



**Early Education Center
Parkview Building
Kindergarten Handbook
2018-2019**

Ms. Trish Moran, *Principal*
Mrs. Susan Morrison, *Office Coordinator*

21620 Mastick Road, #B
Fairview Park, OH 44126
440-356-3515

www.fairviewparkschools.org

EARLY EDUCATION CENTER MISSION STATEMENT

At the Early Education Center, we are committed to providing a nurturing, caring environment for all children by fostering positive family relationships to create a strong foundation for educational success and lifelong learning.

DISTRICT MISSION STATEMENT

We will provide our students with The Fairview Advantage a framework for student success, by delivering exceptional services and academic programs that challenge the mind and instill the joy of learning and responsible citizenship.



Early Education Center
21620 Mastick Road, #B
Fairview Park, Ohio 44126
440-356-3515
Fax: 440-356-3544
www.fairviewparkschools.org

August 2018

Dear Parents/Guardians:

This handbook has been prepared to provide you with information regarding the operation of our Kindergarten in the Early Education Center. We feel that it will be a quick and handy reference to questions you may have throughout the school year.

Our success in the past is due in large part to the great sense of cooperation we have between the home, school, and community. Together, we can insure that each child at the Early Education Center receives the maximum benefit from his/her Kindergarten experience.

As you share this handbook with your child(ren), please feel free to contact me or other members of the Early Education Center staff if you have questions, comments, or suggestions. I welcome the opportunity to talk with you about school policies, procedures, and expectations.

This school year, the Fairview Park City School District will continue to use InfoSnap to collect all emergency contact information, as well as, the blanket field trip agreement. InfoSnap is an online registration program that the district will be using to register new students as well as collecting yearly back-to-school information for returning students.

Thank you for taking the time to review this handbook. We are looking forward to an exciting school year ... one in which every child will soar to new heights!

Sincerely,

Ms. Trish Moran
Principal

FAIRVIEW PARK BOARD OF EDUCATION 440-331-5500

President Mr. Joe Shucofsky
Vice President Mrs. Kelly DuBay Gillis

Members Mrs. Joslyn Dalton
Mr. Matt Hruby
Mr. Mark St. John

FAIRVIEW PARK CITY SCHOOLS

21620 Mastick Road, Suite A
Fairview Park, OH 44126
(440) 331-5500 Fax: (440) 356-3545
www.fairviewparkschools.org

Superintendent Dr. William Wagner

DISTRICT MISSION STATEMENT

We will provide our students with THE FAIRVIEW ADVANTAGE a framework for student success, by delivering exceptional services and academic programs that challenge the mind and instill the joy of learning and responsible citizenship

ORGANIZATIONAL BELIEFS

We believe that each student deserves an opportunity to achieve his or her **potential**. Therefore, we must recognize each student as an individual and support their learning accordingly.

We believe that developing competent, well-rounded students with **lifelong skills** is critical to their success. Therefore, we must provide a broad spectrum of learning experiences that will prepare them for the future.

We believe **families and students** are a critical part of all facets of student development. Therefore, we must encourage them to work closely with the schools and the educators.

We believe that the **Community** is an important part of the success of the district. Therefore, we must invite the Community to partner with the district in a variety of ways.

We believe that we have an obligation to be **trusted stewards**. Therefore, we must be transparent, be responsible in managing the resources provided to us, and communicate well.

EARLY EDUCATION CENTER PHILOSOPHY

The staff of the Early Education Center recognizes that each child develops in his/her own unique way. We believe that we need to offer an educational experience that will provide for these individual differences--intellectually, socially, physically, and emotionally. We feel that this can best be accomplished through a partnership with students, teachers, parents and the community.

The educational program at the Early Education Center is in concert with the philosophy of the Fairview Park Board of Education. We recognize the responsibility to develop positive attitudes and to provide citizenship experiences in order that our students are able to function in our democratic society.

We at the Early Education Center want to learn and grow in a culture of respect. In order to do this we want our staff, students, parents, and community to know and understand the values that help us to build this culture. Our school-wide discipline plan focuses on teaching and rewarding appropriate behavior, and was developed by the staff at Gilles-Sweet Elementary. This plan was developed specifically for Gilles-Sweet by the staff with input from both parents and community members. By using the same discipline plan as Gilles-Sweet, we can insure a smooth transition between buildings and educational settings. Below you will be introduced to the ABC's for Success and the expectations we have for behavior in every area of our building. We will focus on teaching and rewarding the practice of this behavior.

EARLY EDUCATION CENTER MISSION STATEMENT

At the Early Education Center, we are committed to providing a nurturing, caring environment for all children by fostering positive family relationships to create a strong foundation for educational success and lifelong learning.

SCHOOL HOURS

8:30 AM	Arrival	Kindergarten
8:45 AM	Tardy Bell	Kindergarten
3:10 PM	Dismissal	Kindergarten

ABSENCES

Please call the school at (440) 356-3515 before 9:00 AM to report your child's absence from or Kindergarten. This will enable us to account for all of our students. In the event that we do not receive notification of absence from the parent/guardian, the school will follow a set procedure to try to contact them by phone. **It is the responsibility of the parent/guardian to provide the school with current home, work, and emergency phone number**

Establishing good attendance habits and punctuality are important lifelong learning skills. Students **must** arrive to school on time. The Early Education Center’s tardy bell rings at 9:00 AM Kindergarten classes. Students not in their assigned classroom by 9:00 AM are considered tardy to school. Students arriving after the tardy bell must report to the office before going to their classroom. State statutes govern excused and unexcused tardiness to school. **After five unexcused tardy events in a grading period, parents or guardians will receive a letter from the principal explaining the school’s unexcused tardiness policy.**

Vacations during school time are not encouraged because missing extended amounts of instructional time are detrimental to a student’s academic progress. However, a maximum of five (5) days of excused vacation are permitted per school year. Beyond five days, absences will be considered unexcused. Parents should contact the classroom teacher one week *prior* to the date of the vacation so that they can prepare work for the student. The decision as to how much of the work the student will be held responsible for will rest with the teacher(s). Five days prior to leaving for vacation, a *Vacation Form must be* completed and returned to the office. **Days not requested in advance will be marked unexcused.** These forms are available on the district website.

Make-up work will be provided to students for any *excused* absence. Students should ask the teacher for make-up assignments on the day of return to classes. *Students are responsible for making up work in a timely manner (the length of the absence plus 2 days).* Assignments that are not made up will be reflected in the grade. *BOE Policy – JED*

***SCHOOL ATTENDANCE POLICY**

State Statutes and Board of Education governing school attendance are very specific and leave little option for school authorities to excuse children from school. The following conditions constitute reasons for **excused** absence from school: (1) Personal Illness of a student, (2) Illness in a student’s family, (3) Death in a family, (4) Special religious events that are scheduled only during school hours, (5) Emergency reasons acceptable to the building principal, (6) Approved family vacation. (BOE Policy: JED)

What happens if my child accumulates several unexcused absences?

The law defines excessive absences into two categories, habitual or chronic and excessive.

O.R.C. 3321.191

Habitual/Chronic	Excessive
Absent 30 or more CONSECUTIVE hours (WITHOUT) a legitimate excuse; or	Absent 38 or more hours in ONE SCHOOL MONTH (WITH or WITHOUT) a legitimate excuse; or
Absent 42 or more hours in ONE MONTH (WITHOUT) a legitimate excuse; or	Absent 65 or more hours in ONE SCHOOL YEAR (WITH or WITHOUT) a legitimate excuse.

