exams; 2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or 3. Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.</i>
Science Seal (Ohio)	<i>A student can: 1. Earn a score of proficient or higher on the biology end-of-course exam; 2.</i>

	<i>Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or 3. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program.</i>
Honors Diploma Seal (Ohio)	<i>Earn one of six Honors Diplomas outlined below: 1. Academic Honors Diploma; 2. International Baccalaureate Honors Diploma; 3. Career-Tech Honors Diploma; 4. STEM Honors Diploma; 5. Arts Honors Diploma; 6. Social Science and Civic Engagement Honors Diploma.</i>
Seal of Biliteracy (Ohio)	<i>Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.</i>
Technology Seal (Ohio)	<i>A student can: 1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam; 2. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program; or 3. Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines.)</i>
Community Service Seal (Local)	<i>Complete a community service project aligned with the guidelines adopted by the school district’s local board of education or school governing authority. 1. 80 hours of community service over 4 years 2. Can be completed in district or in the community</i>
Fine and Performing Arts Seal (Local)	<i>Demonstrate skill in the fine or performing arts according to an evaluation aligned with guidelines adopted by the school district’s local board of education or school governing authority. 1. 3 credits earned 2. Participation in at least 1 extra/co-curricular activity</i>
Student Engagement Seal (Local)	<i>Participate in extracurricular activities such as athletics, clubs or student government to a meaningful extent, as determined by guidelines adopted by the school district’s local board of education or school governing authority. 1. Successful completion of multiple activities 2. Participation in at least 1 activity per year (4) or a total of 6 activities over 4 years</i>

### **Graduation Ceremony**

Students must meet all graduation and discipline requirements established by the Fostoria Board of Education, and the Ohio Department of Education to participate in commencement.

Graduation exercises at FJSHS are optional for graduating seniors. At FJSHS we feel commencement should be both a happy and dignified experience. Seniors who are not prepared to participate in a dignified ceremony should request to be excluded from graduation exercises. Any senior not wishing to participate must notify an administrator in writing signed by a parent/guardian by the first Friday in May.

The following regulations are to be followed:

1. Cap and gown will be worn.
2. Dress shirt, tie, dress pants, dress shoes and socks will be appropriate attire for men.
3. Dresses/slacks and blouses and dress shoes will be appropriate attire for women.
4. No writing or printing on caps or gowns will be permitted.
5. In order to participate, students must attend scheduled practice, have completed academic requirements and

have paid all financial obligations. Students will be prohibited from participating in commencement exercises unless payment has been received.

6. Graduation will be on the Board approved date and time. All above requirements must be met in order for a student to participate.

### CRITERIA FOR DIPLOMA WITH HONORS

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. **Students must meet the requirements for regular diploma plus criteria for honors listed below.**

Criterion	<b>High School Academic Diploma with Honors:</b> <i>Students need to fulfill all but 1 of the following:</i>
Math	4 units, including Algebra I, Geometry, Algebra II (or equivalent) and one other higher-level course or 4 course sequence that contains equivalent or higher content
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language or no less than 2 units each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale (unweighted)
ACT/SAT	27 ACT/1280 SAT (excludes optional writing)

Criterion	<b>Career Technical Diploma with Honors:</b> <i>Students need to fulfill all but 1 of the following:</i>
Math	4 units, including Algebra I, Geometry, Algebra II (or equivalent) and one other higher-level course or 4 course sequence that contains equivalent or higher content
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of one world language studied
Fine Arts	
Electives	4 units of Career-Technical minimum
GPA	3.5 on a 4.0 scale (unweighted)
ACT/SAT/WorkKeys	27 ACT/1280 SAT (excludes optional writing)/ WorkKeys (6 Reading for Information & 6 Applied Mathematics)
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

<b>Criterion</b>	<b>STEM Diploma with Honors:</b> <b><i>Students need to fulfill all but 1 of the following:</i></b>
Math	5 units, including Algebra I, Geometry, Algebra II (or equivalent) and one other higher-level course or 4 course sequence that contains equivalent or higher content
Science	5 units, including 2 units of advanced science
Social Studies	3 units
World Languages	3 units of one world language or no less than 2 units each of two world languages studied
Fine Arts	1 unit
Electives	2 units with a focus in STEM courses
GPA	3.5 on a 4.0 scale (unweighted)
ACT/SAT	27 ACT/1280 SAT (excludes optional writing)
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts

