

**Fairfield Union  
Rushville Middle School  
Student-Parent Handbook  
2021-2022**



**Board Adopted - May 2021**

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## District Office Contact Information

Administrative Offices	6417 Cincinnati-Zanesville Rd. NE Lancaster, OH 43130	Phone: 740-536-7384 Fax: 740-536-9132
Transportation Department	6417 Cincinnati-Zanesville Rd. NE Lancaster, OH 43130	Phone: 740-536-7820

## Administration Contact Information

Superintendent of Schools Mr. Chad Belville <a href="mailto:chadbelville@fairfieldunion.org">chadbelville@fairfieldunion.org</a> 740-536-7384	Treasurer Mrs. Courtney Roberts <a href="mailto:courtneyroberts@fairfieldunion.org">courtneyroberts@fairfieldunion.org</a> 740-536-7384
Special Education Coordinator Mrs. Tiffany Wade <a href="mailto:tiffanywade@fairfieldunion.org">tiffanywade@fairfieldunion.org</a> 740-536-7306	Payroll - Treasurer's Office Mrs. Danielle Devoll <a href="mailto:danielledevoll@fairfieldunion.org">danielledevoll@fairfieldunion.org</a> 740-536-7384
School Psychologist Mrs. Trisha Rogers <a href="mailto:trisharogers@fairfieldunion.org">trisharogers@fairfieldunion.org</a> 740-536-7306	Accounts Payable - Treasurer's Office Mrs. Jennifer Haughn <a href="mailto:jenniferhaughn@fairfieldunion.org">jenniferhaughn@fairfieldunion.org</a> 740-536-7384
Curriculum Coordinator Ms. Eydie Schilling <a href="mailto:edyieschilling@fairfieldunion.org">edyieschilling@fairfieldunion.org</a> 740-536-7384	Food Service Director Mrs. Diana Browning <a href="mailto:dianabrowning@gafe.fairfieldunion.org">dianabrowning@gafe.fairfieldunion.org</a> 740-536-7384
Administrative Secretary to the Superintendent Mrs. Christy Smith <a href="mailto:christysmith@fairfieldunion.org">christysmith@fairfieldunion.org</a> 740-536-7384	EMIS Coordinator Mrs. Tonya Nuss <a href="mailto:tonyanuss@fairfieldunion.org">tonyanuss@fairfieldunion.org</a> 740-536-7384
Administrative Secretary for Educational Services Mrs. Deanna Throckmorton <a href="mailto:deannathrockmorton@fairfieldunion.org">deannathrockmorton@fairfieldunion.org</a> 740-536-7306	Transportation Coordinator Mr. Dean Rarey <a href="mailto:deanrarey@fairfieldunion.org">deanrarey@fairfieldunion.org</a> 740-536-7820

**District Website -** [www.fairfieldunion.org](http://www.fairfieldunion.org)

## Board of Education Meeting Schedule

[Link for 2021 Meeting Schedule](#)

## Policy Manual

All Fairfield Union Local School District Board Policies can be found on the Fairfield Union webpage.

[Link to Fairfield Union Board Policy Manual](#)

## Board of Education Members



**Jim Bope, President**

P.O. Box 187  
Rushville, Ohio 43150  
Email: [JimBope@FairfieldUnion.org](mailto:JimBope@FairfieldUnion.org)



**Kevin Kemmerer**

2745 Musser Road  
Baltimore, OH 43105  
Email: [KevinKemmerer@FairfieldUnion.org](mailto:KevinKemmerer@FairfieldUnion.org)



**Todd Hoffman**

1510 Lutheran Church Road  
Lancaster, Ohio 43130  
Email: [ToddHoffman@FairfieldUnion.org](mailto:ToddHoffman@FairfieldUnion.org)



**Ben Myers**

9725 State Route 22, PO Box 154  
Rushville, Ohio 43150  
Email: [BenMyers@FairfieldUnion.org](mailto:BenMyers@FairfieldUnion.org)



**Jeff Schmelzer**

133 Forst Street  
Bremen, Ohio 43107  
Email: [JeffSchmelzer@FairfieldUnion.org](mailto:JeffSchmelzer@FairfieldUnion.org)

# WELCOME

Welcome to Fairfield Union Rushville Middle School! It is with great honor that I serve as the principal of this middle school, grounded in a rich tradition of academics and extracurricular activities. It is my goal to continue that tradition by offering students opportunities to grow academically, socially, and emotionally as they transition through their middle school experience.

Our staff is committed to taking a proactive approach in creating an environment where students feel safe, connected, and engaged in their learning. High expectations for academics and behavior are vital to the learning environment.

Please take time to read and understand this handbook and the student conduct that is expected in our middle school. Students are responsible for their actions and represent not only themselves, but our Falcon Family. All

students are expected to be respectful, responsible, safe, and involved. These four qualities lead to our SUCCESS!

It is also our objective to be a part of a working team with parents/guardians to help support our students and families. Engaging in two-way communication is extremely important, so please seek advice or guidance from our staff or administration if you have any questions or concerns. You are invited to visit our school's web page at [www.fairfieldunion.org](http://www.fairfieldunion.org) and/or call the school at 740-536-7249.

I am very excited about the upcoming school year and I look forward to working with all of you!

Go Falcons!

Sincerely,  
Tricia Haughn, Principal

## MIDDLE SCHOOL DIRECTORY

### Administration and Staff

Tricia Haughn, *Principal*

Dawn Rice, *Assistant Principal*

Lorrie Bailey, *Secretary*

Brian Funk, *Counselor*

Carole Osborne, *School Nurse*

Eydie Schilling, *Curriculum Director, Gifted Coordinator*

Trisha Rogers, *Psychologist*

Tiffany Wade, *Special Education Supervisor*

Andy Clark, *Athletic Director*

### Fifth Grade Team:

Jodi Markwood	Denise Schoonover
Laurette Bachmann	Molly Oliver
Mary Beth Marcinko	Annamarie Dinan
Trent Johns	

### Sixth Grade Team:

Mallorie Boggs	Jennifer Dilcher
Lisa Caton	Jennifer Miller
Suzanne Stewart	John Turnbull

### Seventh Grade Team:

Julie VerDow	Jon Markwood
Jodi Forsythe	Nate Stephenson
Scott Burke	Sierra Roberts

### Eighth Grade Team:

Debbie Gatton	Rachel Thomas
Liz Henwood	James Miller
Chris Hass	Marlo Grubb

### Tutor:

Adam Phillippe

### Electives:

Bobbie McKinnon	Matt Gregory
Luke Boucher	Julian Savage
Megan Leitnaker	Jonie Fisher
Casey Bischof	Pam Bevis
Monica Phillips	Tricia Denny
Stephanie McCoy	

### Building Aides:

Cindy Swinehart	Teri Hunt
Traci Mahler	Jenny Ray
Becky Pugh	

### Custodians and Maintenance:

Ken McCarty	Matt Smith
Tom Pugh	Jim Guseman
Charlie Roberts	

### Food Service:

Melanie Baker	Taryn Anderson
Peggy Elder	Mary McCafferty
Jean Smith	Marie Jasper

## 2021-2022 SCHOOL CALENDAR

New Teacher Orientation	August 12 & 13, 2021 (THURSDAY & FRIDAY)
Teacher Work Day – Classroom Preparation	August 16 (MONDAY)
Teacher Professional Development Days	August 17 & 18 (TUESDAY & WEDNESDAY)
First Day for Students	August 19 (THURSDAY)
Labor Day	September 6 (NO SCHOOL)
Two Hour Late Arrival – Teacher Data Day	September 17 (FRIDAY)
County Professional Development Day	September 27 (NO SCHOOL FOR STUDENTS)
Fairfield County Fair	October 11 – 15 (NO SCHOOL)
End of 1 <sup>st</sup> Nine Weeks – Two Hour Late Arrival	October 29 (FRIDAY)
Comp. Day for Parent Teacher Conferences	November 24 (NO SCHOOL)
Thanksgiving Break	November 25 & 26 (NO SCHOOL)
Last Day Before Christmas &	
Two Hour Early Dismissal	December 17 (FRIDAY)
Christmas Break	December 20 - January 2, 2022 (NO SCHOOL)
School Resumes	January 3, 2022 (MONDAY)
End of 2 <sup>nd</sup> Nine Weeks – Two Hour Late Arrival	January 14 (FRIDAY)
Martin Luther King Day	January 17 (NO SCHOOL)
Presidents Day	February 21 (NO SCHOOL)
Professional Development for Staff	March 7 (NO SCHOOL FOR STUDENTS)
End of 3 <sup>rd</sup> Nine Weeks – Two Hour Late Arrival	March 25 (FRIDAY)
Good Friday	April 15 (NO SCHOOL)
Comp. Day for Parent Teacher Conferences	April 18 (NO SCHOOL)
Last Day for Students – Two Hour Early Dismissal	May 26 (THURSDAY)
Teacher Work Day – Records	May 27 (FRIDAY)
Graduation Exercises	May 29 (SUNDAY)

