

Record of Proceedings Minutes of Regular Meeting

**Board of Education
Regular Meeting**

**Monday
June 10, 2019**

The Field Local School District Board of Education held its Regular Meeting on Monday June 10, 2019 in the Field High School Cafeteria, 2900 State Route 43, Mogadore, OH 44260 at 7:00 P.M.

- **Pledge of Allegiance**
- **Silent Meditation**
- **Roll Call**

Steve Calcei-Yes, Julie Kline-Absent, Randy Porter-Yes, Larry Stewart-Yes, Laura May-Yes

Member Calcei moved, seconded by Member Stewart that the Field Local Board of Education approve the minutes from the May 13, 2019 regular meeting. **19-0043**

Mrs. May noted a correction on the May meeting end time to reflect adjourning at 7:18 p.m. and to add Mr. Scott Kline on the comments on page 3.

Roll Call: Calcei-Yes, Stewart-Yes, Porter-Yes, Kline-Absent, May-Yes.

President declared the motion carried

Member Porter moved, seconded by Member May that the Field Local Board of Education adopt the following agenda for the June 10, 2019 regular meeting. **19-0044**

Mr. Heflinger added two items to the agenda. The first item is in the Student Handbook under graduation reflecting changes to the Summa and Magna Cum Laude GPA criteria and the addition of June Estell, who is being hired as the new music teacher at Suffield.

Roll Call: Porter-Yes, May-Yes, Calcei-Yes, Stewart-Yes, Kline-Absent.

President declared the motion carried

Superintendent's Report - Mr. Heflinger commented on the state budget continuing to move forward and finalized by the end of the month. It is still on the Senate side and there is a possible renewed debate on the Cupp-Patterson proposal or the Fair Schools Funding proposal. If it will move forward in the Senate version or in a stand-alone Bill addressing school funding by the end of the calendar year is still being considered. Also, there is a new Bill gaining traction which is H.B. 239 that would reduce the number of state tests. /The agenda notes the new district athletic league affiliation. Next year we will still be with the Metro Division of the PTC. However, after that, the 8 metro schools including Field, Cloverleaf, Coventry, Norton, Ravenna, Springfield, Streetsboro and Woodridge will be forming the new league. It should be a good move for our students moving forward. /Also, under vendor contracts, Jennifer Casamento will be hired as a behavior coach. It will be an excellent thing for our students to have this service available to them at all times./High School Principal, Mike Geraghty, introduced a number of new staff members being hired.

Legislative Liaison Report - Mr. Stewart talked about H.B. 239 which indicated that American and Ohio history will not be tested. However, this does not mean that they are getting rid of the courses. Mr. Heflinger confirmed that there have been no discussions at any meetings proposing to eliminate those courses./Mr. Stewart also spoke briefly on Social and Emotional learning. There is proposed government intervention where teachers are expected to teach approved government values. Mr. Stewart just said that it is something to watch for on how it might evolve.

Recognition of visitors – Lisa Rotondo – plans for French

Public participation is encouraged during this portion of the Field Local business meeting. If you have questions, suggestions, or concerns, your first contact should be with the teacher or principal at the school building level. If you are not satisfied with the response you may contact the superintendent. By following this procedure, you will generally receive a prompt, informed response. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing citizens to present helpful suggestions for the school district. Public participation at board meetings is governed by the following guidelines:

Public comment is permitted during the recognition of visitors portion of the meeting and will not exceed thirty minutes total. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting. Speakers must be recognized by the presiding officer and preface their comments by stating their name, address, and group affiliation, if appropriate. Each speaker is limited to three minutes and may not speak twice on the same subject until all have spoken. Persons desiring more time should follow the procedure of the board to be placed on the regular agenda. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

(R.C.3313.20 Board Policy | Chapter 1 - Board of Education | Policy 1.16 | Adopted August 10, 2015)

Member Calcei moved, seconded by Member Porter that the Field Local Board of Education approve the consent agenda as presented. 19-0045

Mrs. May gave a shout out to Tim Fox who worked together with Brimfield and Suffield townships to coordinate the use of equipment and man power along with Jared Phillip of Silver Star Landscaping to get the craters in the parking lot filled.

Roll Call: Calcei-Yes, Porter-Yes, Stewart-Yes, Kline-Absent, May-Yes.