<b>Criterion</b>	<b>Arts Diploma with Honors (includes dance, drama/theater, music, and visual art):</b> <b><i>Students need to fulfill all but 1 of the following:</i></b>
Math	4 units, including Algebra I, Geometry, Algebra II (or equivalent) and one other higher-level course or 4 course sequence that contains equivalent or higher content
Science	3 units, including 2 units of advanced science
Social Studies	3 units
World Languages	3 units of one world language or no less than 2 units each of two world languages studied
Fine Arts	4 units
Electives	2 units with a focus in fine arts course work
GPA	3.5 on a 4.0 scale (unweighted)
ACT/SAT	27 ACT/1280 SAT (excludes optional writing)
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts

<b>Criterion</b>	<b>Social Science &amp; Civic Engagement Diploma with Honors:</b> <b><i>Students need to fulfill all but 1 of the following:</i></b>
Math	4 units, including Algebra I, Geometry, Algebra II (or equivalent) and one other higher-level course

	or 4 course sequence that contains equivalent or higher content
Science	3 units, including 2 units of advanced science
Social Studies	5 units
World Languages	3 units of one world language or no less than 2 units each of two world languages studied
Fine Arts	1 units
Electives	3 units with a focus in social sciences and/or civics
GPA	3.5 on a 4.0 scale (unweighted)
ACT/SAT	27 ACT/1280 SAT (excludes optional writing)
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts

### **Progress Book**

Parents also have access to daily grades in Progress Book through the district website at the "Progress Book Parents Link." Parents may contact the building secretary for password information.

### **National Honor Society**

The purpose of the National Honor Society is to recognize worthy students. Qualifications for membership include scholarship, character, citizenship, and leadership with each qualification given equal value. A faculty committee selects members based on objective studies of each eligible student's qualifications. Senior and junior students carrying a 3.4 GPA are eligible for consideration. Seventh grade students are nominated at the end of the year to participate in Junior National Honor Society as eighth graders.

### **Schedule Change Rules and Guidelines**

Students should weigh their choices carefully when committing to courses. Master schedules are developed based on course requests made by our students. Once this has been done, changes due to anything other than academics will not be considered; and all changes will be made only after due consideration and space availability.

Students can, however, make changes based on our handbook guidelines:

- **Course Conflict:** This could be defined as an offering of two courses at the same time or other scheduling conflicts.
- **Lack of Prerequisite(s):** This would include subjects that are necessary to meet graduation requirements.
- **Procedural Errors:** Omission of a required class and/or credits for graduation when marking registration sheets or error in transferring course selection information to computer sheet.
- **Summer School:** Students who complete a course during summer school and who have registered for that class in the fall will be permitted to substitute another class to avoid duplicate course work.
- **Honors/AP:** A minimum enrollment of one semester is required in honors or advanced placement courses. Withdraws or drops are permitted at the semester.

Students wishing to add a course may do so through their counselor one week prior to the start of school. Changes are contingent upon seating availability.

### **School Records**

According to Ohio Revised Code and Education Rights and Privacy Acts, parents of minor students or students over 18 years of age have a right to inspect their records. Records may be sent to other agencies by completing a release form for this information.

### **Student Aides**

Students who are asked by staff to be an aide may serve in that position as long as the students have study hall time and

are in good academic standing. No student may leave an academic class or lunch to be an aide. School rules are in effect at all times. This opportunity is a privilege, not a right.

### **Student Obligations**

Credits, transcripts, and diplomas will be held if a student has financial or disciplinary obligations to Fostoria City Schools. Fees and other obligations may be paid in FJSHS's main office. Contact the FJSHS office to arrange payment plans if needed.

### **Transcripts**

All transcript requests must be made in writing and have a student's and parent's/guardian's signature. Forms are available in the counselors' office. Final transcripts will be sent to colleges in late June/early July. Transcripts are free to current students up to 6 months after graduation. ALL requests are \$5.00 after this time frame.

### **Vanguard/Sentinel Vocational Schools/Tech Center**

Students attending vocational schools are considered members of FJSHS and are eligible to participate in all activities at FJSHS. A student who is removed from vocational schools for disciplinary reasons will be subject to suspension or expulsion at FJSHS.

FJSHS students who enroll in a Vanguard or Sentinel program are making a two to three-year commitment. If for some reason a student requests to withdraw from this program, certain conditions must be met. Students must attend Sentinel for a minimum of seven days and Vanguard for ten days. Students and parents/guardians must meet with a vocational principal and vocational counselor to discuss concerns before a student will be withdrawn from vocational programs.

### **Withdrawal or Transfer (Policy No. 5130)**

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent/guardian and in compliance with state law.