<p>Absent 72 or more hours in ONE YEAR (WITHOUT) a legitimate excuse;</p>	
---	--

If a student becomes habitually truant or accumulates excessive absences, the parent(s) or guardian will receive a letter from the school within seven (7) days. The student may also be assigned to an absence intervention team. The team will set up and invite the parent(s) or guardian of the student to participate in the development of a absence intervention plan. The purpose of the absence intervention team and plan is to identify specific barriers and solutions to the students lack of attendance. Once the plan is in place, the goal will be to see an improvement in school attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, Fairview Park City School district is required to file a complaint in juvenile court.

ARRIVALS

Students should not arrive on school grounds before 8:30 AM or remain on school property past 3:10 PM. *Parents in need of before and after school childcare should inquire in the office or call (440) 356-3515 where arrangements can be made for the supervision of your child and their transportation to or from school.*

Children entering the building between 8:30 and 8:45 AM are to report directly to their classrooms. **The final tardy bell is at 8:45 AM.** Children arriving after the final tardy bell at 9:00 AM **must report to the office before going to their classroom.**

Kindergarten students arriving after 9:30 AM or leaving before 2:10 PM will be considered absent 1/2 day. Once your child has entered the building, under no circumstances is he/she to leave the building. Should your child forget an important homework assignment, permission slip, lunch money or a book, your child's teacher or your child will call your home or work. The decision will then be made as to how this necessary item will be delivered to school.

ASSEMBLIES AND SPECIAL PROGRAMS

Assemblies are held to supplement the regular school program. They are to educate as well as entertain students. Students are expected to behave in a courteous manner. Misconduct may result in loss of future assembly privileges.

BIRTHDAYS

Although not required, some children have enjoyed celebrating their birthday by bringing a treat to school for their classmates. These treats should be kept simple and nutritious. In an effort to comply with and promote the district Wellness Plan, we would like to encourage parents to send in nutritious snacks that are low in sugar (lowfat yogurt, frozen or regular, pretzels, fruit, cheese and crackers, etc.) **or** non-food items such as pencils, stickers, etc. Please check with your child's teacher prior to sending in your child's birthday treat regarding any food allergies that may exist in the classroom. **Invitations to home birthday parties can be handed out at school only if the entire class is being invited. All invitations must be approved by the building principal before distribution in the class.** If only

part of the class is being invited you will need to use the U.S. Mail to deliver invitations. Schools **cannot** release student addresses and/or phone numbers for birthdays or any other events.

CARE OF BOOKS AND SCHOOL MATERIALS

The best way for children to carry books and school materials to and from school is in a book bag. If at all possible, please provide a book bag for your child. A charge will be assessed for lost or damaged books or materials.

CASHLESS POLICY

Effective the 2011-12 school year, all Fairview Park City School District school buildings will be cashless. When sending in payments for school field trips, fundraisers, lunches, student fees etc., please send a check or money order made payable to the Fairview Park Board of Education.

In addition, parents are welcome to pay fees using the online program PayForIt. You can access the link on the district website, www.fairviewparkschools.org or at www.PayForIt.net. Please note there is a small transaction fee for using this service. PayForIt is a convenient method to pay student fees, but not required by the district.

How to Register and Use PayForIt.net

1. Register: A parent or guardian completes the online form that includes their credit card information. An email with a validation code is then sent to the address that was entered during the registration process.
2. Validate: The parent or guardian enters the validation code, which activates their account.
3. Add Students: Once a registered PayForIt member, the parent or guardian can begin to add students to their account. To accomplish this, you must know your child's student ID number, school and grade. This is a requirement for registering your student to the account. If you or your child does not know their six-digit student ID Number, you may call the school and they will provide it to you.
4. Deposit: Using the Make Payment page, you can now deposit money into any or all of your student's accounts. Money deposited before midnight will typically be posted to the student's account by the following morning.

Questions regarding our cashless system, please contact your child's school building front office.

CELL PHONES

See Distractions and Forbidden Items paragraph.

CLASSROOM PARTIES

There are four parties held in the rooms during the school year: Halloween, Winter Holidays, Valentine's Day, and End-of-the-Year. Teachers and room volunteers will cooperatively plan their parties to best meet the needs of the classroom.

CRISIS MANAGEMENT

The Fairview Park School District is committed to provide a safe and secure learning environment for students and staff. The Fairview Park School District has in place a comprehensive safety plan for the

district and each school. This plan, developed in close cooperation with the Fairview Park Police and Fire Departments, provides guidelines on how to respond to a number of emergency and safety contingencies. This plan, along with directives from our state and national emergency agencies and the guidance from the Fairview Park safety forces, will direct our responses.

CUSTODIAL PARENT

Unless the legal record states otherwise, the non-custodial parent has the same legal rights as the custodial parent. These rights would include visiting the school for information regarding the student, the right to a teacher conference, and the right to copies of student reports. It is extremely important that we have a copy of any legal documents stating custody on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation, it is the parent's responsibility to notify the principal. Non-custodial parents can receive copies of reports by supplying the teacher with self-addressed stamped envelopes at the beginning of the year.

DISCIPLINARY RESPONSES

When breaches of school rules or regulations occur, disciplinary responses may include but are not limited to: warning; parent conference; student probation; temporary removal from class or activity; denial of privileges or activity; referral to outside agency; suspension of playground privileges; compensation for property and/or commensurate services equal to the damage; detention; suspension; expulsion.

The "Code of Conduct for Pupils" and "Rules and Regulations for Bus Riders" are found in the back of this book. The school expects that parents/guardians will cooperate with and support the school when the child must be disciplined. In addition to our Building-wide Behavioral Plan included in this handbook, teachers will send home individual classroom behavioral expectations and consequences during the first week of school.

DISCRIMINATION POLICY

In accordance with Title VI, Title IX, and Section 504 of the Rehabilitation Act, the Fairview Park City School district's policies prohibit discrimination on the basis of race, color, creed, sex, national origin, handicap or age in its educational programs, activities, services or employment policies.

EARLY DISMISSAL

Students leaving school before the end of the school day must be picked up and checked out by the parents or guardian in the school office. Parents/Guardians or other adults authorized by the custodial parent/guardian must meet their children in the school office and sign the school log confirming the departure time. Early Education Center students will only be dismissed with adult supervision. If the adult is not a parent or guardian, then a note with the parent or guardian's signature or a call from the parent/guardian prior to 11:00 AM for Morning Kindergarten and 3:00 PM for Afternoon or All Day Kindergarten is required.

DISTRACTIONS AND FORBIDDEN ITEMS

Tobacco products, alcohol, drugs including over the counter medications, unsuitable reading materials and pictures, knives, any sharp instrument, matches, caps, firecrackers and firearms are not to be brought to school. Any electronic devices, cell phones, camera phones, ipods, Bluetooth technology, MP3 players, CD players, AM/FM Tape/CD units, televisions, pagers, etc. are not allowed during the school day at the Early Education Center. **All electronic devices should be turned off and out of sight.

The school reserves the right to impound the units of those students who violate this regulation. Students having any of these in their possession will have them confiscated and the student will be subject to disciplinary action. Distractions such as toys and trading cards waste valuable classroom time. For an atmosphere where maximum learning can take place, we ask your cooperation in seeing that such items are not brought to school unless requested by the teacher for classroom use. Gum chewing is not permitted on the bus, on school grounds or in the building at any time.

“All electronic devices, including cell phones, should be turned off and locked in the student’s locker. The school reserves the right to impound the units of those students who violate this regulation.”

First offense: Taken from the student. Student can pick it up the electronic device item at the end of the day in the office.

Second offense: Taken from the student. Only a parent can pick up the electronic device in the office.

Third offense: Student will be prohibited from carrying any electronic device item to school for the rest of the year.