President declared the motion carried

CONSENT AGENDA

Superintendent Items

- **Employment** – The Superintendent recommends that the Field Local Board of Education employ/approve the following pending completion of proper paperwork:

Certified Employment

1. Jessica Kafalos, High School English teacher effective August 22, 2019. Rate of pay per Negotiated Agreement.

One year contract Level (TBD) Step (TBD)

2. Amanda Wahl, High School Art teacher effective August 22, 2019. Rate of pay per Negotiated Agreement.

One year contract Level (TBD) Step (TBD)

3. James Dutched, High School Health/PE teacher effective August 22, 2019. Rate of pay per Negotiated Agreement.

One year contract Level (TBD) Step (TBD)

4. Brenton Andrea, High School Science teacher effective August 22, 2019. Rate of pay Per Negotiated Agreement.

One year contract Level (TBD) Step (TBD)

5. Michele Belknap, High School Math teacher (part time) will transfer to Math teacher at High School (full time) effective August 26, 2019. Rate of pay per Negotiated Agreement.

M+45 Step 12 Continuing contract

6. Krystal Flory, Back to School Instructor for the 2019-2020 school year. Rate of pay is \$25.00 per hour.

7. Reading Committee Instructors for up to 10 hours at \$25.00 per hour:

Karl Walchalk	Julia Marks	Carrie Adamo	Holly Kear
Theresa Scotton	Kim Mullaly	Michelle Yoho	Kristen Luchka
Maria Beech			

8. June Estell, Music Teacher at Suffield Elementary effective August 22, 2019. Rate of pay Per Negotiated Agreement.

One year contract Level (TBD) Step (TBD)

Classified Employment

Kendrick Ertley, 5.5 Hour Grounds/Maintenance effective August 1, 2019. Rate of pay per Negotiated Agreement.

Classified Substitute Employment (2018-2019 (summer) & 2019-2020 School Year)

Clark Bookman Jr.	Anna Jackson	Arthur Putt	Amy Grant
Linda King	Martha Long	Gary Maupin	
Laura Melert	Brenton Sears	Patricia Tucker	

- **Resignation(s)-** The Superintendent recommends that the Field Local Board approve the following resignations:
 1. Caitlin Russ, Intervention Specialist-Suffield Elementary effective August 23, 2019.
 2. Dana Cummins, PE/Health teacher-High School effective at the end of the 2018-2019 school year.
 3. Jessica Havallo, High School Music teacher effective August 23, 2019.
 4. Kairie Rawley, High School Math teacher effective August 25, 2019.
 5. Lauren Keller, School Psychologist effective at the end of the 2018-2019 school year.
- **Resignation(s) / Transfer(s) -** The Superintendent recommends that the Field Local Board approve the transfer(s) of the following:
 1. Justin Grund, Asst. Custodian at Suffield will transfer to Head Custodian at Suffield effective August 1, 2019.
 2. Edward Lowe, 5.5 Hour Custodian at Middle School will transfer to Head Custodian at Middle School effective August 1, 2019.
- **Supplemental Contract(s) -** The Superintendent recommends that the Field Local Board of Education employ the following for the 2019-2020 school year.

Certified Athletic

1. Joel Peterson, Head Varsity Baseball Coach-\$6,560.00
15 years experience, 2 year contract
2. Beth Dyer, Head Varsity Volleyball Coach-\$4,592.00
6 years experience, 2 year contract
3. Elise Gall, 8th Gr. Volleyball Coach-\$2,050.00
2 years experience, 1 year contract
4. Taylor Gosseck, Middle School Art-\$683.00
3 years experience, 2 year contract
5. Heather Mowcomber, Vocal Music Director-\$683.00
1 year experience, 1 year contract
6. Charles Collins, High School Band-\$2,050.00
33 years experience, 2 year contract
7. Susan Vitko, High School Math Dept. Head-\$1,025.00
9 years experience, 2 year contract

8. George Wetzel, High School Social Studies Dept. Head-\$1,025.00
0 years experience, 1 year contract
9. Danielle Underwood, High School Science Dept. Head-\$1,025.00
9 years experience, 2 year contract
10. Sara Sanzone, High School Student Council-\$1,367.00
2 years experience, 1 year contract
11. Victoria Dahl, Freshman Class Advisor-\$1,315.00
5 years experience, 2 year contract
12. Bonnie Schuck, Sophomore Class Advisor-\$1,315.00
2 years experience, 1 year contract
13. Miranda Titko, Junior Class Advisor 50%-\$657.50
2 years experience, 1 year contract
14. Jenna Ramskugler, Junior Class Advisor 50%-\$657.50
0 years experience, 1 year contract
15. George Wetzel, Senior Class Advisor-\$1,315.00
16 years experience, 2 year contract
16. Staci Lowden, LPDC Advisor-\$1,367.00
0 years experience, 3 year contract
17. Danielle Underwood, LPDC Advisor-\$1,367.00
0 years experience, 2 year contract
18. Danielle Underwood, LPDC Secretary-\$342.00
0 years experience, 1 year contract
19. Lori Brake, LPDC Chairperson-\$683.00
0 years experience, 2 year contract

***The positions below have been posted and offered to those employees of the district who have a certificate of a type described in Section 3319.22 of the Ohio Revised Code and no such employee qualified to fill the position has accepted. The position has been advertised as available to any individual with such a certificate who is qualified to fill the position and is not employed by the board, and no such person has applied for and*