## **Section IV – Attendance**

### **Attendance Policy (Policy No. 5200)**

#### **Philosophy**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which they have been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
  - any classroom assignment missed due to the absence shall be completed by the student
  - if the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance
- H. such good cause as may be acceptable to the Superintendent.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program, provided the student reports to their assigned staff member for guidance at the place in which study is being conducted, , and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Excessive Absences**

When a student of compulsory school ages is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absences that triggered the notice requirement. At the same time written notice is given, an appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and school certificate

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, with ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. With seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative the child's building who knows the child, and the child's parent, or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a counselor, social worker, or representative of a public or nonprofit agency, designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children

services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

**Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may as part of an intervention plan, take any of the following intervention actions:

- A. Provide counseling to the student.
- B. Request or require the student's parent to attend a parental involvement program.
- C. Request or require a parent to attend a truancy prevention mediation program.
- D. Notify the Registrar of Motor Vehicles of the student's absences.
- E. Take appropriate legal action.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in their discretion, assign one school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61<sup>st</sup>) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- 1. The student is habitually truant.
- 2. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- 3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month. The attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61<sup>st</sup>) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the student will be considered habitually absent. The Board authorizes the Superintendent to inform the student and their parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violated the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, they may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

1. When a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/ guardian/or custodian;
2. When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
3. When a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with a judge of the juvenile court of Seneca, Wood, and Hancock Counties, with the parents, guardians, or other persons having care of the student attending school in the district, and with appropriate State and local agencies.

#### **Excused Absence**

Excused absences of a student are granted with a request by a parent/guardian and consent of school authorities in compliance with Section 3321.04 of the Ohio Revised Code. Half-day absences are considered arriving to school one and a half (1 ½) hours late. Students leaving school with one and a half (1 ½) hours or more remaining in the day will receive a half-day absence. Full-day absence is considered arriving at school after three and a half (3 ½) hours. Parents can excuse a student up to 48 hours per school year.

#### **Excused Absence or Tardy**

Consideration will be given for an excused absence with documentation for reasons listed:

1. Personal illness and/or medical appointments
2. Severe illness in immediate family
3. Death in family
4. Religious observances
5. Other legitimate reasons with prior approval from an administrator.

Documentation can consist of: phone calls, email, or notes.

#### **Unexcused Absence**

Absence of students from school at request of parent/guardian but not in compliance with Section 3321.04 of the Ohio Revised Code is considered an unexcused absence. Unexcused absences must be changed to excuse within 2 days or they will remain unexcused. Administrators reserve the right to determine whether or not an absence is excused or unexcused. Work missed for an unexcused absence can be turned in, but may not be graded.

#### **Unexcused Absence or Tardy**

Arriving late to school (before 9:15 AM), class, or other assigned areas past the scheduled time by 5 minutes or less.

Students tardy to school will report to the attendance office. The following reasons do not constitute an acceptable reason for being tardy.

1. Oversleeping
2. Car trouble
3. Missing bus
4. Shopping
5. Haircut and beauty shop appointments
6. Babysitting
7. Unexcused vacations
8. Skipping school – there is no authorized class skip day
9. Suspension days
10. Other absences not listed as excused

#### **Returning to School Following an Absence**

Upon the student's return to school, a dated note must be sent with the student indicating reasons for an absence and total number of days missed. All students will report immediately to the attendance office for an Admit Slip before 7:30 a.m. Students will not be admitted to class without an Admit Slip. Failing to obtain an Admit Slip before school is no excuse for being tardy to class and may result in an office referral.

#### **Family Vacation**

A building administrator must approve all requests for family vacations for the absence to be approved. Student's attendance and academic standing will be considered before approval is granted. Parents must inform a building administrator at least a week in advance of a proposed absence. Parents must sign a form indicating they will assume responsibility for seeing that the student will complete missing assignments. The student is responsible for contacting their teacher at least three days prior to leaving for vacation to arrange assignments during their absence. If the absence is excused, assignments will be accepted by teachers for grading when a student returns to school.

#### **Missing Child Act (Policy No. 5215)**

The "Missing Child Act" requires parents to notify school authorities when their child is absent. If such notification is not made, a building administrator or designee shall make a reasonable attempt to:

1. Contact a parent/guardian by telephone if a number has been provided.
2. Contact a person designated on emergency medical forms.
3. Provide written notification to parent/guardian through U.S. mail if school authorities are unable to reach either a parent or other contact person.

### **Perfect Attendance**

A student will be deemed to have perfect attendance if they meets requirements listed: 1) No days absent excused or unexcused; 2) No tardies, excused or unexcused; 3) No sign-ins/outs other than for school-sponsored field trips, court, college visits or funerals.