### GRADING PERIODS

#### 9 Week Grading Periods – All Buildings

1. Aug. 19 - Oct. 29 - 45 Days
  2. Nov. 1 – Jan.14 - 42 Days
  3. Jan. 18 - Mar. 25 - 47 Days
  4. Mar. 28 - May 26 42 Days
- 176 Days

#### STUDENT SUMMARY

<u>Grades K-12</u>	
Instructional Days	176
Parent Teacher Conference Days	2
Staff Professional Development Days	2
Totals	<u>180</u>

#### TEACHER SUMMARY

<u>Grades K-12</u>	
Instructional Days	176
Parent Teacher Conference Days	2
Staff Professional Development Days	3
Teacher Work Days	3
Totals	<u>184</u>

## Make Up Day Info and Other Important Dates

1. The first 39 hours (1 day = 6.5 hours) of missed school due to closure or delay will be forgiven. After 39 hours of missed school time, days will be made up in the following order: January 17, February 21, March 7, April 18, and May 27.
2. The District may also utilize remote learning to make up missed hours of instruction.
3. Parent-Teacher Conferences will be held during evening hours (4:00 p.m. to 7:45 p.m.) as follows:
  - a. Bremen and Pleasantville Elementary Schools - November 18, November 22, March 8 and March 10
  - b. Fairfield Union High School and Rushville Middle School - November 16, November 22, March 8 and March 10
4. Open House and Orientation: May be held in person or virtual – will be announced at a later date.
  - a. Bremen and Pleasantville Elementary Schools - August 16, 2021
  - b. Fairfield Union High School and Rushville Middle School - August 17, 2021

## Bell Schedules

### Regular Bell Schedule

<b>7:00</b>	<b>7:15</b>	<b>Breakfast</b>
<b>7:15</b>		<b>Call Bell to 1<sup>st</sup> Period</b>
<b>7:20</b>		<b>Tardy Bell</b>
<b>7:20</b>	<b>8:02</b>	<b>1<sup>st</sup> Period</b>
<b>8:05</b>	<b>8:47</b>	<b>2<sup>nd</sup> Period</b>
<b>8:50</b>	<b>9:32</b>	<b>3<sup>rd</sup> Period</b>
<b>9:35</b>	<b>10:17</b>	<b>4<sup>th</sup> Period</b>
<b>10:20</b>	<b>11:20</b>	<b>5<sup>th</sup> Period</b>
<b>11:23</b>	<b>12:23</b>	<b>6<sup>th</sup> Period</b>
<b>12:26</b>	<b>1:08</b>	<b>7<sup>th</sup> Period</b>
<b>1:11</b>	<b>1:53</b>	<b>8<sup>th</sup> Period</b>
<b>1:56</b>	<b>2:45</b>	<b>9<sup>th</sup> Period</b>

### 2 Hour Delay Schedule

<b>9:00</b>	<b>9:15</b>	<b>Breakfast</b>
<b>9:15</b>		<b>Call Bell to 1<sup>st</sup> Period</b>
<b>9:20</b>		<b>Tardy Bell</b>
<b>9:20</b>	<b>9:47</b>	<b>1<sup>st</sup> Period</b>
<b>9:50</b>	<b>10:17</b>	<b>2<sup>nd</sup> Period</b>
<b>10:20</b>	<b>10:47</b>	<b>3<sup>rd</sup> Period</b>
<b>10:50</b>	<b>11:17</b>	<b>4<sup>th</sup> Period</b>
<b>11:20</b>	<b>12:10</b>	<b>5<sup>th</sup> Period</b>
<b>12:15</b>	<b>1:05</b>	<b>6<sup>th</sup> Period</b>
<b>1:08</b>	<b>1:36</b>	<b>7<sup>th</sup> Period</b>
<b>1:39</b>	<b>2:07</b>	<b>8<sup>th</sup> Period</b>
<b>2:10</b>	<b>2:45</b>	<b>9<sup>th</sup> Period</b>



## Academic Information

### The Grading System

Course work for students shall be evaluated and averaged on a percent basis for each grading period. This percentage grade shall be converted to a letter grade when posted on the student grade reporting form. Semester and final averages shall represent the cumulative average of all previous percentage grades for grading periods. Student participation is an important part of the learning process. When a student is absent from class he/she diminishes their opportunity to receive the full benefit of the instructional setting. All staff will factor daily participation into the overall student evaluation process. When assigning letter grades, the staff shall use the following grading scale:

100 - 93 = A (4.00)	76 - 73 = C (2.00)
92 - 90 = A- (3.67)	72 - 70 = C- (1.67)
89 - 87 = B+ (3.33)	69 - 67 = D+ (1.33)
86 - 83 = B (3.00)	66 - 63 = D (1.00)
82 - 80 = B- (2.67)	62 - 60 = D- (0.67)
79 - 77 = C+ (2.33)	59 - 0 = F (0.00)

### Grade Point Average

The standard cumulative grade point average shall be determined by the following process. Courses in which units of credit are granted with a letter grade (A, B, C, D) assigned to them are used to determine the standard cumulative grade point average. A course granting one unit (or partial unit) of credit will have the following numerical points (or prorated numerical points) assigned in order to determine the standard grade point average. The total number of credits earned is divided into the total numerical points received in order to determine the cumulative grade point average.

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

### School Progress

Parents are encouraged to view their child's grades over the internet by accessing "Progress Book." The parents of all students have received the information to access the grades. If you need additional information, please contact the office. Parents may also contact the school at any time to review student progress, and plan for the future of their son/daughter. It is suggested that parents call in advance to set up an appointment in order to guarantee the availability of the staff members with which they wish to speak.

### Report Cards

Students receive a report card four times each school year. The fourth and final grade card for the year is mailed home.



## Grading Periods

1. August 19 - October 29 (45 Days)
2. November 1 – January 14 (42 Days)
3. January 18 – March 25 (47 Days)
4. March 28 – May 26 (42 Days)

## Interim Report Dates

September 17, 2021  
December 3, 2021  
February 18, 2022  
April 22, 2022

## Academic/Behavior Plans

Students who are having difficulty demonstrating their knowledge of content and skills, or habitually fail to turn in assigned work, may be placed on academic/ behavior plans to provide students with supports that promote learning.

## Grade Level Retention

Retention shall be considered if a student has earned two or more failing grades in core subjects or one failing grade in a core subject with two or more failing grades in non-core subjects. Communication will take place between Administration, Staff and Parents. A meeting will be held to determine retention.

## Falcon Excellence Brunch

The Falcon Excellence Brunch is a chance to honor students who have high academic achievement and have demonstrated the Five Falcon Traits (*Be Respectful, Be Responsible, Be Safe, Be Involved, Be Successful*) throughout the quarter. Staff will nominate students.