Classified Athletic

20. Juan Barreto, Head Varsity Boys Soccer Coach-\$4,100.00
2 years experience, 1 year contract
21. Andrew Pifel, JV/Asst. Boys Soccer Coach-\$2,221.00
2 years experience, 1 year contract
22. David Tenney, Head Varsity Wrestling Coach-\$9,020.00
15 years experience, 1 year contract
23. Tim Fox Jr, Head Middle School Wrestling Coach-\$3,444.00
5 years experience, 1 year contract
24. Grant Spaite, Head Varsity Girls Basketball Coach-\$5,637.00
2 years experience, 1 year contract
25. Rebecca Muldowney, Freshman/Asst. Girls Basketball Coach-\$3,075.00
2 years experience, 1 year contract
26. Anna Carlson, 7th Gr. Volleyball Coach-\$2,050.00
3 years experience, 1 year contract

27. Hannah Cassetty, Varsity Cheerleading Coach-\$3,075.00
3 years experience, 1 year contract
28. Michelle Dile, JV/Asst. Cheerleading Coach-\$2,050.00
1 year experience, 1 year contract
29. Falyn Davis, Middle School Cheerleading Coach-\$1,025.00
1 year experience, 1 year contract
30. Anthony Anzaldi, Varsity Asst. Football Coach-\$3,758.00
1 year experience, 1 year contract
31. John Daraio, Varsity Asst. Football Coach-\$3,758.00
1 year experience, 1 year contract
32. Caleb Wohlwend, Varsity Asst. Football Coach-\$3,758.00
2 years experience, 1 year contract
33. Shane Reed, Varsity Asst. Football Coach-\$3,758.00
1 year experience, 1 year contract
34. Quinton Dobson, Freshman/Asst. Football Coach-\$3,075.00
0 years experience, 1 year contract

Classified Academic

35. Megan Snyder, Asst. Director of Color Guard-\$2,562.00
2 years experience, 1 year contract

- **Field Trips** – The Superintendent recommends that the Field Local Board of Education approve Field Trip(s) to the following location(s):

Field Falcons Football to Notre Dame College Football Preseason Camp, July 29 through July 31, 2019 (Exhibit S-1).

- **School Fees** – The Superintendent recommends that the Field Local Board of Education adopt the student fee schedule for the High School, Middle School, Brimfield & Suffield Elementary for the 2019-2020 school year (Exhibit S-2).

- **Operations/Vendor Contracts** – The Superintendent recommends that the Field Local Board of Education enter into a vendor contract with the following:

1. United Disability Services, to provide services to special education students for the 2019-2020 school year (Exhibit S-3).
2. Jennifer Casamento, Behavior Coach District Services for the 2019-2020 school year (Exhibit S-5).

- **School Handbooks** – The Superintendent recommends that the Field Local Board of Education approve the district 2019-2020-school handbook. Suffield & Brimfield

Elementary handbook information will be specific to grades K-5. High School/Middle School grade specific information will be omitted. (Exhibit S-4).

- **Resolution – The Superintendent recommends that the Field Local Board of Education approve the Athletic League Affiliation Resolution.**

Whereas the Field Local School District desires a comprehensive education-based athletics program that gives student athletes the chance to grow beyond athletics as individuals, allowing them to form new friendships, become ambassadors for their schools, develop their character and engage in new leadership opportunities and;

Whereas the Cloverleaf, Coventry, Field, Norton, Ravenna, Springfield, Streetsboro and Woodridge School Districts have agreed to a framework of a new athletic league that will operate in consideration of these desired qualities; and

Whereas the establishment of a new athletic conference will increase opportunities for students and provide continuity for years to come,

It is therefore resolved that the Field Local School District Board of Education accepts the recommendation of the Superintendent to withdraw from Portage Trail Conference at the end of the 2019-2020 school year.

It is further resolved that the Field Local School District Board of Education directs the Superintendent and Administration to join the newly formed Metro Athletic Conference (MAC) working collaboratively with the other districts leaders to implement an education-based athletics program beginning with the 2020-2021 school year.

Board Policy - The Superintendent recommends that the Field Local Board of Education conduct the first reading of the following policy for Board adoption:

9.27 School Wellness Policy (Revision)

Treasurer Items

- **Fiscal – The Treasurer recommends that the Field Local Board of Education approve the following:**
 1. Financial reports for the period ending April 30, 2019.