### **Sign-in/Sign-out**

If a student must leave school grounds during the day, the student is required to report to the Attendance Office Secretary to sign out. Parent/guardian authorization must be received before leaving school grounds. If a student must leave school to go to a doctor or funeral, they must bring a note from a parent/guardian to the Attendance Office the morning of or have their parent/guardian notify the office. At that time, students will complete an absence report in order to leave school and present it to their teachers upon returning to school. Students who leave school grounds without first checking through the Attendance Office will be considered as unexcused. Parent/Guardian notification after the fact will not be accepted as authorization.

### **Truancy**

A student will be considered habitually truant if the student is:

- a. Absent 30 or more consecutive hours with a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse;
- c. Absent 72 or more hours in one year without a legitimate excuse.

A student is considered to be excessively absences if the student is:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **Eighteen-Year-Old Students**

Although adults, eighteen-year-old students (or older) are required to follow the same rules and regulations as other students. Students will still need to have parent/guardian approval for early release or absences. Adult students have the right to inspect their school records, request transcripts, and report their own absences; however, their absences must comply with our attendance policy. Adult students who continue to violate our Student Code of Conduct will be placed on contract and will be subject to withdrawal.

## **Section V – Code of Conduct/Discipline**

### **Jurisdiction**

This code of conduct is in effect while students are under authority of school personnel or involved in any school activity. This includes but is not limited to school buses, property under control of school authorities, and while at interscholastic competitions, co-curricular events, or other school activities or programs.

In addition, this Code of Conduct includes: 1) misconduct by a student which occurs off school district property but is connected to activities or incidents which have occurred on school district property; and 2) misconduct by a student which, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Tech Center, Sentinel, and Vanguard are extensions of our school program; therefore, students who elect to attend career centers are subject to disciplinary action based upon our Student Code of Conduct at FJSHS and/or Sentinel, Vanguard or the Tech Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### Infractions

The following infractions will result in disciplinary actions:

#### Accumulation of Violations

Any student accumulating numerous violations of our Student Code of Conduct during a school year will be subject to disciplinary action.

#### Alcohol, Tobacco and Other Drugs (Policy No. 5512 and 5530)

Fostoria City Schools' alcohol, tobacco and other drug use policy strictly states that no student shall possess, transmit, conceal, consume, or show evidence of having consumed, used or smell of, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities; or prior to school-sponsored events or in other situations under authority of Fostoria City Schools or in controlled vehicles. Included in this prohibition are any substances represented as controlled substances, steroids, and drug paraphernalia, including lighters, vaping products and accessories.

A reduction in penalty may be granted if a student receives professional assistance. Professional assistance may include, but is not limited to, an alcohol/drug education assessment with follow through based on the assessment's findings, counseling, outpatient treatment or inpatient treatment. Evidence of enrollment and participation is required. Failure to comply with treatment recommendations will result in maximum disciplinary action.

If needed, a referral will be made to appropriate law enforcement agencies.

#### Assault/Battery

No student shall intentionally cause or attempt to cause physical injury or intentionally behave in ways that could reasonably cause physical injury to a teacher, administrator, school employee, another student, or visitor not employed by our school. Sexual assaults or acts directed toward another student or any school personnel are prohibited.

The following policy will be followed for students engaging in physical assaults:

- Students who engage in any physical altercation or a fight on school grounds may be suspended for ten days with a recommendation for expulsion, likely resulting in expulsion.
- Any student who interferes, blocks, or prevents a staff member from breaking up a fight will be suspended from school for ten days with a recommendation for expulsion, likely resulting in expulsion.
- Any student who attempts to record and/or transmit such incidents using a PCD will be suspended from school for up to 3 days.
- Finally, criminal charges will be filed against students who engage in physical altercations on school grounds; this includes filing a violation of the Safe Schools Act.

#### Cafeteria Guidelines

FJSHS operates a closed lunch period. Students are **not** permitted to leave school for lunch nor have someone bring in commercial food. Students must eat in our cafeteria whether they buy complete or partial lunches or bring their own food. All students must report to the cafeteria during their lunch period. To leave the cafeteria, students must have permission from lunch monitors. Free and reduced lunches are available for qualified

students. Forms are available at FJSHS's main office.

Students leaving trash on cafeteria tables, throwing food or other objects, "cutting" in line or disrupting cafeteria procedures in any way will be subject to disciplinary action. Students also may be assigned to work in our cafeteria for any violations of cafeteria rules.

**No food or beverage may be taken out of the cafeteria.**

**Water Bottles-** Students are permitted to carry clear water bottles containing only non-carbonated clear water throughout the day. Passes from class will not be given to fill up water bottles.

### Dress Code

Fostoria City Schools' Dress Code Policy is to provide a dress environment in alignment with District goals to ensure optimal achievement for all students; promote a safe, orderly learning environment; and support character development of each student as a responsible citizen.