## Honor Rolls

Students who earn all A's will be on the All "A" Honor Roll. Students who earn all A's and B's will be on the "A/B" Honor Roll. Both lists of honor students are published on the middle school web page, and these students are honored quarterly and at the end of the year.

## Honor Society

Selection to the Honor Society for 8<sup>th</sup> Grade will be done by a committee of five teachers who may call upon other faculty members for input. Those who qualify for the National Honor Society must have achieved a 3.50 grade point average at the end of the third quarter of their 7<sup>th</sup> Grade year or at the end of the third quarter of their 8<sup>th</sup> Grade year. All grades are cumulative for 7<sup>th</sup> and 8<sup>th</sup> Grade. This point average is figured from the five subject areas of Language Arts, Math, Science, Social Studies, and Reading. The qualities of leadership, service, character, and citizenship will also be considered in the selection of members to the Honor Society.

A student who fails to maintain the required G.P.A. or is in violation of other National Honor Society rules and guidelines may be subject to probationary status or denial of participation.

## Homework

Homework is an area that deserves a parent's close attention. Homework has four purposes – pre-learning, checking for understanding, practice, and processing.

Quality homework assignments should have clear academic purpose that is apparent to the student. It should directly relate to the instruction that is occurring in class. It should give students grounding in what is to be learned next, reinforce existing knowledge/ skills, or demonstrate mastery of knowledge/ skills.

Students should have a quiet place and time at home where they can do homework on a regular basis. While the time it takes students to complete tasks will vary, if you are having concerns about your student's homework load, please contact their team of teachers. On nights that students do not have explicit homework assignments, they are encouraged to review notes and class activities from that day.

## **Incomplete Work**

An incomplete grade will be issued only for illness on the part of the pupil or an extreme emergency. The incomplete grade must be approved by the teacher and the building administration. The incomplete must be removed before the conclusion of the next succeeding grading period or it automatically becomes an "F". An incomplete recorded for the last (fourth) grading period must be cleared no later than two weeks after the close of school or it will be recorded as an F for that grading period for the purpose of determining a final grade for the course.

## **Class Schedules**

Students can request a class change after the 5<sup>th</sup> day of class, but not exceeding the 10<sup>th</sup> day of class. This is accomplished by notifying the school counselor and parent consent is required.

## **Attendance Policy and Procedures**

### **Student Absences and Excuses**

#### **Attendance**

It is the belief of the Fairfield Union Local School District that all students are expected to have regular attendance. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. medical or dental appointment with doctor's excuse (usually a partial day);
2. illness in the student's family (doctor's note required);
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family (limit to three days – parent note required);
5. quarantine for contagious disease (doctor's note required);
6. religious reasons (notification must be submitted at least one day prior to the absence);
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 consecutive hours);
8. college visitation (five-approved days allowed);
9. emergency circumstances (i.e., court appearance, social services appointment, etc.) or
10. as determined by the Superintendent.

The Board realizes there are situations that may arise which necessitate an absence from school, but do not fall within the guidelines listed in Board policy (vacation, minor personal illness in which a doctor is not consulted, personal errands, etc.). To aid families in these circumstances, students will be permitted 65 hours of parent-excused absence each year. Notification must be made to the school by the parent in order for these

absences to be excused. Beyond 65 hours, only Board-approved reasons as listed above and with appropriate documentation will be excused; parent notification will not be considered an excused absence.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who have an unexcused absence from school may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not endorse students missing school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The school will provide notice to the parent(s) or guardian of a student who is absent for 38 or more hours in one school month or 65 or more hours in a school year whether the time missed is excused or unexcused. At the time of notice, within seven days after the date of the absence triggering the notice, the District may take any appropriate action as outlined in the District truancy policy.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

## **Excused Absence Documentation**

All documentation required by Board policy to excuse the time a student is absent from school must be submitted to the school no later than **three days** upon a student's return to school. If documentation is not presented to the school within three days, the student's absence will be considered unexcused.

Due to the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student reaches 38 hours of excused or unexcused absences in a month or 65 hours of excused or unexcused absences in a year, a doctor's note will be required for personal illnesses to be considered excused absences.

## **Early Dismissal**

Students are expected to stay at school the entire day or until the student is dismissed. Please note the portion of time a student misses for an early dismissal will count toward the total hours of absence permitted by state and Board policy. Each student leaving school property during school hours will be required to have written permission from Parent/Guardian.

1. Obtaining an Early Dismissal
  - A. A written explanation from the parent must be submitted to the office the morning of the early dismissal. A telephone number must accompany the request, so the dismissal can be verified.
  - B. Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
  - C. Telephone requests for early dismissal will require parents to come into the office to sign their student out
  - D. Exceptions can be made, at the determination of the principal, for high school students who provide their own transportation with verification from the parent or guardian.

## **Tardy**

Students are expected to be on time and in attendance every day. When a student arrives after the start of school, the portion of time a student misses will count toward the total hours of absence permitted by state and Board

policy. Additionally, students may be subjected to school discipline. Any student who arrives at school after 7:21 a.m. (9:21 a.m. on late start days) is considered tardy to school. Please note that these offenses are cumulative.

## **Consequences**

Per quarter: Tardies 1-4 are considered a warning, (5<sup>th</sup> & 6<sup>th</sup> tardy) result in conference with parent, 7th or additional result in after school detention.

## **School Health Services**

### **Student Illness While at School**

If a student becomes ill while at school, the student must obtain a hall pass to the clinic from the staff member to which they are assigned. Students must report directly to the clinic. All contact with parent/guardian must be initiated by the health aide/nurse if the student is to be excused for absence purposes.

Any student who does not report to the clinic when ill will be considered truant from class and subject to disciplinary action.

In the event a student becomes ill during a class change, they are to notify the office as soon as possible and obtain a pass to the clinic.

## **Dispensing of Medication Regulations**

ADM. REG. 5142

1. The following regulations will be observed in administering Policy 5142:
2. The school nurse is responsible for administering medication. If the school nurse is not available, the building principal or his/her designee will assist students in taking required medications. The school nurse, principal or designee will record whether the medication was taken or not.
3. Prior to dispensing medication, written permission must be obtained from the student's parent and physician. The administration of any medication without the order of a physician and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by Ohio law.
4. The Fairfield Union "Request for Dispensing of Medication" form must be completed by the parent or guardian and the physician. This form provides parent permission, medical information, and the physician's order required by Ohio law. A separate form is required for each medication or dosage. A new form is required for each school year. No medication will be administered unless this permission, information, and order is provided.
5. The student is responsible for reporting on time for medication(s). If the student is very young, the teacher will assist with directing the student to the clinic for medication.
6. Whenever possible, the parents are advised to deliver medication directly to the school nurse, or health services aide, or secretary. School personnel are not responsible for medication prior to delivery to them.
7. All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage. The written authorization for medication administration will expire at the end of the school year unless otherwise noted by the health care provider.
8. It is the responsibility of the parent/guardian to assure a continuous supply of medication for the child and to be aware of the quantity of medication supplied to the clinic and when additional medication is needed.
9. If a student brings medication to school without the properly completed Request for Dispensing of Medication form and asks school staff to administer the medication, the school will inform the parent of the district medication policy and procedures and the inability to give the medication. Any unauthorized medication will be held by the school and returned to the parent. The parent may come to the school and dispense their child's medication.

10. The school nurse, principal or his/her designee will administer the medication in accordance with the physician's instructions. Students may not carry or administer their own medication because reactions to the medication taken may not be recognized and inappropriate treatment might be rendered. If the physician specifically indicates that a life-threatening situation could occur if the student does not have immediate access to that particular medication, the medication may be carried by the student. School personnel are not responsible for medications carried by a student.
11. When a medication has been discontinued, the parent must pick up any remaining medication within one week after discontinuation or the school nurse will dispose of it.
12. Controlled substances cannot be self-administered by students under any circumstances.
13. All prescription and non-prescription medication will be stored in the original container. All medication will be stored in a secure location in the school clinic or office unless special circumstances require an exception to this regulation. These cases will be evaluated on an individual basis. Any medication requiring refrigeration will be stored in a secure refrigerator.