2. Approve the following funds along with the associated revenue and expenditure accounts:

019 9019 Guided Reading Center Materials
019 9919 BrainPOP Education Resources
Re-classify 516 9119 to 587 9119 6B Restoration

3. Approve modifications:

019 9019 Guided Reading Center Materials	\$1,900.00
019 9919 BrainPOP Education Resources	\$1,895.00
587 9019 from \$10,371.61 to	\$10,372.26
587 9119 Title 6B Restoration	\$3,537.44

- **Donations** – The Treasurer recommends that the Field Local Board of Education accept the following donation(s):

1. Cindy Cook, to Brimfield Elementary for 5th grade camp scholarship-\$40.00.
2. Bridge Bible Church, voluntary rent payment at Brimfield Elementary-\$100.00.
3. Nick Lemmo Legacy Foundation donation to scholarship-\$4,000.00
4. William & Marjorie Conroy to Endowment Scholarship donation-\$1,000.00
5. Silver Star Landscaping to Field Local Schools for misc. asphalt donation (main campus).
6. Brimfield Township to Field Local Schools for misc. asphalt donation (main campus).
7. Suffield Township to Field Local Schools for misc. asphalt donation (main campus).
8. House of LaRose to Field Local Schools for generous light bulb donation (main campus).
9. GE Additive Education Program-donation of a 3D printer to Technology Dept.

Informational Items

1. The following degree changes will be effective beginning with the 2019-2020 school year:

Danielle Underwood M+15 to M+30


There being no further business to come before the Field Local Board of Education
Member Porter moved, seconded by Member Calcei to adjourn the June 10, 2019
regular meeting.

19-0046

Roll Call: Porter-Yes, Calcei-Yes, Stewart-Yes, Kline-Absent, May-Yes.

President declared the motion carried

The meeting was adjourned at 7:24 P.M.



Laura May, President



Attest: Todd Carpenter, Treasurer



Field Falcons Football

Levi Nelson, Head Football Coach, Field I.
2900 State Route 43, Mogadore, OH 44260
Email: levi.nelson@fieldlocalschools.org Cell: (740) 298-1157
Twitter: @RLeviNelson

- Then 2.42 miles 31.34 total miles
- ↑ 11. Take I-271 (EXPRESS) N toward Erie PA/I-90.
Then 3.92 miles 35.26 total miles
- ↑↑ 12. Merge onto I-271 (LOCAL) N toward Brainerd Rd/Cedar Rd.
Then 1.04 miles 36.30 total miles
- 13. Take the Cedar Rd W exit, EXIT 32, toward Beachwood.
Then 0.29 miles 36.59 total miles
- ↑↑ 14. Merge onto Cedar Rd.
Then 2.13 miles 38.71 total miles
- 15. Turn right onto S Green Rd.
S Green Rd is 0.1 miles past Fenway Dr.
If you reach Langerdale Rd you've gone a little too far.
Then 0.26 miles 38.99 total miles
- 16. Turn right onto College Rd.
College Rd is just past Birchwood Rd.
If you reach Greenway Rd you've gone about 0.3 miles too far.
Then 0.11 miles 39.10 total miles
- ⊙ 17. Notre Dame College, 4645 College Rd, Cleveland, OH, 4545 COLLEGE RD
is on the left.
If you reach Campus Rd you've gone about 0.1 miles too far.



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YOUR TRIP TO:

Notre Dame College



54 MIN | 39.1 MI

Est. fuel cost: \$2.94

Trip time based on traffic conditions as of 2:29 PM on May 8, 2019.
Current Traffic: Moderate



Print a full health report of your car with HUM
vehicle diagnostics (800) 906-2501



1. Start out going north on State Route 43/OH-43 toward Doralee Dr.

Then 1.00 miles

1.00 total miles



2. Turn left onto Old Forge Rd/County Hwy-82.

If you reach High Point St you've gone about 0.2 miles too far.

Then 2.40 miles

3.40 total miles



3. Old Forge Rd/County Hwy-82 becomes Eastwood Ave.

Then 1.24 miles

4.64 total miles



4. Turn slight right onto Southeast Ave.

Southeast Ave is just past Treat Blvd.

Gionino's Pizzeria is on the corner.

If you reach Beachler Rd you've gone about 0.2 miles too far.

Then 1.74 miles

6.38 total miles



5. Enter next roundabout and take the 4th exit onto Northwest Ave.

Then 1.87 miles

8.25 total miles



6. Turn slight right onto Tallmadge Rd.

Rockne's is on the corner.

Then 1.21 miles

9.46 total miles



7. Tallmadge Rd becomes Broadway St.

Then 0.10 miles

9.55 total miles



8. Merge onto OH-8 N.

If you are on Broad Blvd and reach Riverfront Pkwy you've gone a little too far.