#### **Pants**

Permitted pants include slacks/"khakis", jeans, and athletic pants

- All pants **MUST** be worn at the waist - no undergarments are permitted to be visible
- Leggings must be very dark in color, for example black or navy blue. (Light colors, such as white, pink, light grey, etc. are not permitted).

#### **Shorts, Skirts/Dresses**

Permitted shorts, skirts/dresses include "khakis", jean, and athletic shorts

- All shorts **MUST** be worn at the waist - no undergarments are permitted to be visible
- Shorts, skirts, or dresses must be of modest length

#### **Tops**

- No "crop tops" are permitted. All shirts must fall below the top of pants and none of the midsection can be visible.
- No tank tops, or cutoff shirts are permitted. All tops must have short or long sleeves.
- Necklines must be conservative in nature.
- No undergarments are permitted to be visible.

#### **Shoes**

- No open-toed shoes
- Heels must be covered or have a strap (Crocs are permitted with a strap)
- Shoes must have a hard sole

#### **Jewelry**

- Jewelry must be conservative and simple in nature.

Students are not permitted to wear clothing or accessories that compromises safety or modesty or is disruptive to the educational process. The following are examples but not limited to, inappropriate attire:

- No hats, hoods, or sunglasses will be worn in the building.
- No outdoor coats/jackets; this includes blankets.
- No attire depicting alcohol, drugs, gangs, violence and/or weapons, or obscenities.
- No chains of any sort, excessive ornamentation such as chained wallets, dog collars or other items of this nature.
- No excessive make-up of the costume variety.

Book bags and backpacks are not permitted in classrooms. Book bags and backpacks must be stored in the bag room or in lockers (not on top of lockers).

Administrators reserve the right to make final determinations regarding dress code compliance.

#### Personal Communication Devices (Policy 5136)

For purposes of this policy, “personal communication device” (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers (“e-readers”; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), airpods, earbuds, headphones, and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs except school-issued Chromebooks, , at any other time is prohibited, and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Under certain circumstances, a student may keep their PCD “On” with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day. When a student and/or a parent /guardian picks it up, they may also be directed to delete the audio and/or picture/video file while the parent/guardian is present.

If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. Refusing to relinquish the device may result in out-of-school suspension up to 3 days.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

#### Cheating/Plagiarism/Academic Dishonesty

Presenting someone else's work as one's own in order to obtain a grade or credit, or providing work for another student is cheating. This includes but is not limited to copying others' assignments, electronic cheating, providing work, research documentation, quiz or test answers, and plagiarism. This includes on-line work. Students who violate this policy may receive zero credit for assignments or work involved.

## Computer Misconduct

The following infractions may result in disciplinary action:

- Changing or copying information from one student's file to another student's file.
- Removing hardware parts and exchanging cords.
- Using another student's username and password.
- Misuse and abuse of printers.
- Attempting to break a password or add passwords to school file servers and/or hard drive.
- Purposely deleting other users' files.
- Intentional interruption of computer/network processes (such as adding a virus) is strictly prohibited.
- Any use of inappropriate websites or computers.

### Student Technology Acceptable Use and Safety (Policy #7540.03) Revision 2018

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff, with respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board requires the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity ( see Policy 5136. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect

against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers inherent with the online disclosure of personally identifiable information;
- C. The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. Unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

#### Contributing to another Student's Misconduct, Being an Accomplice to another Student

No student shall contribute to another student's misconduct or violation of our Student Code of Conduct. Any student implicated in contributing to another student's misconduct may receive an equal penalty to an offender.

#### Cutting Class

Being tardy more than 5 minutes to class, including lunch, or being absent from class without teacher or administrator consent is considered a "class cut." Leaving school property during lunch also is cutting class. A class cut is considered an unexcused absence and subject to a discipline consequence.

#### Damage to School or Private Property

A student shall not intentionally cause or attempt to cause, damage or destruction of school or private property including writing on or defacing property on school grounds, during a school activity, function, or an off campus event. A referral to appropriate law enforcement agencies will be dependent upon the extent of damages. FJSHS will pursue restitution in all cases until restitution is paid in full. Additional/other disciplinary actions will depend upon the severity of offenses.

#### Deadly Weapons and Dangerous Ordinance (Policy No. 5772)

**Definition:** A deadly weapon includes but is not limited to a firearm, rifle, shotgun, knife, or any form thereof, or paraphernalia associated with such weapons, etc. A dangerous ordinance includes but is not limited to an explosive device, incendiary device, nitroglycerin, TNT or any other explosive substance, firearm, grenade, firearm silencer, noxious irritants, etc. A firearm includes any deadly weapon capable of expelling or propelling one or more projectiles by the action of any explosive or combustible propellant. "Firearm" includes an unloaded firearm and any firearm that is inoperable but that can readily be rendered operable.