### **Epinephrine Auto-Injector Pen (Epi-Pen)**

14. The district medication policy and all regulations for implementing the policy also apply to the administration of Epinephrine through an Epi-pen.
15. If the physician specifically documents on the medication permission form that a life-threatening situation could occur if the student does not have immediate access to that particular medication and the physician signs that the student has been trained and is capable of self-administration of the medication (Epi-pen), then the medication may be carried by the student. This right applies at school or at any activity, event, or program sponsored by or in which the student's school is participating. A building principal may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The denial shall follow a consultation with the parent/guardian, principal and school nurse.
16. Written approval from the physician and parent must be on file with the school nurse. In addition, the Principal or School Nurse must receive a backup dose of the medication from the parent.
17. The Emergency Care Plan for Students with Severe Asthma/Allergy form must be completed and followed for all students requiring the use of an Epi-pen during school hours or during school-related activities. The student's health care provider and the student's parent(s)/guardian must sign the plan. It is the responsibility of the student's parent(s)/guardian to obtain the health care provider's signature.
18. Only pre-measured doses of Epinephrine may be given at school. If a physician's orders include a repeat Epi-pen injection, the parent must supply the school with two Epi-pens. The expiration date must be clearly indicated on the Epi-pen(s).

### **Inhalers for Asthma**

19. The district medication policy and all regulations for implementing the policy also apply to the administration of inhalers.
20. If the physician specifically documents on the medication permission form that a life-threatening situation could occur if the student does not have immediate access to that particular medication and the physician signs that the student has been trained and is capable of self-administration of the medication (inhaler), then the medication may be carried by the student. This right applies at school or at any activity, event, or program sponsored by or in which the student's school is participating. A building principal may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The denial shall follow a consultation with the parent/guardian, principal and school nurse.
21. The student must report any use of his/her inhaler to the clinic, teacher, or coach in charge at the time of use.

### **Non-Prescription Medication**

22. The district medication policy and all regulations for implementing the policy also apply to the administration of non-prescription medication. Parent permission must be given before over-the-counter medications are dispensed. It is the responsibility of the parent to complete the parent section of the Request for Dispensing of Medication form for the administration of non-prescription drugs. Aspirin, cough drops, vitamins, herbs, antacids, Tylenol, and ibuprofen are medications.

23. All non-prescription drugs must be in the original containers. No Student is permitted to have non-prescription medication in their possession during the school day

## **Operational Information**

### **Book Bags**

No student is permitted to carry a “book bag” at RMS unless the student is preparing to store the bag in his/her locker upon entry into the school or if the student is exiting the building at the conclusion of school.

### **Elevators**

The elevator is only for use by students in special circumstances. Students must register in the main office in order to receive prior approval. Students using the elevator without prior approval will be subject to disciplinary actions.

### **Lockers**

Lockers will be assigned to students at the beginning of the school year. School lockers are the property of and remain under the control of the Board of Education. Lockers are provided for students to store books, school supplies, and coats. Lockers may be opened and their contents inspected whenever the administration has reasonable suspicion that leads him/her to believe that unlawful or other potentially harmful items are contained in the locker. Students are not permitted to share lockers. Students are not permitted to change lockers without permission from the administration.

### **School Visits**

Parents /Guardians are welcome to observe their student in the school at any time. Parents/Guardians who wish to talk to a teacher must make an appointment with that teacher or the main office. All visitors to the school must obtain a Visitor’s Pass from the main entrance and sign in with the middle school office.

### **Textbooks**

Teachers issue textbooks and the student signs a sheet of paper with the number of the book opposite the student’s name. The teacher notes whether the book is in excellent, good, fair, or poor condition at the time of issuance. At the end of the school year, the book must be returned in a condition not more than one classification lower. If it is worse than that, a fine must be paid. If a book is lost or stolen, the person who is assigned the book will be issued a second book and charged for the missing textbook. At the end of the school year, the person to whom they are assigned must pay for books, which are not found and turned in.

### **Breakfast and Lunch**

A breakfast program is available each morning prior to the start of the scheduled school day.

If a student has depleted their lunch account, they will be permitted to charge their lunch until a certain dollar amount established by the Director of Food Service. After that amount is reached, the student will be required to call home for additional money.

## Free or Reduced Meals

Forms to apply for free or reduced school meal prices are sent home at the beginning of the school year to every family. Completed forms are reviewed and families that qualify are notified of their school meal status.

## Custody Information

If you have any custody or domestic issues concerning your child that the school should be aware of, please inform the principal in writing and submit appropriate court documentation if applicable. If information needs to be sent to a location other than what is on the emergency medical form, please submit in writing. Note: The child's legal name must be used on all school documentation.

## Change of Address

If you change residence, please inform the school. If you move out of the district and want your child to keep attending Fairfield Union, you must fill out Open Enrollment Forms obtained from the District Office – 6417 Cincinnati-Zanesville Rd. NE, Lancaster, OH, 43130.

## Student Drop-Off and Pick-Up

Parents are encouraged to allow their child to ride the bus transportation provided. If a Parent or Guardian needs to drop off or pick up their child from school, please use the following guidelines.

Students being dropped off at school in the morning should not arrive before 6:45 a.m. Students should be dropped off at the main doors and report directly to the cafeteria.

Students being picked up at the end of the day should be met in the parking lot in front of the activity center. For safety reasons, students will not be permitted to meet their ride in the parking lot in front of the school, behind the school or by the bus garages.

## Public's Right to Know / Student Records

The Fairfield Union Board of Education supports the right of the people to know about programs and services of their schools and makes efforts to disseminate appropriate information. Records pertaining to individual students and other confidential materials are not released for inspection. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Only that information deemed "directory information" may be released from an individual student's file. Student Directory Information includes student's name, address, telephone number, date and place of birth, participation in school activities, achievement, awards, honors, weight and height if a member of an athletic team, major field of study, and dates of attendance and graduation. This information will be disclosed without prior written consent. If the parents, legal guardian, or adult student prefers that such information not be released, they must notify the Principal in writing.

## Fire / Tornado / School Safety Drills

Fire Tornado and School Safety drills will be conducted periodically. Evacuation routes and detailed safety procedures are posted in each classroom. Response to alerts must be prompt, but orderly. Students will remain quiet at all times.



## Visitors

Parents and other community members are encouraged to visit school. Visitors should report first to the office to sign in and receive a visitor name tag. Parents may visit classrooms as long as they do not interrupt or interfere with the educational processes. Classroom visitation will require a 24 hour notice to both the teacher and administration prior to the visit.

Students from other districts who wish to shadow a Rushville Middle School student must have permission from the principal and provide a written explanation from the parent/guardian regarding the request for visitation.

## Video and Still Cameras

Unless a teacher, for classroom-related purposes, has directed or requested a student to bring a tape recorder or camera students should not bring them to school. If a child brings these items without permission, the student may be disciplined and the school waives all responsibility for any theft or damage of the item.

## Physical Education Class

Students must have a written note from parents to be excused from gym class. Students will receive 1 excused release from gym class. Other occurrences may be considered unexcused. Extended excuses from gym class must be initiated by a doctor. Students must have appropriate footwear for gym class.

## Restrooms

Students are expected to act appropriately in the restroom, including being quiet, putting used towels in the wastebasket, turning off the water, and not loitering in the restroom. The restrooms are not for play.

## Cafeteria Guidelines

All lunch periods at Rushville Middle School are “closed” meaning that students are not permitted to leave school property without permission from the administration. Students should clean up their eating area by placing their silverware, lunch tray, and other materials in the proper place.