Then 10.90 miles

20.45 total miles



9. Merge onto I-271 N via EXIT 17 on the left toward Erie PA/I-90.

Then 8.47 miles

28.92 total miles



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July 31st

7:30 a.m.	Breakfast
8:00 a.m.	Team Building #1
8:30 a.m.	Practice #1
10:30 a.m.	Team Building #2
11:00 a.m.	Lunch (get Pizza order)
11:30 a.m.	Team Building
12:00 p.m.	Practice #2
2:00 p.m.	Team Building
2:30 p.m.	Pack
3:00 p.m.	Bus Departs back to FHS

Other Key information

- I will be making room assignments.
- Coaches will be making periodic room checks until one hour past designated "lights out."
- All activities will be done in groups under the supervision your coaches.
- Meals will be eaten in groups and under the supervision of the coaches.
- Coaches and athletes will follow the drug/ alcohol-free policy on this overnight trip.
- Currently I estimate that we will have 45 football players, 8 coaches and 1 trainer for the upcoming season.
- Student-athletes will be paying for the trip through fundraising and by financial contributions from individual families.



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General Agenda (Subject to Change)

July 29th

8:15 a. m.	Bus Departs from FHS
9:00 a. m.	Meeting with Notre Dame College Staff Rules)
10:00 a.m.	Check into dorms
12:00 p.m.	Lunch
12:30 p.m.	Team Building Exercise #1 (Cutting down the nets)
1:00 p.m.	Practice #1
3:00 p.m.	Team Building and Snack #2
3:30 p.m.	Practice #2
5:30 p.m.	Shower/Rest
6:30 p.m.	Dinner
7:00 p.m.	Team Building #3
8:00 p.m.	Back to Dorms
9:00 p.m.	Lights Out

July 30th

7:30 a.m.	Breakfast
8:00 a.m.	Team Building #1
8:30 a.m.	Practice #1
10:30 a.m.	Team Building #2
11:00 a.m.	Lunch (get Pizza order)
11:30 a.m.	Team Building
12:00 p.m.	Practice #2
2:00 p.m.	Team Building and snack #3
2:30 p.m.	Practice #3
4:30 p.m.	Shower/Rest
5:30 p.m.	Dinner
6:00 p.m.	Team Building #4
7:00 p.m.	Movie
9:00 p.m.	Pizza Delivered to rooms
10:00	Lights Out



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Travel

We will require a FHS school bus to depart from FHS at 8:15 am on July 29th.

We will require a FHS school bus to transport us back to FHS at 3:30 PM (EST as of 5-9) on July 31st.





Field Falcons Football

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2900 State Route 43, Mogadore, OH 44260

Email: levi.nelson@fieldlocalschools.org Cell: (740) 298-1157

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2019 High School Preseason Camp Hosted by Notre Dame College Football

Dates July 29-31

3 days/2 nights

Turf practice field, Swimming Pool

All meals provided

Pizza delivered each night (Additional cost)

WHAT TO BRING:

WATER BOTTLE

SWIMSUIT

TOWEL

PILLOW

BEDDING

FAN

ATTIRE:

HELMET

T-SHIRT

SHORTS

ATHLETIC SHOES

CLEATS

PAYMENT:

WE WILL NEED AN ESTIMATED
NUMBER OF PLAYERS AND COACHES
BY JUNE 1ST.

FINAL CAMP ROSTER AND SIGNED CAMP
CONTRACT WILL BE DUE SEVEN DAYS PRIOR
TO CHECK-IN. PAYMENT WILL BE DUE ON
OR BEFORE THE FIRST DAY OF CAMP.



NOTRE DAME COLLEGE FOOTBALL

TEAM CAMPS

AVAILABLE DATES: JULY 8-12, JULY 15-17, JULY 22-24

CHECK IN: 9:00AM | CHECK OUT: 5:00PM

NOTRE DAME COLLEGE

2 DAY, 1 NIGHT | \$100 PER PLAYER, \$50 PER COACH

3 DAY, 2 NIGHT | \$125 PER PLAYER, \$75 PER COACH

4 DAY, 3 NIGHT | \$150 PER PLAYER, \$100 PER COACH



FEES FOR 2019 - 2020

**High School
Revised Exhibit S-2
June 10, 2019**

ART

Art I	\$25.00	Tools, paint, paper, etc.
Art II	\$35.00	Tools, paint, paper, etc.
Adv. Art	\$40.00	Tools, paint, paper, etc.
Portfolio Development	\$50.00	Tools, paint, paper, etc.
Sculpture	\$40.00	ceramic tools, and supplies
Ceramic 2	\$50.00	ceramic tools and supplies
Independent Art Study	\$40.00	Tools, paint, paper, etc.
Arts and Literature	\$10.00	Tools, paint, paper, etc.
Art History	\$10.00	Tools, paint, paper, etc.
Painting	\$35.00	Tools, paint, paper, etc.
Drawing	\$35.00	Tools, paint, paper, etc.
Environmental Art	\$10.00	Tools, paint, paper etc.

VO. ED. & Comp. Ed. Bus.