**Definition:** A knife includes but is not limited to a cutting instrument consisting of a blade fastened to a handle or any such instrument that can be used to cause a laceration or puncture.

**Definition:** An object that is indistinguishable from a firearm includes any object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, appears to be a firearm.

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school sponsored or school related events, functions or events off campus or at any other time students are subject to school authorities. Students violating this policy shall be subject to expulsion or removal from school for a period of one year. Such expulsion or removal shall extend, as necessary, into the next school year.

#### Disruption of Class/School

A student shall not intentionally cause disruption of the educational processes.

#### False Alarms/False 911 Calls

No student shall participate in an act of initiating a fire alarm, or initiating a false warning report of a fire or an impending bombing, or other catastrophe. Violators will be prosecuted for such actions.

#### False Identification/Misinformation

A student shall not at any time forge or falsify their personal identification or provide misinformation to school administration, faculty or any other school employee.

#### Fighting/Rioting

Physical confrontation of a violent nature between two or more students is considered fighting. Any students engaging or involved in a fighting situation, will be subject to the following policy:

- Students who engage in any physical altercation or a fight on school grounds may be suspended for ten days with a recommendation for expulsion, likely resulting in expulsion.
- Any student who interferes, blocks, or prevents a staff member from breaking up a fight will be suspended from school for ten days with a recommendation for expulsion, likely resulting in expulsion.
- Any student who attempts to record and/or transmit such incidents using a PCD will be suspended from school for up to 3 days.
- Finally, criminal charges will be filed against students who engage in physical altercations on school grounds; this includes filing a violation of the Safe Schools Act.

Every student and staff member deserves to feel safe at Fostoria Junior/Senior High School, and we are committed to the success and well-being of every student. Any student experiencing a conflict with another student is encouraged to notify a teacher, a counselor, or an administrator. Communication is key. Together, we can work to settle disputes or disagreements.

#### Gang Activity

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize Gang membership or causing and/or participating in activities that are designed to intimidate another student will be discipline.

#### Gross Disrespect

A student shall not show lack of respect or be rude to any staff member or school employee or persons acting on behalf of Fostoria City Schools.

#### Bullying and Other Forms of Aggressive Behavior (Policy No. 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
- B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes they have been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate

administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in

the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy, to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

### **Horseplay**

Students acting in an unruly, boisterous, or rough manner that may be harmful to others and/or school property may receive disciplinary action.

### **Insubordination**

A student will comply with directives from school personnel during any period of time students are under school authority. Failure to comply may result in disciplinary action.

### **Library Media Center (LMC)/Misconduct**

The library media center is a place for quiet study during school days. The library media center is staffed full-time for those needing assistance. Misconduct in the library and failure to observe its rules will result in disciplinary consequences.

### **Loitering**

Students who are on a partial schedule or participating in a cooperative work program must leave immediately following their last scheduled class and are not to return during school hours. Students who loiter in the building will be subject to disciplinary action or removal from early release programs resulting in receipt of a full schedule of classes. Any student waiting to be picked up following an early dismissal must wait at the east doors of the building by the attendance office. Failure to do so also may result in removal from early-release programs.

### **Misuse of Restroom Privileges**

Restrooms should be used for purposes intended. When more than one individual is found loitering in a restroom, they are not being used for the intended purpose. More than one individual in a stall will result in discipline and referral action taken for all individuals in the stall.

### **Obscene Language/ Materials**

No student shall use foul or obscene language, gestures, inappropriate racial slurs, or noises. In addition, a

student shall not possess, sell, disseminate, or otherwise distribute any obscene materials to other students or school personnel while on school premises.

#### Public Display of Affection

Students shall not at any time under school jurisdiction make any inappropriate display of affection toward another student or school employee.

#### School Sponsored Dances/Social Events

Below are the guidelines for attire when attending Fostoria Junior/Senior High School dances. Violations of the dance dress code will result in a person's entry into the dance being denied.

- The length of all shorts, skirts, dresses, etc. must be four inches above the knee or longer.
- Pants, shorts, skirts, etc. must be worn at the waist. The waist is defined as the area between the rib cage and the top of the hipbone.
- No jeans, denim, sweat or wind pant material is permitted for pants, shorts, skirts, dresses, etc. Necklines of all tops or dresses must be conservative in nature.
- Shoes must be intended for outside wear (i.e. no slippers) and must be worn at all times. - No hats, other head coverings or sunglasses will be worn in the building.
- No attire that suggests gang activity.
- No jewelry depicting gangs, violence and/or weapons.
- No chains of any sort, excessive ornamentation such as chained wallets, dog collars or other items of this nature.
- No excessive make-up of the costume variety.