## “Toys” and “Collectibles”

Items that can cause a disruption, such as toy water guns, toy knives, etc. are not permitted on busses or on school grounds.

## Skateboards

Skateboards should not be brought to school.

## School Dances

Dances are open only to Rushville Middle School students in grades 7 and 8. Once a student leaves a dance, he/she is to leave the premises immediately and is not permitted to return to the grounds or that activity. Students are not to loiter on the school grounds during or following dances.

## Substitute Teachers

Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is a very important member of our professional staff and has all the rights and privileges of a regular

faculty member while on duty. Students are expected to extend a substitute the same courtesy, respect, and obedience as is expected by the regular staff.

## **Academic Honesty Policy**

### **Academic Dishonesty**

Academic dishonesty is prohibited. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Examinations, written work, presentations or other student-generated information are evidence of a students' understanding. They are intended to reflect important learning known by the student and are, therefore, useful to the student in future learning. Behaviors that compromise the learning environment result in an inaccurate view of student learning which, in turn, limits future ability to learn what is expected. The honest evaluation of student progress demands honest work by each learner.

The Rushville Middle School staff believes strongly in the partnership between school and home. To this end, the staff models the values of truth, integrity, personal accountability and respect for the rights of others. To help students achieve their maximum academic potential, the staff promotes an environment that fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures and expectations established by the teacher. Teachers guide students in understanding when collaborative efforts are not appropriate.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate expected standards. Whenever students have questions about this procedure they should ask their teachers.

Examples of academic dishonesty may include, but not limited to, the following:

1. Communicating with another student during an examination or quiz.
2. Copying material during an examination or quiz.
3. Allowing a student to copy from one's examination or quiz.
4. Using unauthorized notes or devices.
5. Submitting falsified information for grading purposes.
6. Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher.
7. Submitting a paper or project that is not the student's work.
8. Copying another person's assignment.
9. Allowing another student to copy one's assignment.
10. Removing tests or quizzes without the knowledge and consent of the teacher.
11. Stealing or accepting stolen copies of tests/quizzes or answer keys.
12. Altering a teacher's grade book.
13. Using computers and programmable calculators in violation of guidelines established by the teacher.
14. Misusing school computer systems that are used for student, staff or administrative purposes.
15. Any other violation intended to obtain credit for work that is not one's own.
16. Forging a required parent/guardian signature.

### **Plagiarism**

Plagiarism is the act of taking and using as one's own work, another's' published writings or unpublished

thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own.

## Consequences

The purpose of all academic integrity procedures is to cultivate an academically honest environment. Educators are fair and consistent when dealing with academic dishonesty. The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher reports any incident of academic dishonesty to the administration.
2. The teacher assigns the student a zero grade for the assignment, quiz or test involved.
3. Students who are charged with academic dishonesty and/or plagiarism are disciplined in conformance with the District's student discipline policy.

The following general procedures are applied:

First Offense: In general, consequences for a first offense may include, but not be limited to, the following:

1. Communication with parent(s).
2. Academic probation (i.e., a period of time, up to one year, during which the student will be on warning that a repeat offense may lead to suspension).
3. Written notification of academic probation by the administration to the student and his/her parent(s).

Additional or More Serious Offenses: Additional or more serious incidents of academic dishonesty or plagiarism shall be dealt with more severely. Consequences for any offense beyond the first or a more serious initial offense may include:

- a. Meeting with the parent(s).
- b. Extended probationary period.
- c. No public recognition of the student at any honors function

## School Rules

### Rushville Middle School Expectations

1. Every student has the right to learn in an atmosphere of mutual respect and cooperation. Therefore, no student will be permitted to disrupt any class and thereby infringe upon the rights of students to learn.
2. Students must obey the directions of school staff and may not act in a disrespectful manner.
3. Students must learn to accept the consequences of their decisions and behavior.
4. Every student has the right to feel secure, safe, and free from threat and intimidation. Therefore, intimidating behavior, harassment, fighting, and inappropriate language including profanity are prohibited.
5. Every student is expected to respect personal as well as school property. Therefore, students may not litter, disfigure, write on, or otherwise damage public or private property.
6. Every student is expected to have respect for him or herself. Therefore, students may not possess or use tobacco, drugs or alcohol.
7. We are preparing ourselves to live in a multicultural, democratic society. Therefore, students are expected to respect cultural differences. Therefore, racial slurs and inappropriate language or gestures are prohibited.
8. Good grooming and appropriate dress are conducive to learning. Therefore, students may not wear any clothing which tends to disrupt the educational process or which may be deemed unsafe, or offensive.
9. The grounds, cafeteria, halls, lockers, restrooms, and buses are integral parts of the school. Therefore, students are expected to conduct themselves in a responsible way in each of these areas. This means that the same rules apply outside as inside, that good manners are expected in the cafeteria, that the halls are free of noise that disturbs other classes, that restrooms are used for their intended purpose, that lockers are kept orderly, and bus rules are followed to provide for the safety of all. Food is not to be taken out of the

cafeteria.

10. Honesty is an imperative ingredient to group living. Therefore, students are expected to be honest in their dealings with other students and staff and will not cheat or steal.
11. The Fairfield Union Board of Education has adopted rules and regulations regarding student responsibilities. Therefore, students will observe the rules and regulations as outlined in policy.

## Dress Code

Rushville Middle School is proud of the appearance of their students. The pride of each student is reflected in the manner in which he/she dresses.

1. Students may wear shorts to school during appropriate weather.
2. Very short or tight shorts should not be worn. Shorts and skirts should be mid-thigh or longer.
3. Low-cut (front, back, sides) shirts, tank tops, or spaghetti strap tops should not be worn. (Straps must be wide enough to cover any undergarments.)
4. No undergarments should be visible at any time.
5. Pants that sag, showing clothes underneath (shorts and/or undergarments) are not permitted.
6. All students shall wear appropriate footwear for school activities such as physical education class.
7. See-through clothing or garments that show the midriff or belly are prohibited.
8. Pants, shorts, and shirts should not have holes that expose any undergarment, inside pockets, or bare skin mid-thigh or higher.
9. Sunglasses are not permitted inside the building without a doctor's excuse.
10. Due to the need to display good manners, hats, bandanas, hoods or other items that cover the head shall not be worn except when approved by the principal for special spirit days.
11. Pocket chains and/or chain belts are not permitted.
12. Clothing or clothing appearance may not reflect gang symbols.
13. Clothing advertising alcoholic beverages, tobacco products, and containing inappropriate language and/or messages is not to be worn. Illustrations, names, logos, slogans, advertisements or patches shall not be profane, sexually explicit, promote hate, contain references to alcohol, tobacco, drugs or be considered to be in bad taste.
14. The dress and hairstyle, as well as hair color of a student, may not divert the attention of the students in the classroom from the activities in the classroom, nor may the wearing apparel interfere with the normal school and class activities.
15. All young men shall be clean-shaven.
16. Advisors of extra-curricular and co-curricular activities, with the approval of the principal, shall have the right to establish dress and grooming codes specific to their activity or group.

The Administration at Rushville Middle School reserves the right to question improper dress of any individual, discuss the appearance of the student with him/her and parents, and require improvement. In such instances, it will be necessary for persons involved to dress properly before being allowed to attend classes. All student groups representing Rushville Middle School (music, clubs, athletics, field trips, etc.) must adhere to the above regulations before participation will be approved. Additional guidelines may be instituted by an advisor, director, or coach requiring other specific requirements for participation in extra-curricular or co-curricular activities.

## Dress Code Violation Procedures

First Offense:

1. Staff and/or administration will warn the student that their dress violates the established Dress Code.
2. Student may be asked to alter their dress if it is causing a disruption to the educational process.
3. Student will be given a written warning from the office and phone call will be made home

#### Second Offense:

1. Student will be referred to the office.
2. Student will be able to change clothes or call parents to bring a change of clothes.
3. Student will be assigned an After-School Detention
4. Phone call will be made to parents informing them of the second offense and the date of the after-school detention

#### Third and Additional Offense:

1. Student will be referred to the office.
2. Student will be placed in In-School Detention and may be subject to further discipline.
3. Student will be given a written notice of disciplinary actions.
4. Parents will be contacted via phone
5. A meeting with student, parents, and school administration may be requested.