DRESS CODE GUIDELINES

The student's comfort and safety should be the guide as parents determine what should be worn to school. A child should come to school neat and clean. Clothing worn to school should be comfortable and provide protection against temperature, insect stings and bites, and abrasions. We discourage the wearing of perfume, cologne, make-up, aftershave, etc. by students. If a child uses fragranced personal care products (i.e. deodorant) we ask that you monitor their use. It is the parents/guardians responsibility to dress children appropriately for outdoor play and exercise each day. Inappropriate clothing worn to school (including bare midriffs, short shorts, tank tops, clothing with alcohol or drug-related symbols or violent or inappropriate messages on them) disrupts the educational process and shall be subject to disciplinary action. Shorts will **not** be permitted **after** October 15th and **before** April 15th of each school year. Hats, headbands, and bandanas are not to be worn in school except on special spirit days. Appropriate shoes help protect students from a number of injuries. For this reason, flip-flops, slip on sandals, clogs, heelys, and any type of open shoe or shoes with oversized heels are not to be worn to school. Parents should keep in mind that school is your child's work. Establishing an acceptable dress policy early in your child's career will better prepare him/her to choose appropriate dress in a future career. (Please refer to #19 of the district's Code of Conduct for Pupils located in the back of the handbook.)

EMERGENCY DRILLS – FIRE, TORNADO AND LOCKDOWN:

Fire Drills are held every month during the school year. At the sound of the fire alarm, students will exit their rooms quickly and quietly. Students will proceed from their room to their designated exit and leave the building in a quiet and orderly fashion. Students must remain quiet and follow the directives of Early Education Center staff members.

Tornado Drills are held several times during the year. At the sound of the tornado alarm, each student is to go to the designated area of the building as directed by the staff. The teacher will stay with his/her group of students until the "all clear" signal is given. Students must remain quiet and follow the directives of Early Education Center staff members.

Lockdown Drills are held periodically during the school year. This drill is in place in the event an unsafe situation would develop within the building during the course of the day. Students would quickly leave the hall and restroom areas and return to their classrooms. Teachers will secure their

room and wait for further instructions from the building administrator.

EMERGENCY SCHOOL CLOSING

Power Announcement (a component within Powerschool) will announce all school closings, delayed arrivals, early dismissal because of bad weather or any emergency situation. Please make sure you log onto the Power School Parent Portal and update your profile as contact numbers change.

EVACUATION OF EARLY EDUCATION CENTER TO AN ALTERNATE SITE

In the event that the Early Education Center would need to evacuate the building and leave the immediate area, an evacuation plan has been established.

If students need to be evacuated from the Early Education Center's neighborhood, students would walk in an orderly fashion to a safe location – New Hope Church located on West 220th St. Notification of this event would be placed on the District Website, www.fairviewparkschools.org, the Power Announcement parent notification system, and on our voicemail message. District *Emergency Release Procedures* are also available on the district website.

FEES

Annual fees are assessed for students at the beginning of the school year. This fee covers all student supplies and consumable materials. A notice of the fee amount for the current school year is included in the student opening day packet. Fees are due **no later** than the second week in October. Checks or money orders should be made payable to the "Fairview Park Board of Education". You can also pay online through the PayForIt Program link on the FPCSD website: www.fairviewparkschools.org or at www.PayForIt.net. **Cash will not be accepted.** Student's report cards may be withheld pending payment of fees. **The purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders and other extraneous items) and field trips will be prohibited until such time that fees are paid.**

LEGAL REFS: ORC 3313.642C

CASHLESS FEE COLLECTION

Effective the 2011-12 school year, all Fairview Park City School District school buildings will be cashless. When sending in payments for school field trips, fundraisers, lunches, student fees etc., please send a check or money order made payable to the Fairview Park Board of Education.

In addition, parents are welcome to pay fees using the online program PayForIt. You can access the link on the district website, www.fairviewparkschools.org or at www.PayForIt.net. Please note there is a small transaction fee for using this service. PayForIt is a convenient method to pay student fees, but not required by the district.

How to Register and Use www.PayForIt.net

1. Register: A parent or guardian completes the online form that includes their credit card information. An email with a validation code is then sent to the address that was entered during the registration process.
2. Validate: The parent or guardian enters the validation code, which activates their account.
3. Add Students: Once a registered PayForIt member, the parent or guardian can begin to add students to their account. To accomplish this, you must know your child's student ID number, school and grade. This is a requirement for registering your student to the account. If you or your child does not know

their six-digit student ID Number, you may call the school and they will provide it to you.

4. Deposit: Using the Make Payment page, you can now deposit money into any or all of your student's accounts. Money deposited before midnight will typically be posted to the student's account by the following morning.

Questions regarding our cashless system, please contact your child's school building main office.

FERPA

FERPA is The Family Educational Rights and Privacy Act. What FERPA basically states is that **only** custodial parents have the right to permit others to conference regarding their children. This means that if a custodial parent wants a stepparent, sibling, grandparent, etc. to attend a conference with, or in place, of them, they must give written permission allowing that.

FIELD TRIPS

Early Education Center students participate in field trips during the year. The cost of admission is charged to the student. When students are scheduled to take a trip, the parents are notified in writing and their written permission is required. The blanket field trip permission form submitted at the beginning of the school year serves as written permission for in-district field trips.

FIGHTING

Fighting at school will not be tolerated. Fighting usually stems from rough play, which gets out of hand, misunderstandings or miscommunication between students, and/or instigations by a third party. When a fight occurs, we do not dwell on who started it. Our approach is to help the students defuse their anger, work out their differences, and find ways to avoid the problem in the future. However, if a student persists in fighting, he/she will face additional disciplinary consequences and possible suspension from school.

GIFTED & TALENTED SERVICES

Beginning in Kindergarten, students may be referred for identification as gifted and talented. For additional information, please contact the Director of Pupil Services at 440-331-5500.

GOOD NEIGHBOR POLICY

Students on their way to and from school are not to walk on lawns, pick flowers, fruits or vegetables, or litter the community in any way. Other regulations are to be followed as noted in the "Code of Conduct" in the back of this handbook.

HALL AND RESTROOM BEHAVIOR

Students are expected to walk quietly in the halls and on the stairs, keeping to the right when possible. It is imperative that classrooms are not disturbed when students are in the halls. Students must have their teacher's or lunch monitor's permission to use the restrooms between 8:35 AM and 3:05 PM. When the entire class is using the restrooms, students must be courteous and patient. Always place paper towels in the waste container. We attempt to teach responsibility of the individual as we live in a society dependent on one another. Emphasis is placed on safety and respect for others. Please read the Fairview Park Schools "Code of Conduct" in the back of this handbook.

HARASSMENT

Harassment may take different forms including, but not limited to, the following: sexual harassment, gender, ethnic, religious, disability and weight. Verbal, non-verbal, and physical aspects can all be part of such misconduct. Any student who believes he or she has been harassed should contact a teacher, counselor, or principal. Additionally, any person, who believes he or she has been harassed, may file a written complaint with the official responsible for compliance with nondiscrimination/harassment regulations and policies with the Director of Pupil Services.

HAZARDOUS CONDITIONS AT DISMISSAL OR DURING SCHOOL HOURS

In case of severe weather conditions at dismissal time, all students will be held in the building until such time that it is judged safe to dismiss them. Should you decide to pick up your child during this time, please report to the school office since your child will have no way of knowing you are waiting for him/her. If it is necessary to evacuate the building, students will be escorted to a safe location. Parents may pick them up or make other arrangements for their transportation home.