*Students are not to be attired in clothing that compromises safety or modesty or is disruptive to the school environment. Administrator discretion will be used in determining if a student's attire violates these guidelines.*

For safety and security of our students and guests, the following guidelines will be followed at all school dances/social events.

- Jr. High School dances are for only Fostoria Junior High School students in grades 7 & 8.
- High School dances are for Fostoria High School students in grades 9-12.
- Guests (non FHS students) must be pre-registered by completing a "Dance Guest Form" which must be signed by an administrator. This form must be returned to the FJSHS main office no later than three days before the dance/event.
- Guests must be current high school students (grades 9-12) and must be able to prove it with a valid I.D. Guests must be in good standing in their school. No substitutions are allowed after "Dance Guest Form" has been submitted.
- Administration has the right to restrict participation in these school-sponsored activities. Administration rulings are final and not subject to appeal.

#### Sexting

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

#### Standard Search and Seizure (Policy No. 5771)

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is

required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

#### Theft

A student shall not steal or attempt to steal or be in possession of stolen property, any school or private property, or personal property of other students or school personnel, either on school grounds or during a school related activity, function, or event off school grounds.

#### Threats

No student shall direct any verbal, electronic, written or physical threats toward other students, school personnel, school or personal property.

#### Trespassing

No individual shall trespass on any unauthorized area of school property or premises. Students suspended or expelled are not permitted on any Fostoria City Schools property during suspension or expulsion until they return to school. Law enforcement officers will be notified of any trespassing occurrence. Any person who is not registered as a visitor will be considered trespassing.

#### Unauthorized Fire

No student shall willfully and/or maliciously burn or attempt to burn all or any part of private or school property. No open flames of any sort are permitted while on school property.

### **Section VI Disciplinary Consequences**

#### **Community Service**

On occasion a student may be assigned community service in lieu of, or in addition to, a suspension. Such community service is coordinated with an area agency that supervises students. These agencies may include, but are not limited to,

the Fostoria Hospital or the Pantry Plus.

### **Court Referral**

Students will be referred to court systems for chronic misbehavior, poor attendance, or violations of our school's Code of Conduct.

### **Denial of Privileges**

Special privileges such as bus transportation, driving privileges, involvement in co/extra-curricular activities, or attendance at events sponsored by FJSHS may be denied or withheld from students who violate our Code of Conduct.

### **Detention**

Students shall be required to come to school early or remain in school after school hours to serve detentions issued by an administrator or classroom teacher. A detention that is issued by a teacher must be served with that teacher.

Administrator-issued detentions shall be served before or after school. Students who fail to serve detentions for classroom teachers will be assigned disciplinary consequences.

### **In-School Remediation (ISR)**

In-School Remediation (ISR) is an educational alternative to out-of-school suspension. Students will be assigned to ISR by an administrator. ISR will take place at FJSHS. While in ISR, students complete their regular classroom assignments, in addition to participating in activities designed to heighten their awareness of school policies in relation to appropriate classroom/hallway behaviors, as well as problem-solving strategies. ISR does not count against a student's attendance, and work completed in ISR will be accepted for full credit, provided that it is completed and submitted according to specified time limits established by classroom teachers. Students are to remain in ISR for the full assigned time. Students will be provided a sack lunch or allowed to bring their own lunch. Any form of insubordination may result in a student's removal and followed with up to 3 days of out-of-school suspension. Students in attendance on assigned days must report on time to ISR. Failure to report may result in community service hours being assigned. Unexcused tardy to school on a day a student is assigned may result in additional discipline consequences. ISR is not subject to appeal because students are not denied their education. Students are not to have PCD (Cell phone, ear phones, Air pods, etc.) while in ISR. PCDs will be collected at the beginning of the day. Students repeatedly assigned to ISR may be referred for Tier 2 supports.

### **Removal, Suspension, Expulsion, and Permanent Exclusion of Students (Policy 5610)**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973(See Policy [5605](#) "Suspension/Expulsion of Disabled Students").

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District (See Policy 5610.03 "Emergency Removal").
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days.

Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such a community service program or alternative consequence during the first full week day of summer break.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy [5611](#) Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed as a result of the suspension.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) "Due Process Rights".

**1. Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

## 2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult; and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

## 3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. For students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

"Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01) If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy [5111](#).

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

#### **Surveillance Camera(s)**

Behavior may be monitored on school property and or adjacent property by use of security camera(s).

### **LUNCH DETENTION**

Students assigned to Lunch Detention will receive written notification and will receive a school lunch. Students are required to have materials with them when they arrive. No passes will be given to students to get materials. Any form of insubordination, including failure to serve, will result in student removal followed with additional discipline consequences. Students in attendance on the assigned day must report; there will be no accepted excuse.