## Student Discipline

The Administration and staff at Rushville Middle School accepts the traditional American concept that the teacher is "*in loco parentis*" (in the place of a parent) and, as such, has the same rights and duties concerning students as a parent has, particularly in the matter of disciplinary control and administration of consequences when needed.

A consequence for an action can and does take several forms, depending upon the seriousness of the offense. Some violations are covered by Board of Education policy with specific consequences. Most, however, are evaluated according to the circumstances, the situation, and the seriousness of the offense by the staff member, faculty member, or the principal. Disciplinary action can take the form of demerits, detention, in-school detention, in-school suspension, out-of-school suspension, emergency removal, referral to Juvenile Court, or expulsion. Occasionally, disciplinary measures can be taken in other forms such as payment for damages, time made up, or other ways. In all cases, every attempt is made to be fair with the student and to be sure that the consequence is in line with the seriousness of the offense. The disciplinary record of a student is always considered when action is taken. Failure to attend a discipline assignment described below will result in the assignment of a more severe consequence.

### Minor Misconduct Code Demerit System

Each of the following violations may result in a demerit being issued to the student including but not limited to:

1. Disruptive conduct.
2. Physical contact, including holding hands.
3. Failure to report to class or study hall with appropriate materials.
4. Being disrespectful.
5. Wearing inappropriate footwear on the gym floor.
6. Violation of general school / classroom rules.
7. Tardiness to Class.

Each teacher will post in his or her classroom specific rules for classroom conduct. It will be the individual student's responsibility to become familiar with the specific rules of his or her classroom / study hall teachers.

Demerits will accumulate during each Quarter.

### Consequences of Demerit Accumulation

1. When a student accumulates **3 demerits**, a phone call will be made by the team to inform the parent that a conduct problem has developed.
2. The accumulation of **5 demerits** will result in one After-School Detention being assigned. Parents will be

notified of discipline assignment by mail and phone call

3. The accumulation of **9 demerits** will result in two After-School Detentions being assigned. Parents will be notified by phone and mail.
4. Additional demerit accumulation will be dealt with by the principal on an individual basis and may include discipline under the serious misconduct code.

## Serious Misconduct Code

A violation of the Serious Misconduct Code will result in an immediate referral to the principal/assistant principal. A violation of any of these rules may result in disciplinary action (see Discipline Dispositions below). Only the principal/assistant principal may suspend students, only the principal will make expulsion recommendations, and only the superintendent of schools has the authority to expel students. Due Process procedures must be obeyed in all cases.

The Serious Misconduct Code applies at all times that the school is responsible for a student, i.e.: normal school hours, while on school property before or after school hours, on the school-bus or at the bus stop, and/or while attending any and all extra-curricular and co-curricular activities either on or off school property. Athletes and members of clubs, groups, and associations may also face disciplinary action according to their organizations specific code of conduct.

1. Dangerous Weapons and Instruments: A student shall not possess, handle, transmit, or conceal any object that would be dangerous to anyone while on school property, at a bus stop, or at a school-sponsored activity.
  - a. Dangerous Weapons in Schools: In accordance with Section 3313.66 of the Ohio Revised Code, students who bring dangerous weapons or look-alike weapons to school may be expelled from school for up to one year. The following information further describes actions that are prohibited by this provision.
    - i. Firearms: If a student is found to have brought a firearm on school property, to be in possession of a firearm, to have a firearm while in a school vehicle, or to possess a firearm while attending a school-sponsored activity, the Superintendent may expel the student for a period of one calendar year.
    - ii. A firearm shall be 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 explosion or by compression; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device as defined in 18 U.S.C.A. Section 921-924, which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge, missile having an explosive or incendiary charge, mine or devices similar to any of those described above.
  - b. Knives and Other Sharp Instruments: If a student is found to be in possession of a knife or other sharp instrument while on school property, in a school vehicle, while attending any school-sponsored activity, or while involved in any other school-related activity, the superintendent may expel the student from school for up to one year. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
  - c. Other Dangerous Weapons: If a student is found to be in possession of other dangerous weapons at any school activity as described in 1 or 2 above, the superintendent may expel the student from school for up to one year. Other dangerous weapons are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, drugs, or other items possessed with the intent of harming others.
  - d. Interpretation: The superintendent is afforded broad discretion in interpreting and enforcing this regulation; while the school district does not condone weapons at school in any form, the overriding principle used to administer this provision is the intent of the student possessing the weapon, as

determined by the investigation of school administrators. The following examples illustrate this “intent” issue:

- i. Was the weapon brought to school with the intent of injuring another person, i.e. a pocket knife.
    - ii. Does the student carrying a pocket knife clearly have no intention of injuring another person or is the knife a “switchblade” which suggests questionable or ill intent?
      1. In both of the above situations, even if it is determined that no ill intent was involved, a clear message shall be sent to the student that any and all weapons are prohibited.
  - e. Threats implying a weapon or intent to harm/inducing panic: If a student is found to have made a threat or to have implied that he/she has any weapon as described in a, b, c above, whether the threat or implied threat is spoken, written, or otherwise conveyed the superintendent may expel or exclude from school for up to one full calendar year.
2. Narcotics, Alcoholic Beverages, Intoxicating Substances, Drugs, Look-a-Likes, Synthetic Drugs, and Counterfeit Drugs and paraphernalia including E-cigs, Vapes and Juuls: A student shall not possess, use, transmit, conceal, or show evidence of having used these harmful items while on school property or at a school activity. Any student found to be in violation of this provision will be suspended from school (out-of-school suspension) for a minimum period of five (5) school days to a maximum period of ten (10) school days. Referral to and participation in a school approved substance education class will be required for all first-time violators of this rule. In addition, charges may be filed through the Fairfield County Prosecutor's Office and a period of expulsion from school may be assigned. A second violation of this rule will result in a ten (10) day suspension from school (out-of-school suspension) as well as any or all of the options listed previously. In addition, students shall not possess paraphernalia related to these items. Proper use of a medication authorized by a medical prescription from a registered physician is not considered a violation of this rule. The board of education passed a counterfeit controlled substance policy on May 9, 1983. The policy is simplified by the following definitions: A counterfeit controlled substance is defined as (a) any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark; (b) any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured processed, packed, or distributed it; (c) any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; (d) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packing, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit-controlled substance as a controlled substance.
3. Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event are all prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. A student shall not use, possess, conceal, or transmit any form of tobacco product or look-a-like/counterfeit tobacco products; any use or possession shall carry a suspension of three days, first violation; five days, second violation; and ten days on the third violation.
4. Actions against employees: For education to occur, an orderly atmosphere is necessary. Accordingly, school officials have the power to discipline students whose conduct disrupts the educational process. The fact that such conduct occurs outside the school setting does not preclude the possibility that such conduct may adversely affect the educational atmosphere. The risk of disruption is especially acute when students commit



certain actions against school employees. In such situations the authority of school employees will be undermined and therefore education disrupted.