HEALTH SERVICES

First aid is administered to injured students in the clinic. Parents will be notified of illness or serious injury. In an emergency, where a parent cannot be contacted, children will be transported to Fairview General Hospital unless other instructions are specified on the Emergency Medical Authorization form. Our school nurse will be available when needed.

Students may not attend school or stay in school if they have a fever or an unidentified rash. Students with a rash must have a doctor's note identifying the type of rash and treatment in order to return to school. If possible, all medication should be given to the child by the parent at home. If this is not possible, the following procedure must be followed according to state law: **(ORC 3313.713c.)**

- 1. A written request (Parent/Physician Administration of Medication form) must be signed by the parent/guardian that the medication is to be administered to the student. Forms are available in the office by request.**
- 2. The prescribing doctor completes and signs his/her portion of the Parent/Physician Administration of Medication Form that may be obtained on the district website.**

The Administration of Medication Form **must** include all of the following information:

- a) The name and address of student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the medication and dosage to be administered;
 - d) The times or intervals at which each dosage is to be administered;
 - e) The date the administration of the medication is to begin;
 - f) The date the administration of the medication is to end;
 - g) Any severe adverse reactions that should be reported to the physician and at least one telephone number where the doctor can be reached in an emergency.
 - h) Any special instructions for administering the medication, such as storage requirements or sterile conditions.
3. The parent or guardian of the student must agree to submit a new revised Parent/Physician Administration of Medication form if any of the information required under subsection 2 (above) is changed. *New forms are needed on file each school year.
 4. The medication must be received in the original container dispensed by the doctor or pharmacist.
 5. Parents/Guardians must agree to bring the medication (and any refills) to the school office and not send it in with the student. Empty bottles are to be given to the parents when they bring in the new medication. At the end of the school year, any medications not picked up by the parent after 2 weeks will be discarded.

Use of over-the-counter medications such as cough syrup, aspirin, cough drops, Chapstick, lotion, etc., is not permitted during school time. If it is deemed necessary, the procedure outlined above must be followed for all over-the-counter medications as well. Students may not carry or keep any over-the-counter medicines with them at school. LEGAL REFS: (ORC 3313.713c)

VISION AND HEARING

Vision and hearing screening will be completed for all kindergarten students prior to November 1st of each academic year. Parents and teachers may request screenings to be done at any time. Any parent objecting to the above-offered services should send a note to or contact the school nurse as soon as possible.

REQUIRED HEALTH SCREENINGS

Vision and hearing screenings will be done on all students in grades 1, 3, 5 and for students new to the District. Parents and teachers may request screenings to be done at any time.

Scoliosis screenings will be done on all girls in grade 5 and both boys and girls in grade 6. **BMI (body mass index) assessments** will be performed on all students in grades 3 and 5. Should you not wish for your child to participate in any of the above screenings, please inform the school nurse, in writing, by October 1st of each academic year.

HOMEWORK

Homework assignments vary from teacher to teacher, grade to grade, and day to day. While there is very little homework assigned during Kindergarten, it is still important that parents review their child(ren)'s day with them. A portion of each evening should be spent reading to or with your child(ren).

When a student is absent from school and the parent wishes to pick up missed assignments at the end of the school day, the parent should call the school office before 9:00 AM and leave a message to that effect. These assignments can be picked up in the office after 2:35 PM. Requests for homework after 9:00 AM may not be available that same day.

ILLNESS or ACCIDENT

If your child becomes ill or an accident occurs making it necessary for the child to go home, you will be called. If you cannot be reached, we will call the person you designated on the emergency medical form. When possible, please designate an alternate who is accessible to the school in a short amount of time. Exclusion of sick children from school is the responsibility of the school administration.

Transportation of sick children to their home is the responsibility of parents/guardians or their alternate.

Any child with the following symptoms should not be sent to or remain at school:

1. Elevated temperature (100 degrees or higher)
2. Diarrhea
3. Vomiting
4. Unexplained rash
5. Severe colds and cough
6. Red, watery, burning, itching eyes
7. Lice

Please keep the office informed of any changes in the information on your child's emergency

information including changes in home/office phone numbers and changes in emergency contacts.

LOST AND FOUND

A lost and found box is located outside the main office. Smaller items are kept in the main office. Students are to check this area for any lost article. Please label hats, gloves, etc. with your child's first and last name.

LUNCH ROOM

All Day Kindergarten students eat at school. Lunch and recess will take place from 11:45 AM – 12:45 PM.

*Parents wishing to take their child home for lunch must request approval in advance through the school office.

**No other students may leave the school grounds during the lunch/recess period.

NO carbonated beverages (soda) **OR** any beverages in glass containers may be brought to school by any students. Students are not allowed to exchange food. All food and drink are to be consumed in the lunchroom. Unless an item from home is unopened, leftover foods will be disposed of in refuse containers in the multi-purpose room. Students will be escorted to the lunchroom by their classroom teachers and will sit at assigned tables. Students are to eat quietly. Talking softly is permitted at all times. Students should remain seated until dismissed by the lunchroom supervisor. Good manners, proper behavior, and neatness are mandatory in the lunch setting. **LEGAL REFS:** Board Policy EF/EFB

MEDICAL APPOINTMENTS

If you are unable to make an appointment after school hours, a note prior to a doctor's appointment should be given to the classroom teacher **in addition to notifying the school office**. You must come into the office to sign your child out for his/her appointment.

PARENT VISITATIONS

We believe in parent participation in school activities. You are encouraged to share in your child's classes during the school year. Please *call the school office ahead of time* to let us know that you would like to visit. For the safety of our students, visitors to the Early Education Center are required to stop in the school office to register and obtain a visitor pass before going to a classroom.

PARENT-TEACHER CONFERENCES

Conferences are scheduled for the Early Education Center in November. Please refer to the district calendar for dates and times. Parents may also request a conference with your child's teacher(s) at any time during the school year.

PLAYGROUND SAFETY

Playground rules are posted in the lunchroom and throughout the building. Our Rules and Safety procedures are reviewed with students at the beginning of the school year. It is important that students observe these rules as well as the directives of staff on the playground.

PTA

The Early Education Center PTA is a very active organization. Your participation is vital for its continued success. A bulletin with PTA news will either be sent home or emailed to you approximately once a month.

REPORT CARDS

The dates for when report cards will be sent home are listed on the school district calendar. Interims may be sent home at any time that classroom teachers feel they are indicated. Student's report cards may be withheld pending payment of fees. **Additionally, the purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders and other extraneous items) and Field Trips will be prohibited until such time that fees are paid.**

SELLING ITEMS TO OTHER CHILDREN AT SCHOOL

School policy does not permit children to sell any items from organizations to others at school.

SMOKE FREE BUILDING

The Fairview Park City School system is dedicated to providing a healthy, comfortable, and productive environment for its staff, students, parents, and community members. As an educational organization, it is appropriate to take a leadership role in reducing the effects of a known health hazard and provide positive role models for students; therefore, the Board of Education declares all school buildings and property to be designated **SMOKE-FREE**. Thank you for your cooperation.

STUDENT PICTURES

Student pictures are taken in the Fall and Spring here at the Early Education Center. Both dates are listed on the district calendar. In addition, you will be notified by flyer prior to the day pictures will be taken. We have adopted the pre-paid plan, and all orders must be accompanied by payment in full. Purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders and other extraneous items) will be prohibited until such time that school fees are paid. **LEGAL REFS:**(orc. 3313.642C).

STUDENT TECHNOLOGY CODE OF CONDUCT*

The purpose of computer access in the Fairview Park City Schools is to support education and enhance personal learning through the use of technology.

It is intended to provide access to unique resources and opportunities for collaborative work. Users working within the guidelines of the Technology Code of Conduct as outlined will receive the maximum benefits of the schools' technology.