### **Due Process and Appeal Procedures (Policy No. 5611)**

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 Information Management (i.e. "Litigation Hold") created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) ;student records and confidential medical records.

Due process assures students have a fair opportunity to counteract, contradict, challenge, or defend charges made against them and to have an opportunity to try to clear themselves of those charges. Building Administrators may suspend students.

Building Administrators and the Superintendent may suspend using the following steps:

1. Give written notice to students on suspension intentions.
2. Provide students with an opportunity to appear at an informal hearing. This can be immediate and before a building administrator or the Superintendent.
3. A decision is made to suspend or not to suspend.
4. If the decision is to suspend, within twenty-four hours, a letter of notification to suspend will be mailed to parents/guardians and a copy provided to our Board of Education office. Notice shall include:
  - a. Reasons for suspension and length of suspension.
  - b. Right to appeal to the Superintendent or his/her designee.
  - c. Right to representation at Appeal Hearing.
5. If suspensions are appealed, decisions of the appeals officer is the final decision. Appeals officer may affirm, reverse, vacate, or modify suspensions.
  - a. A verbatim, word-for-word record is required for all appeals.
  - b. Decisions of appeals officers may be appealed to Court under Chapter 2506 of the Ohio Revised Code.

### **Expulsion from School (Policy No. 5610 and 5611)**

The following procedures will be followed in all expulsion cases. Only the Superintendent or Superintendent's designee may expel using the following steps:

1. Notification to student and parent of an intention to expel for up to eighty days or remainder of the semester.
2. Notice shall include:
  - a. Reasons;
  - b. Notification of right to appeal;
  - c. Notification of time and place of expulsion hearing;
  - d. Hearings shall be held no earlier than 3 days nor later than 5 days;
  - e. Superintendent may grant an extension of time;
  - f. If an extension is granted, the new time and place is to be included.
3. Provide the student and parent/guardian, custodian or a representative the opportunity to appear in person before the Superintendent or his/her designee to challenge reasons for expulsion.
4. Make a decision whether or not to expel.
5. If the decision is to expel, within twenty-four hours, send a letter of notification to expel to parents.
6. Notice shall include:
  - a. Reasons for expulsion
  - b. Right to appeal to Board of Education or its designee
  - c. Right to representation at appeal hearing before the Board of Education
  - d. Appeal hearing may be held in executive session
7. If the expulsion is appealed, hearings should be before the Board of Education in executive session with a final decision taking place at a regular Board meeting and decisions of the Board must be by majority vote. The Board may affirm, reverse, vacate, or modify expulsions.
  - a. The Board shall make a verbatim, word-for-word record of the hearing.
  - b. The decision may be appealed to the Court under Chapter 2506 of the Ohio Revised Code.

**Permanent Exclusion from School (Policy No. 5610.01)**

A student may be permanently expelled if he/she has been convicted of a crime or has been ruled a delinquent child based upon the crime. Crimes of which a student could be permanently expelled are:

1. Conveying deadly weapons or dangerous ordinance onto school property or to a school function.
2. Possessing deadly weapons or dangerous ordinance on school property or at a school function.
3. Carrying a concealed weapon on school property or at a school function.
4. Trafficking drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function.
6. Voluntary or involuntary manslaughter on school property or at a school function.
7. Assault or aggravated assault on school grounds or at a school function.
8. Gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when victims are school employees.
9. Complicity in any above offenses, regardless of location.

**Emergency Removal from School (Policy No. 5610.03)**

If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting academic processes, said student may be removed from school grounds or classrooms according to the following procedures:

1. Only the principal, assistant principal, or the Superintendent, may remove the student from the premises. A teacher may remove the student from a curricular or extracurricular activity to the principal's office.
2. If a teacher removes a student, the:
  - a. The teacher determines whether reason(s) for emergency removal conforms to criteria established by Board of Education policy.
  - b. Administration determines if a teacher's action complies with Board of Education policy.
  - c. Teacher submits in writing to the administration reasons for removal.

If students are reinstated to curricular and/or extra-curricular activity under teacher supervision by the Superintendent or building administration, written reasons for such reinstatement may be requested by teachers.

3. If building administration removes students, the:
  - a. Administration determines whether reasons for emergency removal conform to criteria established by Board of Education policy.
  - b. The district provides a written notice of a hearing and reasons follow as soon as practical prior to hearings.
  - c. Hearings will be held within seventy-two hours.
  - d. Hearing shall be held following steps for a suspension unless the student is subject to expulsion; then steps for an expulsion will apply.