- a. Accordingly, a student shall not commit certain actions against employees or their property regardless of when or where such acts take place. Violation of this policy is punishable in accordance with the student code of conduct, which includes the possibility of suspension and expulsion of the student.
  - b. The actions referred to in this policy include, but are not limited to, assault, battery, vandalism, theft and harassment, obscene or profane language directed toward a staff member, or threats.
5. Disruption of School: A student shall not by use of violence, force or coercion, threat, or any other means cause material disruption or obstruction to any part of the school or its operation including extra-curricular activities.
  6. Academic Integrity: Each student at Fairfield Union is expected to do his/her own classroom related work/homework. Fairfield Union prohibits all forms of academic dishonesty, including copying homework, cheating, plagiarism, forgery, alteration or misuse of school documents and records and/or furnishing false information to the school. In addition, a student shall not knowingly furnish academic work for the purposes stated above. If a student engages in classroom related academic dishonesty, his/her grade on the work in question may be lowered/credit for such assignments may be denied.
  7. Damage of School Property/Unauthorized or illegal entry of school property: A student shall not cause or attempt damage to any part of school property. Further, a student shall not enter any school property without proper authorization or attempt to remove/steal/damage any property items.
  8. Damage to, or Theft of Private Property: A student shall not attempt to damage to or take or knowingly possess the property of another without authorization while on school premises during a school activity, or while at any school function, or event held on or off of school property.
  9. Assault/Fighting/Physical Actions: A student shall not act or behave in such a way as may physically threaten or cause physical injury to any student, teacher, or school employee while on school property or at a school activity.
  10. False Alarms and Reports: A student shall not initiate a fire alarm, or initiate a report warning of a fire, bombing, or other catastrophe without cause, or, by giving false testimony or falsely reporting school incidents.
  11. Insubordination and Disrespect: A student shall not disregard the reasonable request of school employees or refuse to comply with reasonable directions given by a teacher or school official.
  12. Verbal or Physical Actions: A student shall not use verbal/written profanity/profane gestures/obscene or inappropriate sexual behavior or obscene language at school or at a school activity. Possession of obscene publications or materials is strictly prohibited.
  13. Unauthorized Fires: The willful and malicious burning of, or attempt to burn any part of any building, or any property belonging to the Fairfield Union Schools. We prohibit unauthorized fires of any kind.
  14. Forgery/Altering School Records: The act of forging, signing another person's name, to any school forms or material prepared for the school including: hall passes; parental notes; parental permission slips; passes from a teacher, administrator, or secretary; or the act of altering school records or documents is prohibited.
  15. Gambling: All gambling activities participated in by students are prohibited.
  16. Bullying/Harassment/Intimidation/Menacing: No student shall bully, harass, threaten, menace, or verbally abuse another student or school employee for any reason including ethnic, racial and/or sexual harassment. All incidents will be handled according to Board Policy and Regulations #5155 as follows:
    - a. The Board of Education is committed to providing a learning and working environment in which students and staff can participate in school programs and activities in an atmosphere free from all forms of prohibited harassment, hazing, dating violence, or bullying. This activity on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex, or sexual orientation is prohibited.
    - b. Permission, consent or assumption of risk by an individual subjected to harassment, hazing, dating violence, or bullying does not lessen the prohibition contained in this policy.
    - c. It is the policy of the Fairfield Union Local Board of Education and School District that harassment, hazing, dating violence, or bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with

the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any harassment activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any harassment, hazing, dating violence, or bullying.

17. Prohibited harassment, hazing, dating violence, or bullying includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observed, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. The intentional act also includes violence within a dating relationship. Any of these behaviors are prohibited on school property or at a school-sponsored activity.
18. Repeated Violations of Other School Rules: A student shall not continually violate established rules of teachers, study hall monitors, school officials, or fail to comply with directives of school personnel.

## Consequences of Violations of the Serious Misconduct Code

1. After-School Detention: An After-School detention notice will be given to students a minimum of one day before the administrative detention is assigned. Administrative detention will be served from 2:50-4:20 p.m. When students report to administrative detention, they are to bring with them materials for study and are to work quietly throughout the time assigned. It is the responsibility of the student to make arrangements for transportation home after administrative detention. Failing to serve an administrative detention because the student does not have a way home is not permitted. Administrative detentions are assigned through the office. Failure to serve this form of detention will result in a more serious form of disciplinary option being used by the administration.
2. In-School Detention / In-School Suspension: Occasionally, a student will commit an offense that warrants that the student be detained in the office or other designated area for the remainder of the day. Examples might be if a student is in violation of the student appearance code and the situation cannot be corrected or if the emotional state of a student after disciplinary action disallows him / her to return to the classroom immediately, then he / she may be placed on In-School Detention. As in all cases where a suspension of any type is involved, due process procedures are followed and the parent or guardian is notified in writing of the intent to suspend and the suspension itself.
  - a. *In-School Detention / Suspension Guidelines* - When a student is assigned an in-school suspension, the following will be expected of that student. If any of the below rules are violated, additional consequences may result.
  - b. Student will not be allowed to sleep or put one's head on the desk.
  - c. Student is to be seated at all times and no disruption of any kind will be tolerated.
  - d. The only food or beverage consumed during this time will be during lunch.
  - e. No visiting or talking will be allowed.
  - f. There will be a brief opportunity for the student to use the restroom and/or water fountain. However, no other requests will be honored except in an emergency situation.
  - g. If a student should be absent on an assigned in-school suspension day, that day does not count as a day served.
3. Alternative Work Assignments: This option is based on the concept that the student should render some constructive services to the school as retribution for failure to comply with school rules and procedures.
4. Out-of-School Suspension: A student may be placed on out-of-school suspension for violation of the serious misconduct code for students. The student, when placed on out-of-school suspension, is not permitted to come to school, participate, or attend extracurricular activities while on suspension.
5. Administrative / Emergency Removal: In certain circumstances, a student may be placed on Emergency or Administrative Removal for up to 24 hours. This discipline assignment may be used when a student poses a severe disruption to the educational environment or poses a danger to others or property. Due process hearings are not required for Administrative / Emergency Removals; however, if a suspension or expulsion follows the Administrative / Emergency Removal, due process proceedings must be observed.
6. Expulsion and Exclusion: To assure the safety of students in the school and the smooth operation of the educational programs, under serious circumstances the Principal may recommend that the Superintendent

consider expelling a student from school. Pursuant to the Ohio Revised Code 3313.612 and 3311.66 the Superintendent may expel a student for up to 80 days, exclude a student for up to one year, or permanently exclude a student from the district (in specific cases accompanying a criminal conviction). The following acts may constitute just reasons for a recommendation for and judgement of expulsion or exclusion; however, this list is not exhaustive:

- a. Attending school or school sponsored activities, or being on district property while under the influence of drugs, alcohol, or other intoxicants.
  - b. Selling, having for sale, supplying, purchasing, or acquiring any intoxicating substance on any district property or while at a school sponsored activity.
  - c. Repeated truancy or absences.
  - d. Repeated violations of the student handbook.
  - e. Striking an employee or damaging or stealing property of an employee of the Fairfield Union Local Schools.
  - f. Assault or any violent offense.
  - g. Theft of school property.
  - h. Destruction of school property.
  - i. Possession of weapons while on district property or while attending a school sponsored activity.
  - j. Making threats of intent to do harm or inciting panic (i.e. bomb threats, false alarms, "hit lists," etc. )
7. Students expelled or excluded from the Fairfield Union Local Schools will NOT be permitted to make-up any missed work or earn any credit for FULS courses. Students will be withdrawn from FULS at the time of expulsion. Students must re-enroll at the end of their expulsion/exclusion. If the student was expelled/excluded prior to the end of the first semester, no credit will be earned in the course. If the student re-enrolls with FULS prior to the end of the year, only partial course credit can be earned depending upon the exact date of re-enrollment. The student should work with the building administration and/or guidance department for specific academic planning.

## **Students Expelled From Other Districts**

The Superintendent may deny admission to an otherwise eligible student who is under expulsion from another school district. Prior to the decision of the Superintendent, the student must be given an opportunity for a hearing. The student may not be denied admission beyond the expulsion period imposed by the school district last attended.

## **Transportation**

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Pupils have duties and obligations, which contribute to their safe and orderly transportation. All pupils will be expected to follow the rules and regulations listed below when riding Fairfield Union Local Schools' buses.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from bus stops.
3. Behavior at school bus stops and on the bus must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat.
5. Pupils must remain seated except when boarding or leaving the bus and keep aisles clear.