General Hardware/Software Guidelines

1. The user, exercising his/her right to use hardware or software as an educational resource, shall also accept the responsibility for the preservation and care of that hardware and/or software. Only those users who have received training or can demonstrate proficient use shall be authorized to use any hardware or software.
2. It is the user's responsibility not to introduce programs of a viral nature into any school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.
3. It is the user's responsibility to keep hardware and software from being removed from designated school areas.
4. It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way.
5. The user is responsible for not bringing food and drinks into any room containing computers or other electronic equipment.
6. It is the user's responsibility to abide by copyright laws.

7. The user is responsible for adhering to the Technology Code of Conduct and following the appropriate guidelines while using school hardware and software.
8. Personal files may not be stored on school computers. Personal software programs may not be used.
9. The user is responsible for pursuing legitimate educational activity. The user may not attempt to nor establish contact with restricted resources or unauthorized databases.

Telecommunications/Internet Usage Guidelines

The Internet is an unregulated network of millions of computers, which changes and grows constantly. Fairview Park City Schools' students will only be using the Internet in staff supervised educational experiences.

1. The user, exercising his/her right to use the Internet as an educational resource, shall also accept the responsibility for all material received. Only those users who have received training or can demonstrate proficient use shall be authorized to use the Internet.
2. Users have the responsibility to use email appropriately, to not give out personal identification information, and be aware that school personnel may monitor all email activity. Users are responsible for all mail sent and/or received under this account.
3. Users have the responsibility to make only those contacts leading to some justifiable educational purpose on the Internet. Users are not to attempt to establish nor in fact establish contact with restricted resources or unauthorized databases.
4. The user is responsible for not sharing passwords or allowing use by non-authorized students.
5. Users have the responsibility to report inappropriate material received via the Internet.
6. Users will accept the responsibility for keeping all obscene material; inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.
7. Users will accept the responsibility of keeping copyrighted software of any kind from entering the school via the Internet.
8. The student is responsible for adhering to the Student Technology Code of Conduct and using the appropriate guidelines while on-line with the Internet.

Disciplinary Action

Violation of these guidelines may result in one or more of the following:

1. School disciplinary action.
2. Full financial restitution.
3. Banned from access to the equipment, network/Internet.
4. Repeated violations may warrant permanent removal of user privileges on the school's equipment, local area network, and Internet.

User Agreement

Prior to using the Internet at school a signed Technology Code of Conduct User Agreement must be on file. A Copy of the Code of Conduct and this form are sent home with students at the beginning of each school year.

TELEPHONE USE

The office phones are not to be used by students except for school business or for an emergency. * In case of illness or emergency, office personnel will make the necessary calls. Children are discouraged from calling home for forgotten items, unless directed to do so by a teacher. We appreciate your support in helping your child accept responsibility for their work and supplies.

* **Board Policy EGAC**

VISITING ANOTHER STUDENT'S HOME

If a student is not going directly to his/her home after school, but intends to visit another student, two (2) notes are required to be sent to the office, one note each from the parents of the students involved. Please forward these notes to the office no later than 12:00 noon. In the absence of these notes, students will be expected to follow their usual dismissal routine. No bus passes will be issued to students visiting friends after school.

VISITORS

During the school day visitors to the Early Education Center may enter the building through our main entrance door on the west end of the building, marked "Early Education Center", by ringing the doorbell. All visitors are then required to report to the office, sign in and obtain a Visitor's Pass before going elsewhere in the building.

VOLUNTEERS

Volunteers are a vital part of the Early Education Center Program. Volunteer support is used in the classroom, in preparation of classroom materials and for various school-related activities. Parents and friends are invited to become actively involved in our volunteer program.

WEB-SITE PUBLISHING REGULATIONS

The following guidelines will govern web-site publishing in the Fairview Park City Schools.

Subject Matter: Faculty staff and students are encouraged to create electronic home pages, publications pages, or other pages that seek to carry out the official business and communication of the district's mission. All such pages must reside on an official Fairview Park City Schools web server. The District Webmaster or other authorized representative must specifically approve in advance any other web server used to house district work. All subject matter on web pages should relate to curriculum, instruction, school authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District or the schools within the District.

THEREFORE, NEITHER STAFF NOR STUDENTS MAY PUBLISH PERSONAL HOME PAGES AS PART OF THE DISTRICT WEB SITES OR PUBLISH HOMEPAGES FOR OTHER INDIVIDUALS OR ORGANIZATIONS NOT DIRECTLY AFFILIATED WITH THE DISTRICT. School related and authorized staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Web pages should contain information that is accurate and current. All communications via the District web pages will comply with the District Acceptable Use Policy (IIDA) and Code of Conduct (JG). Behavior and content prohibited by these policies include but are not limited to religious, racial, and sexual harassment, advocacy of violence, or obscene and/or pornographic material. Additionally, **posting any material that may be defamatory, libelous or slanderous is also prohibited.**

Individuals are not to use the Fairview Park City Schools District Web pages for personal gain or profit, the district will determine which entities, corporations, organizations, and causes will be permitted to establish links or presence upon the district's websites.

Ownership and Retention

All Web pages on the District's server(s) are property of the School District.

Web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the district web master or when the webmaster has determined that the page does not satisfy the web-site publishing regulations.

THE DISTRICT, THROUGH APPROPRIATE MEMBERS OF THE ADMINISTRATIVE STAFF, RETAIN THE RIGHT TO DETERMINE THE APPROPRIATENESS OF WEB PAGE CONTENT CONSISTENT WITH THE GUIDELINES AND STANDARDS CONTAINED IN BOARD POLICY. Content determined to be inappropriate shall be removed from District-sponsored web pages. Appeal of any decision to remove content by an affected staff member or student may be made in writing to the Superintendent's designee within five days of the removal of the content. The designee will review the appeal, conduct an appropriate hearing if he/she feels it appropriate, and render a written decision within ten days of receipt of the appeal. The decision shall be final.

Student work may not be published on a Web site unless both the student and the family have signed a release form. The student and the family retain copyright to the published work. Students 18 or older may sign the release in their own behalf. Teachers or the appropriate staff must verify that a release has been signed before publishing student work or student pictures.

Publishing Guidelines

All web page developers and creators, individually or group, must adhere to the policies of the Fairview Park City School District and must comply with all Federal and State laws.

Copyright and trademark laws apply to electronic publishing as well as to print publishing. Developers must have permission to publish the information, graphics, or photographs on their pages if they are not the copyright owners unless the use falls within the "fair use" exceptions to copyright law.

The District recognizes that a student's creative, tangible work is intellectual property and deserves protection under copyright law. Therefore, before the work of any student is published on any District-sponsored web page, the person responsible for posting such work will obtain permission from the student and, in the case of a minor student (under eighteen years of age), permission from the student's parent or guardian, explicitly authorizing the posting of the student's work.

Any links to District Web pages that are not specifically curriculum related must meet the District Internet Acceptable Use Policy (IIDA).

Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose purpose is commercial or political advertising. The Fairview Park City School District retains the right to audit and/or adjust materials and activity on any Internet/Internet server publishing content sponsored by a Fairview Park City District organization or other approved entity.

An individual posting any link will be required to get written/electronic permission to link to that site.

Any input forms must be prior approved by the District Web Master.

Any e-mail links on web pages must be an "@leeca.org" address or equivalent District mail account. The WebMaster, prior to posting, must approve other email addresses.

The District Web Master will issue guidelines to provide for general consistency for District Web pages. Developers must follow these guidelines in order for their pages to be included on the District Web server.