Accounting II	\$29.00	Aplia Accounting Software
Business Foundations	\$ 5.00	Project supplies, print paper and ink, etc.
Coding	\$10.00	Project supplies, print paper and ink, etc.
Design Techniques	\$10.00	Project supplies, print paper and ink, etc.
Entrepreneurship	\$ 5.00	Project supplies, print paper and ink, etc.
Marketing Principles	\$ 5.00	Project supplies, print paper and ink, etc.
Video and Sound I	\$10.00	Props, camera and printing supplies, etc.
Video and Sound II	\$10.00	Props, camera and printing supplies, etc.
Web Design	\$10.00	Project supplies, printer paper and ink, etc.

SCIENCE

Biology/Honors Biology	\$15.00	Lab supplies, coach workbook, chemicals and preserved specimens
Advanced Biology	\$15.00	Lab supplies, chemicals, preserved specimens
Chemistry/Honor Chemistry	\$15.00	Lab supplies and chemicals
Chemistry II	\$15.00	Lab supplies and chemicals
Conceptual Chemistry	\$15.00	Lab supplies and chemicals
Physics Lab	\$ 5.00	(see all the above for science)
Conceptual Physics	\$ 5.00	Lab supplies
Zoology	\$15.00	Lab supplies
Forensics	\$15.00	Lab supplies
Anatomy and Physiology	\$15.00	Lab supplies
Environmental Science	\$15.00	Lab supplies

SOCIAL STUDIES

Current Issues
AP US History

\$20.00 US News/Time Magazine
\$25.00 Arnsco Review Practice Book

SPORTS

Extra-Curricular Participation

\$100.00 Board Set Fee

BAND

\$45.00 Cleaning and Maintenance

GENERAL

Senior Fee
Parking Permit
Parking Violation
Student Assignment Book
Replacement Assignment Book
Book Rebind

\$50.00 Board Set Fée
\$25.00 Board Set Fee
\$10.00 Board Set Fee
\$ 4.00 Board Set Fee
\$ 4.00 Board Set Fee
\$15.00 Board Set Fee

WORKBOOKS

English 9 and Honors 9
English 10 and Honors 19
French I
French II
Spanish I
Spanish II
Spanish III

\$15.00 Workbook
\$11.00 Non-fiction book
\$15.00 Workbook
\$15.00 Workbook
\$15.95 Workbook
\$20.95 Workbook and AAPPL test
\$20.95 Workbook and AAPPL test

GENERAL

Assessment Fee
Naviance

\$12.50 Testing Board Set Fee
\$11.00 College and Career Planning/ACT Prep

MIDDLE SCHOOL FEES FOR 2019/2020

GENERAL FEES:

6th GRADE

\$26.50	ELA: Literature Support
\$18.00	Math: Workbooks
\$15.00	Social Studies: Workbooks
\$4.00	Student Planner
\$10.00	Art Fee
\$8.00	Online Resource Fee
<u>\$12.50</u>	Assessment Fee
\$94.00	

7TH GRADE

\$26.50	ELA: Literature Support
\$18.00	Math: Workbooks
\$6.00	Science Supply Fee
\$4.00	Student Planner
\$10.00	Art Fee
\$8.00	Online Resource Fee
<u>\$12.50</u>	Assessment Fee
\$85.00	

8TH GRADE

\$26.50	ELA: Literature Support
\$18.00	Math: Workbooks
\$4.00	Student Planner
\$10.00	Art Fee
\$8.00	Online Resource Fee
<u>\$12.50</u>	Assessment Fee
\$79.00	

ADDITIONAL COURSE FEES:

\$4.00	Algebra 1: Workbooks
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Total Estimates Receipts:

171 6 th grade students at \$94.00 per student =	\$16,074.00
153 7 th grade students at \$85.00 per student =	\$13,005.00
153 8 th grade students at \$79.00 per student =	\$12,087.00
30 Algebra 1 students at \$4.00 per student =	\$120.00

TOTAL **\$41,286.00**

Susan E Blake

6/4/19

**Proposed Fees
Elementary Schools
2019-2020**

Kindergarten

Reading	8 FD
Math	26 MM
Report Card	1
Consumables	19
MAP	13
Communication	2
Art	6
	75

Fourth

Reading	25 SS/SW
Math	41 SS/MM
MAP/Online Resi	20
Art	6
Communication	6
Report Card	1
Soc. St.	8 OW
Science	8 Gizmos
	115

First

Reading/Writing	27 FD/SS/J
Math	41 SS/MM
Art	6
Communication	2
MAP	13
Report Card	1
	90

Fifth

Reading	25 SS/SW
Math	41 SS/MM
MAP/Online Resi	20
Art	6
Communication	6
Report Card	1
Social Studies	8 SSW
Science	8 Gizmos
	115