6. All policies, rules and regulations listed in the school discipline codes apply to students while passengers on buses.
7. Pupils must not use profane language or gestures.
8. Pupils must refrain from eating, drinking and chewing gum on the bus except as required for medical reasons.
9. Pupils must not use any vaping products, tobacco in any form, nor lighters or strike matches on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board their assigned bus only at designated locations unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put heads or arms out of the bus windows.
15. Students must obey all rules posted in the bus by the bus driver.
16. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
17. Reasonable conversation is permitted as long as noise is kept to a minimum.
18. Students must not transport animals, weapons, dangerous instruments, glass containers, radios or recorders on the bus. (Recorders may be carried by written permission by a teacher.)
19. Students must not litter or cause damage to the bus or property of others. (Parents are liable.)
20. A student shall not disobey or refuse to comply with reasonable directions given by the bus driver.
21. Students must not threaten or in any way intimidate bus drivers, or use any other action endangering the operation of the bus.

Students will not be permitted to ride home on the bus with another student unless there are special circumstances approved by the administration office and/or bus supervisor. The office and bus Garage must be made aware first thing in the morning

Those students wanting to ride a bus other than their assigned bus to friends or sitter, must have a note signed by both sets of parents/guardians and a building administrator.

## **AUTHORITY OF SCHOOL BUS DRIVERS**

(From Ohio Pupil Transportation Laws and Regulations, 1984)

1. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.
2. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he should not excuse a pupil from the bus. He shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.
3. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation.
4. Ohio Revised Code Section 3319.41 states in part: "Such persons and non-certified school employees and school bus drivers may also within the scope of their employment use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or property."

## PROCEDURE OF DISCIPLINING SCHOOL BUS MISBEHAVIOR

Student safety is our first priority, and this is especially important when students are riding school transportation. Students who ride school transportation are subject to the discipline procedures in the student handbook, which may include but are not limited to warning, detention, in-school suspension, and out-of-school suspension. When student behaviors present a safety concern or when there are repeated violations of the code of conduct, infractions of the bus rules could result in discipline up to and including suspension or permanent removal from the bus.

## The Athletic Program

### THE INTERSCHOLASTIC ATHLETIC PROGRAM - GRADES 7 & 8

#### RUSHVILLE MIDDLE SCHOOL ATHLETIC POLICY

The mission of the Rushville Middle School athletic program is to provide an organized, well-planned program of interscholastic athletics that allows the largest number of participants possible while maintaining the ability to develop each athlete and remaining competitive as a team. In addition, it shall be the purpose of each coach to create an environment that promotes the ability of student-athletes to reach their full potential as individuals and for each team to be successful as a direct extension of the high school varsity program.

#### ELIGIBILITY

In order to be eligible for interscholastic athletics, students must have a passing grade in **5 courses** the preceding grading period. They must also have a cumulative **1.5 GPA and/or 1.75 GPA** the previous grading period.

\*Note: All incoming 7th grade student-athletes are eligible for the 1st quarter grading period of the school year (fall sports season). 7th grade student athletes will be required to meet weekly grade check criteria

#### AGE LIMITATIONS

If you are fifteen (15) years of age prior to August 1, you are ineligible for the upcoming school year in grades seven and eight. If you are fifteen (15) years of age prior to August 1, you are eligible to participate at the high school. Consult your principal for a procedure to follow.

#### ELIGIBILITY - WEEKLY GRADE CHECK

In-season academic accountability will be enforced on a weekly basis as follows:

1. A student-athlete who has **one** failing grade will be placed on probation. The head coach will be notified and will follow up with the student-athlete.
2. A student-athlete with **two** failing grades will be denied participation in scrimmages and games until the student-athlete has one or fewer failing grades. The athlete may continue to practice during this time period.
3. A student-athlete who has **three or more** failing grades will not be allowed to participate in any team activity until the student-athlete has two or fewer failing grades.

#### ATTENDANCE/ELIGIBILITY

Student-athletes are required to be in school the entire day of a practice or contest in order to be eligible to participate that day.

\*Exceptions-The building principal or athletic director may grant exceptions based on review of individual cases and any extenuating circumstances.

## OHSAA PARENT MEETING

Student-athletes and their parents/guardians will be required to attend a preseason parent meeting one time per school year. The meeting will cover OHSAA and school policies concerning athletics.

## SPORTS FEES

**\$25 per Middle School Sport** - After the OHSAA eligibility roster has been set for each sport, coaches will inform student-athletes and parents that fees can be paid. Fees should be paid by the deadline issued by the athletic director through the coach in order for student-athletes to continue participation.

## DENIAL OF PARTICIPATION

The removal of a student-athlete from participation in the athletics program will be considered final unless a hearing has been requested by the student and/or parent. A request for a hearing must be made in writing to the building principal within 72 hours of the date of the denial of participation becomes effective.

## **Anti-Discrimination, Anti-Harassment, and Anti-Bullying Policy**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or 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. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development. District employees, students and

volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

## **B.Y.O.T. (Bring Your Own Technology)**

### **Purpose**

Fairfield Union Local Schools is committed to moving toward a 21st century learning environment. As a part of this commitment, the district will allow access for students to a wireless network, using their own technology. With teacher/staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. We realize that not every student owns a device; for those who do, some may choose not to bring their personally-owned technology to school. Additionally, there is absolutely no expectation that parents should provide a device for their child for this program.

### **Plan**

Due to RMS being a “one to one” school, the need for students to bring their own devices is minimal. Students may bring their devices to school. Users will be responsible for adhering to all district/building acceptable use policies, codes of conduct, or administrative guidelines while using the district’s wireless network.

### **Policy**

Definition of “Technology” For the purpose of this B.Y.O.T. program, “technology” means any privately owned wireless communication device or portable electronic equipment. This includes, but is not limited to: smartphones, tablets, netbooks, e-readers, and laptops.

### **Areas/Time of Use for Rushville Middle School**

<i>Area</i>	<i>Time of Use Permitted</i>
Classrooms	Staff Discretion
Hallways/Class Change	No
Restrooms/Locker Rooms	No
Lunch/Intramurals	No
Extra-Curricular	Yes
School Buses or other transport	Staff Discretion
Library	Staff Discretion
Study Hall	Staff Discretion

### **Internet Access**

When using personal devices in the classroom, students will only be permitted to access the Internet through the Fairfield Union wireless network. This is the same “Filtered” Internet connection that all school computers use. Internet connections such as 3G/4G cellular or other mobile Internet provider connections are not permitted in the classroom.



## **Security and Damages**

The responsibility to keep any personally-owned device secure and safe rests entirely with the individual owner. Fairfield Union Local Schools cannot be responsible for any device damaged or stolen while on district property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

## **Privileges and Rights**

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into the Fairfield Union Local School District. If staff members suspect improper use and/or abuse of this or related policies, they have the right to confiscate related BYOT student technology at any time.

## **Guidelines**

In addition to the Fairfield Union Local Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

1. All devices should, by default, be set to mute/silent. If the use of headphones is permitted, the volume level must be set so it cannot be heard by others.
2. Students may not use cameras, camcorders, or any device which may capture an image, picture, or video, in any restroom or locker room facility on the grounds of the Fairfield Union Local School District. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/video of an individual without his/her consent is considered in violation of privacy and is not permitted, unless authorized by the building principal.
3. Student use of any electronic device while in class is restricted to academic or instructional purposes as determined by the instructor. During these times, the use of such devices for personal, business, or entertainment purposes is prohibited.
4. The Fairfield Union Local School District cannot provide access to our internal resources or servers to any personally-owned devices.
5. The Fairfield Union Local School District cannot provide access to our copiers or printers to any personally-owned devices.
6. The Fairfield Union Local School District or its staff cannot provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
7. The Fairfield Union Local School District cannot guarantee the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

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