Individual schools/departments within the District may define additional "conditions of use" for home pages under their supervision. These regulations or guidelines must be consistent with the District Web publishing guidelines but may provide additional detail, guidelines, and /or restrictions.

Student Safeguards

Web page documents may include only the first name and the initial of the student's last name.

To assure student safety, a student's picture and name shall not appear on the same page.

At no time shall any student's personal information (home address, e-mail address, family member names, or phone number) appear on Fairview Park City Schools Internet/Intranet published materials. All contact information should identify the WebMaster or content sponsor. Published email addresses are restricted to staff members or to a general group e-mail address where arriving e-mail is forwarded to a staff member.

Web page documents may not include any information, which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.

Policy Violations

Appropriate disciplinary action will ensue should either staff or student violations of these guidelines occur.

IT IS IMPORTANT TO NOTE THAT CRIMINAL AND CIVIL PENALTIES MAY ATTACH TO VIOLATIONS IN CERTAIN CIRCUMSTANCES.

Disclaimer

The district disclaims any responsibility for violations of this policy. The individual will bear liability for any damage caused as a result of failing to adhere to the policy provisions.

WITHDRAWAL or TRANSFER OF STUDENTS WHEN MOVING

It is important that you notify the school as soon as possible when you decide to move. A two week notice is requested and appreciated. You should be sure upon leaving for your new school that you have taken care of all obligations with your present school. **You need to return all schoolbooks, pay any fees or charges due and pick up personal belongings of your child.** If possible, we need to know your new address and the location of your new school. The school, in which your child enrolls, will send a request for his/her records. As soon as we receive this request, we will forward them immediately. According to ORC 3313.64 all fee obligations must be taken care of BEFORE release of grades. This would include classroom fees.

EQUAL RIGHTS AS REQUIRED BY FEDERAL LAW (GRIEVANCE PROCEDURE)

Because all human beings are born free and equal in dignity and rights, and because one of these rights is a right to an education, a policy on equal rights has been adopted by the Board of Education.

A grievance is an allegation by a student or by a student's parents, on his or her behalf, that he/she, on the basis of sex, race, color, national origin, or handicap, has been excluded from, denied the benefits of, or been subjected discrimination under any of the programs or activities of the school district.

When a student, or parent on the student's behalf, feels he/she has a grievance, it shall first be discussed with the person directly involved, generally the classroom teacher. If it is not settled satisfactorily by the principal, it is to be discussed with the superintendent of schools. The objective of all parties is to resolve the matter quickly in an informal matter.

If a grievance is not settled satisfactorily through the informal procedure, the complainant will file a written grievance with the person directly involved who will arrange a meeting with the complainant within three school days and respond with a decision and reasons in writing within three school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the principal of the school within three school days. The principal will arrange a meeting with the complainant and, if necessary, with the person or persons alleged to have caused the grievance and respond with a decision and reasons in writing within six school days after the meeting.

If the grievance is not settled satisfactorily, the complainant shall file a written grievance with the superintendent of schools within six school days. The superintendent will arrange a meeting with the complainant and with any other persons necessary within six school days after receipt of the grievance and respond with a decision and reasons in writing within six school days after the meeting

The Title IX Coordinator for the school system is the Director of Pupil Services, 21620 Mastick Road, #A, Fairview Park, Ohio 44126. Telephone: (440) 331-5500.

CODE OF CONDUCT FOR PUPILS

Students of the Fairview Park Schools are expected to conduct themselves in a proper manner in school, at school-sponsored events, and while traveling to and from school.

Students shall be subject to disciplinary action including suspension or expulsion for the following offenses:

1. A student shall not by use of violence, force, coercion, threat, verbal or nonverbal disturbance, cause material disruption of, or obstruct any part of the school program.
2. A student shall not willfully, or shall not attempt to steal, damage, deface, or write on public or private property. In addition to disciplinary action, restitution will be required.
3. A student shall not engage in any act, which intimidates, threatens, degrades, hazes, disgraces, or tends to intimidate school personnel, fellow students, visitors, or members of the school board by written, verbal, or gestured means.
4. A student shall not possess, handle, transfer, or conceal any object, which could cause injury to others. Examples of such objects are guns, fireworks, knives, clubs, and chains.
5. Narcotics, alcoholic beverages, drugs (including marijuana and drug paraphernalia) or other intoxicants:
 - a) A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of any of the above or any substance purported to be any of the above.
 - b) A student who is present and is aware of the violation of this rule by another student is obligated to report the violation immediately to a member of the faculty or staff. Failure to so report is a violation of this rule.
6. On school property or in all areas adjacent to the school a student may not smoke a pipe, or have in the hand or mouth a pipe containing lit or unlit tobacco, or have in the hand or mouth or exhibit any lit or unlit tobacco product.
7. A student shall comply with specific directives of all school personnel.
8. No student shall set a fire, or set off a false fire alarm.
9. No student shall act in a manner, which could incite others or cause a disruption of an event.
10. No student will gain, or attempt to gain entrance for self or others to school activities without

paying admission, or enter another's desk or use another's property without authorized permission.

11. A student shall not exhibit obscene gestures or use obscene or disrespectful language at any time.
12. A student shall not harass, vandalize, physically abuse, or be disruptive in any way towards school personnel during non-school time, at school, or away from school.
13. No student shall be involved in pushing, running, or throwing objects or in behavior, which may be detrimental to the safety or health of self or others.
14. Students shall not be truant from or tardy to classes, study halls, assemblies, or any required school activities.
15. No student shall be involved in lying, cheating, forgery, or similar acts of dishonesty.
16. There will be no unauthorized presence on school property, or unauthorized use of school facilities or equipment by students.
17. No student shall loiter in school buildings, on school grounds, or on adjacent properties.
18. The act of selling or distributing or attempting to sell or distribute any object or substance, which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board of Education, is prohibited.
19. No student shall dress in a manner that is deemed unsafe, unhealthy, or unkempt or is destructive to floors or furnishings or includes obscene, drug and/or alcohol messages; or causes, or is likely to cause disruption of the educational process. No student may carry items or wear apparel-advertising activities considered illegal to young people, which are related to drug, alcohol, and tobacco use, promiscuity and/or sexual implication. Likewise, any garment that displays any obscene word or symbol, racial slurs, an ethnic or sexist attitude is inappropriate.

VIOLATION OF SCHOOL RULES

Failure to comply with school rules listed in this Code of Conduct or the Student Handbook may be cause for suspension or expulsion.

* District Code of Conduct for Pupils per Policy JFC-R

In addition to individual classroom behavioral plans, office referrals may be necessary.

The following constitutes an office referral:

1. When a student gets to the final step on a classroom discipline plan.
2. Fighting, inappropriate language, and/or possession of any type of weapon.
3. Any type of physical, sexual, or verbal harassment.
4. Destruction of school property.
5. Other behaviors considered extremely inappropriate by classroom teachers and/or principal.

When an office referral occurs, these are the steps that will follow:

Step 1: (First referral to the office) Discuss with the child the inappropriateness of his or her actions and possible call home.

Step 2: (Second referral to the office) Discuss with the child the inappropriateness of his or her actions; call home; and time away from the classroom.

Step 3: (Third referral to the office) Discuss with the child inappropriateness of his/her actions, call home, and

time away from the classroom. Arrange for a possible suspension. Discuss possible intervention and behavior plan.

Step 4: (Fourth referral to the office) Discuss with the child the inappropriateness of his/her actions, call home, student could be suspended from school and a parent conference must be arranged to discuss other strategies that need to be put in place to ensure success at the Early Education Center.

We, at the Early Education Center, appreciate the parent support of this staff-developed plan, which enables us to make our school environment a safe and happy place.