Second

Reading/Writing	30 SS/ZB
Math	41 SS/MM
Art	6
MAP/Online Resource	20
Report Card	1
Communication	6
	104

Third

Reading/Writing	30 SS/ZB
Math	41 SS/MM
Art	6
MAP/Online Resource	20
Report Card	1
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SSW=Social Studies Weekly

J=Journal

Gizmos - Grade 4/5 Sci & Math

SW=Story Works

OW=Ohio Studies Weekly

SS=Simple Solutions Workbook (Grammar or Math)

FD=Foundations

ZB=Zander-Bloser Handwriting

MM=My Math WB



EXPLORE
ENGAGE
EXCEL

Exhibit S-3
June 10, 2019

Akron Office
701 South Main Street
Akron, OH 44311-1019
p. 330-762-9755
f. 330-762-0912

Judith A. Read
Low Vision Services
701 South Main Street
Akron, OH 44311-1019
p. 330-762-9755
f. 330-996-4181

Adult Services - Firestone Park
1275 Sweitzer Avenue
Akron, OH 44301-1346
p. 330-379-3337
f. 330-379-3342

Adult Services - Kent
1010 West Main Street
Kent, OH 44240-2006
p. 330-676-1493
f. 330-676-1564

Adult Services - Twinsburg
10735 Ravenna Road
Twinsburg, OH 44087-3107
p. 330-425-3159
f. 330-425-3122

With programs accredited by the
Commission on Accreditation of
Rehabilitation Facilities.

Federal Tax ID# 34-1374195

May 22, 2019

Megan Longfellow
Special Education Director
2900 State Route 43
Mogadore, OH 44260

Re: Services for the 2019-2020 School Year

Dear Ms. Longfellow,

Enclosed please find the agreement for services to be provided by United Disability Services to the Field Local School District for the 2019-2020 school year.

Please review the contract and forward to the district Treasurer's office for review, approval and signature. Please return the signed agreement no later than June 30, 2019 to:

Ms. Teri Mino, Executive Assistant
United Disability Services
701 S. Main Street
Akron, OH 44311-1019

If you have any questions or concerns regarding services to be provided, please contact me by phone at (330) 762-9755 ext. 229 or by email at hchalmers@udsakron.org. If there are any questions regarding the agreement, please contact Shelley Morris, Chief Financial Officer by phone at (330) 762-9755 ext. 225 or by email at smorris@udsakron.org.

Sincerely,

United Disability Services

Heidi Chalmers
Office Coordinator, Low Vision Services

Enclosures: Contract

Cc: S. Morris, Chief Financial Officer
T. Mino, Executive Assistant

AGREEMENT FOR SERVICES

This Agreement is entered into effective as of the 1st day of July 2019 between Field Local School District (the District) and United Disability Services (UDS).

WHEREAS, the District wishes to enter into an Agreement with UDS to provide services to District students performed by a Certified Orientation and Mobility Specialist (COMS).

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the parties hereby agree to the following:

1. The District will pay UDS \$130.00 per hour for services provided to District students by the Certified Orientation and Mobility Specialist (COMS).
2. The Orientation and Mobility Specialist shall perform assessments, participate in the IEP, teach skills and concepts as required to develop independent and efficient travel, instruct in route planning, intersection crossing, use of public transportation and travel in all types of indoor and outdoor environments. The Orientation and Mobility Specialist will provide documentation of assessment and training, and consult with teachers and related service providers as per the student's IEP or as requested by the District;
3. Frequency and duration of service and instruction will be as per IEP but no sub is required and no make- up will be necessary for absences on the part of student or provider. Initial assessment or reassessment may be up to four (4) hours in duration.
4. UDS will invoice the District monthly for all services performed the previous month, which will be due and payable upon receipt, net thirty (30) days.
5. Individuals Providing Services: The parties understand and agree that all individuals providing services as agreed upon in this contract are independent contractors of UDS and shall remain as such throughout the term of this agreement and UDS will be solely responsible for their compensation.
6. Compliance With Applicable Standards, Policies, Procedures and Agreements: UDS shall ensure that all services provided by UDS shall meet the relevant standards and policies and procedures established and required by any applicable regulatory agency, the District, and the terms and conditions of this Agreement.
7. Each party shall retain liability for, and shall provide for insurance against, acts and omissions related to the services provided by such party's personnel or any party with whom they contract to provide services on behalf of such party. Each party agrees to indemnify the other party for injuries that result solely from the negligence of its respective employees that are committed while performing services that are within the course and scope of the services described in this Agreement.

8. In the event that either the District or UDS becomes aware of any alleged injury arising out of the care or treatment of any person pursuant to this Agreement, each party has a duty to give the other written notice containing the particulars sufficient to identify the name, address of the alleged injured person, place and circumstances of the alleged incident and the addresses of any available witnesses.
9. The term of this Agreement shall be for one complete school year commencing on July 1, 2019 and ending on June 30, 2020. Either party may terminate this Agreement without cause during the term of this Agreement by providing sixty (60) days advance written notice to the other party.