APPEAL PROCEDURE FOR SUSPENSION

The decision of the principal to suspend a student can be appealed to the Superintendent of Schools within 10 days notice of the suspension. The process and procedures to file an appeal are available in the school office.

You have the right to be accompanied by anyone you choose and/or have legal representation of your choice at this hearing. If you deem it necessary to appeal the Superintendent's decision, you may do so to the Board of Education. A letter must be sent to the Treasurer making this request within 10 days notice of the suspension. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing.

The Board of Education's decision can be appealed to the Court of Common Pleas within 10 days notice of the suspension. The process and procedures to file an appeal at this level will be delineated in the board's response to your appeal. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing.

LEGAL REFS: Fairview Park City Schools Policy JGD ORC 3313.66; 3313.661; 3313.662

APPEAL PROCEDURE FOR EXPULSION

The decision of the Superintendent to expel a student can be appealed to the Board of Education within 10 days notice of the expulsion. The process and procedures to file an appeal will be delineated in the Superintendent's response to your appeal.

You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing.

If you deem it necessary to appeal the Board of Education's decision to the Court of Common Pleas, you may do so within 10 days notice of the expulsion.

The process and procedures to file an appeal at this level will be delineated in the board's response to your appeal. You have the right to be accompanied by anyone you choose and/or to have legal representation of your choice at this hearing.

LEGAL REFS: Fairview Park City Schools Policy JGE

REGULAR TRANSPORTATION

Transportation will be provided to all resident elementary students (K), both public and nonpublic; to all first through fifth grade students (1-5), both public and nonpublic, who reside one (1) mile or more from the school of attendance. Transportation will also be provided to all middle school students, grades six, seven and eight, both public and nonpublic, who reside two (2) miles or more from the school of attendance and to qualified students with physical disabilities except when declared impractical.

LEGAL REFS: Board of Education Policy EEA-R



PBIS MISSION STATEMENT

At Fairview Park Early Education Center, we are committed to providing a safe, positive, quality learning community through collaboration, high expectations, and respect.

Multi-tier Support

School-wide means that educators and staff support appropriate behavior in classroom and non-classroom areas such as restrooms, school bus, hallways, cafetorium, gymnasium, etc. This support happens along a continuum from **Tier 1 for ALL STUDENTS**, **Tier 2 for a small group of students**, to **Tier 3 for individual students**. The goal is to create a learning environment that sets up ALL students for success.

An important aspect of PBIS is the understanding that appropriate behavior and social competence is a **SKILL** that **requires direct teaching** to students just like reading or math instruction. There is no assumption with PBIS that students will learn social behavior automatically or pick it up as they proceed through school. Teaching students appropriate behavior is a critical feature of PBIS to lead to effective student behavior management and success.

Behavior Teaching Matrix

The behavior teaching matrix clearly identifies and communicates FPEEC's expectations for positive behaviors in specific school locations. It assists teachers, administrators and staff in teaching, modeling, and reinforcing PBIS in these locations at school and at home. Students at FPEEC will learn to be **WEE Warriors** in their classrooms, our school, and our district. **WEE Warriors** stands for:

Expectations → School Settings ↓	We are Responsible	Eager to Learn	Encourage Kindness		
Bathroom	We <ul style="list-style-type: none"> <input type="checkbox"/> flush the toilet <input type="checkbox"/> wash our hands <input type="checkbox"/> clean up after ourselves 	We <ul style="list-style-type: none"> <input type="checkbox"/> use the restroom at appropriate times <input type="checkbox"/> use the restroom in a timely 	We <ul style="list-style-type: none"> <input type="checkbox"/> respect others privacy 		

		manner		
Classroom	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> treat materials with care <input type="checkbox"/> use active listening <input type="checkbox"/> use assigned voice level <input type="checkbox"/> complete daily work <input type="checkbox"/> keep classroom neat <input type="checkbox"/> respond appropriately 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> listen to our teacher <input type="checkbox"/> try our best <input type="checkbox"/> try new things <input type="checkbox"/> collaborate <input type="checkbox"/> ask questions 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> are nice to our friends <input type="checkbox"/> are nice to our teacher <input type="checkbox"/> support each other <input type="checkbox"/> celebrate differences <input type="checkbox"/> use kind words 	
Hallway	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> use quiet voices <input type="checkbox"/> keep self space <input type="checkbox"/> use the right side of the hall <input type="checkbox"/> use walking feet 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> transition quickly and quietly 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> respect the naptime <input type="checkbox"/> allow friends to join the line <input type="checkbox"/> use kind words 	
Bus	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> stay in our seats <input type="checkbox"/> have quiet voices <input type="checkbox"/> keep self space <input type="checkbox"/> listen to the driver 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> are ready for our drop off/pick up 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> use kind words 	
Lunch room	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> clean up our lunch materials <input type="checkbox"/> eat our food <input type="checkbox"/> use level 2 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> eat our food so we have energy to learn 	<p>We</p> <ul style="list-style-type: none"> <input type="checkbox"/> use our manners <input type="checkbox"/> talk with our friends at our table <input type="checkbox"/> use kind words 	

	voices			
Playground	We <ul style="list-style-type: none"> <input type="checkbox"/> treat our equipment with care <input type="checkbox"/> keep self space <input type="checkbox"/> are kind to nature 	We <ul style="list-style-type: none"> <input type="checkbox"/> will exercise our bodies <input type="checkbox"/> will explore the outdoors 	We <ul style="list-style-type: none"> <input type="checkbox"/> help others in need <input type="checkbox"/> will take turns on/with equipment 	
Gym	We <ul style="list-style-type: none"> <input type="checkbox"/> wear appropriate shoes <input type="checkbox"/> respect gym materials <input type="checkbox"/> stay off the stage/steps 	We <ul style="list-style-type: none"> <input type="checkbox"/> will exercise our bodies <input type="checkbox"/> will try new ways to move/play 	We <ul style="list-style-type: none"> <input type="checkbox"/> cheer for our friends <input type="checkbox"/> help others <input type="checkbox"/> use kind words 	
Library	We <ul style="list-style-type: none"> <input type="checkbox"/> treat books and other materials with care <input type="checkbox"/> will listen to the librarian <input type="checkbox"/> will use quiet voices 	We <ul style="list-style-type: none"> <input type="checkbox"/> explore new books <input type="checkbox"/> ask questions <input type="checkbox"/> share knowledge 	We <ul style="list-style-type: none"> <input type="checkbox"/> read with others <input type="checkbox"/> share materials with others <input type="checkbox"/> use kind words 	
Community	We <ul style="list-style-type: none"> <input type="checkbox"/> keep our schoolyard litter free <input type="checkbox"/> are respectful to those who visit our school 	We <ul style="list-style-type: none"> <input type="checkbox"/> will explore our community outside and inside of school 	We <ul style="list-style-type: none"> <input type="checkbox"/> thank our community helpers <input type="checkbox"/> use kind words 	

RULES AND REGULATIONS FOR BUS RIDERS

All the rules and regulations of the Fairview Park City Schools are in effect while waiting for, riding on, or departing from the bus. The rules and regulations below are listed so that students are aware of specific items that pertain to transportation to and from school.

These rules also apply to students on field trips and as members of teams participating in away athletic events. It is our intention to provide a safe system of transporting students. Behavior, which will in any way lessen the safety of the riders, will not be tolerated. Students on the bus are under the authority of and directly responsible to the bus driver.

WAITING FOR THE BUS

1. Leave home early enough to reach the bus stop five minutes before regular pick-up time.
2. Wait clear of traffic, on a sidewalk if possible and back away from the actual bus stop.
3. Stay off lawns.

4. At the bus stop avoid running, pushing, fighting, yelling and any other behavior that might threaten life, limb or property of any individual.
5. Students must board the bus at their assigned stop unless they have parental and administrative authorization to do otherwise.

BOARDING THE BUS

1. Wait for the bus to come to a full stop before approaching the bus.
2. Be sure all traffic has stopped, and the driver has signaled before crossing the street.
3. Be polite and take your turn getting on the bus.
4. Use the handrail.

CONDUCT ON THE BUS

1. Pupils must observe classroom conduct and obey the driver promptly and respectfully. If a Bus Safety Patrol is appointed and on duty, you must follow his/her directions.
2. Go directly to your seat and remain there until your bus comes to the stop where you will get off. The driver may assign seats.
3. No one is permitted to save a seat.
4. Do not stand or leave your seat.
5. Do not talk to the driver unless it is an emergency. (Drivers must keep their minds on driving, and their eyes on the road.)
6. Talk quietly so the driver can hear traffic sounds. (Loud, profane language or yelling is not permitted.)
7. Keep arms, feet, books, musical instruments, and all other items out of the aisles.
8. Students on the bus may carry band instruments or other large objects if they can be held on their laps, do not deprive another student of a seat, and do not block the aisle.
9. No animals may be transported on the bus.
10. Do not open or close windows, except when requested by the driver.
11. Keep hands and head inside the bus.
12. Do not stick anything out of the windows or throw or pass objects on, from or onto the bus.
13. Impolite gestures or comments to passengers in other vehicles or pedestrians are not permitted.
14. No fighting or pushing is permitted.
15. Eating, drinking, or chewing gum is not permitted on the bus.
16. Smoking or other use of tobacco is not permitted on the bus.
17. Alcohol or drugs are not permitted on the bus except for prescription medications.
18. Do not deface, damage, or litter the bus.
19. Do not tamper with the safety devices or any other equipment.
20. If requested by the driver, a student must give his correct name, address, school, and homeroom.

BOARDING THE BUS AT SCHOOL AFTER DISMISSAL

1. Never walk between buses.
2. Each school will have a dismissal procedure. Be sure you do not delay in school. The buses have a schedule to follow.
3. Never run after a bus, which has started to move. If the door is closed or the bus is moving, go to the principal's office.

LEAVING THE BUS

1. Do not leave your seat until the bus comes to a full stop.
2. Get off only at your assigned stop and go directly home. Students may ride a different bus or get

off at a different stop only if the space on the bus is available. A note from the parent must be presented to the principal who may grant his/her approval. The principal must indicate this approval in writing to the driver.

3. Take your turn when leaving the bus. Do not crowd in front of others or push.
4. Use the handrails and watch your step.
5. If you must cross the street after leaving the bus, cross at least ten steps in front of the bus. Look both ways and watch for turning cars. Cross after receiving a signal from the bus driver. Never cross behind the bus.

IN CASE OF EMERGENCY OR WHEN THE DRIVER MUST LEAVE THE BUS

1. Stay seated and remain quiet.
2. Follow the directions of the driver or police officer.
3. If instructed, exit the bus in an orderly manner following the emergency exit procedure.

Violations of these rules and regulations may result in punishment including suspension or expulsion from the bus, or suspension from school. Students will be granted their rights to "due process" in all matters pertaining to the bus regulations.

STUDENT DISCIPLINE

There are three steps for minor infractions leading to suspension and/or expulsion from bus service. These violations will accumulate during a period of time equivalent to one semester (90 days).

The steps would be as follows:

Violation 1: Warning by the driver.

Violation 2: Conference with the principal.

Violation 3: Notification of parents and conference with the principal.

Violation 4: Suspension up to 10 days or expulsion from the bus.

BUS RIDER RULES

While the rules for bus riders are extensive, a list of six to eight major rules will be posted on each school bus and be in clear view of all riders. Drivers play an active role in reviewing rules with their students. Drivers participate in assemblies or have time at dismissal to review bus-riding rules. A copy of the rules will be sent home for parent/student signatures and returned to the school office.

I. Major and Minor Infractions

Although drivers will need to exercise their best judgment in determining the severity of an infraction, major offenses include but are not limited to: behavior which might endanger the safety of a student, including possession of a weapon, fighting on the bus, use of alcohol or drugs, smoking, deliberately damaging the bus or insubordination. Major infractions will result in immediate suspension from the bus from five days to expulsion and will also include payment of damages and suspension/expulsion from school if applicable. (BOE Policy: EEACC-R)

PROCEDURES

The school principal will handle the discipline of students following the approved steps as listed above. The principals of non-public schools may elect not to be involved in the discipline procedure. If this option is chosen, written notices will be mailed to the parents no later than Violation 3 by the superintendent's designee. The superintendent's designee will also handle suspension or expulsion

from the bus in these cases.

Appeals of a principal's decision may be made to the superintendent's designee. In cases involving students of non-public schools in which the principal has elected not to be involved, appeals may be made to the Superintendent of Schools. The Superintendent of Schools has final authority regarding bus discipline.

Fairview Park City School District Computer Network and Internet Acceptable Use Policy

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network *and/or* Internet, whether with

District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. Definitions: For purposes of this Policy,

» the term "Network" shall mean the District's group of interconnected via cable *and/or* wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable *and/or* borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

» the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination *and/or* storage on personal equipment.

2. Purpose and Use: The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with district administration to be informed whether or not a use is appropriate.

3. Users Bound by Policy in Accepting Access: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received *and/or* signed for by the User.

4. Personal Responsibility: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform district administration immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. Reporting Misuse of the Network: Users must report any misuse of the Network to district administration. "Misuse" means any apparent violation of this Policy or other use, which has the intent or effect of harming another person or another person's property.
6. Violating Policy with Personal Equipment: The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.
7. Discipline for Violation of Policy: Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
8. Waiver of Privacy: By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. Confidentiality and Student Information: Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. §1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.
10. District-Owned Equipment: Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to district administration. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of district administration. You may be held financially responsible for the expense of any equipment repair or replacement.
11. Unacceptable Uses of the Network: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
- » **OFFENSIVE OR HARASSING ACTS**: Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive,

obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

» **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

» **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others is prohibited.

» **USE OF OUTSIDE SERVICES:** All e-mail, document storage, blogs or any and all other services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.

[OPTIONS:] 1 Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights as stated in this Policy. Use of such systems for District business is prohibited.) [OR] [2] Outside e-mail systems may be used for personal e-mail. subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside e-mail services unless a copy of each such communication is copied or forwarded to the User's District account for archiving.] [AND/OR] [3] [Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.]

» **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

» **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

» **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.

» **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.

» **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

12. Specific Limits on Communication Over the District Network:

~ *Expressing Opinion:* The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

~ *Large Group Mailings:* The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

~ *Personal E-mail:* Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

~ *Electronic Signatures:* Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to district administration.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any websites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.

14. No Warranties Created: By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use

of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

15. Updates to Account Information: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify district administration to receive this information.

16. Records Retention and Production: Users must comply with all District directions regarding the retention and management of e-mail or documents. Instant messaging or text messaging for District business is prohibited. The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.

17. Web Sites: Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. [Such web sites must be created according to the District's publication "*Guidelines for the Development and Maintenance of WebSites and Web Pages.*"] [Such web sites must be created according to District guidelines available from district administration. Web sites created using the Network or the School District's equipment or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of District administration. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.]

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321

Children's Internet Protection Act of 2000, 47 USC § 254 (h), (1)

Family Educational Rights and Privacy Act (FERPA), 20 U .S.c. § 1232g

7/2/10

Revised 6/17