IN WITNESS WHEREOF, the District and UDS have caused this Agreement to be executed effective as of July 1, 2019.

UNITED DISABILITY SERVICES

By: _____

Title: _____

Date: _____

FIELD LOCAL SCHOOL DISTRICT

By: _____

Title: _____

Date: _____

June 10, 2019

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is entered into on July 1, 2019 -June 30, 2020 by and between Field Local School District and Jennifer Casamento, an independent contractor, hereinafter referred to as a contractor.

The Behavior Coach agrees:

1. Provide bi-weekly billing/invoice sheets to the district indicating details of the services provided and travel log.
2. Consult with the districts school psychologists and Director of Special Services on a regular basis regarding student cases and review behavior data.
3. Indemnify and hold Field Local Schools harmless from all losses, injuries or damages caused by the negligent, reckless or intentional acts or omissions of the contractor in rendering services pursuant to this agreement;
4. Maintain professional liability insurance;
5. Perform the essential duties listed in the job description

Field Local Schools shall:

1. Pay the contractor \$30 per hour for behavior support services, to be paid on a bi-weekly basis, in response to invoices submitted by the contractor.
2. Employ contractor 30-40 hours per week with no make-up days if school is not in session on the contracted days. Contractor will only be paid for days and hours worked. Number of hours will be at the discretion of the district and based on cases and district needs.

Signatures

Contractor

Date

Field Local School District -Superintendent

Date

Field Local Schools



2019-2020

Field High School
2900 St. Rt. 43
Mogadore, OH 44260
330-673-9591

Field Middle School
1379 Saxe Rd.
Mogadore, OH 44260
330-673-4176

Administrative Office
2900 St. Rt. 43
Mogadore, OH 44260
330-673-2659

**Brimfield
Elementary School**
4170 St. Rt. 43
Kent, OH 44240
330-673-8581

**Suffield
Elementary School**
1128 Waterloo Rd.
Mogadore, OH 44260
330-552-5252

www.fieldlocalschools.org

THIS STUDENT HANDBOOK/AGENDA BELONGS TO:

NAME _____

ADDRESS _____

CITY _____ **ZIP CODE** _____

PHONE _____

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SECTION I: INTRODUCTION

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because this handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with its contents. It is a valuable resource for both you and your parents. This edition of the student handbook replaces all prior handbooks and other written material on the same subjects.

MISSION STATEMENT

The professional staff of Field Local Schools believes that education, above all, is learning. Therefore, the prime mission of the school is to help students gain the skills that will enable them to become informed, self-directed learners who will be productive members of society and ultimately contribute in a positive manner to its future.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person, who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the District's compliance officer. Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The compliance officer can provide additional information concerning equal access to educational opportunities. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies both to the student and also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Services at (330) 673-2659.

RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

The staff expects students to come to school prepared to learn. It is the student's responsibility to arrive on time and to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor or school principal.

WELL-BEING

School safety is the responsibility of both students and staff. Field Local School District has in place an Emergency and Crisis Response Plan which addresses all emergency situations. The plan is provided to all staff members and is available in each room. If a student is aware of any dangerous situation or accident, he/she must notify a staff member immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, and on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing, with proper documentation by a physician. This should be given to the school office for the school nurse to review.

SECTION II: GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some courses requested by the student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

BELL SCHEDULE

MIDDLE SCHOOL

Warning Bell	7:50 a.m.
1 st period	7:55 - 8:48
2 nd period	8:52 - 9:39
3 rd period	9:43 - 10:30
4 th period	10:34 - 11:21
5 th period	11:25 - 12:12
6 th period	12:16 - 1:03
7 th period	1:07 - 1:54
8 th period	1:58 - 2:45

HIGH SCHOOL

Warning Bell	7:50 a.m.
1 st period	7:55 - 8:42
2 nd period	8:46 - 9:28
3 rd period	9:32 - 10:13
4 th period	10:17 - 10:59
5 th period	11:03 - 11:43
6 th period	11:47 - 12:30
7 th period	12:34 - 1:14
8 th period	1:18 - 1:59
9 th period	2:03 - 2:45

SCHEDULING CHANGE REGULATIONS

Requests for schedule changes without penalty will be considered as follows:

Acceptable reasons for schedule changes:

- Mechanical or computer error
- Changes necessary to meet graduation requirements
- Changes to adjust for physical health conditions (health care provider's note required)
- Changes to adjust for summer school credit
- Addition of a class to replace a study hall (same period)
- To reduce overload (minimum 5 credits required; no course substitutions)
- Misplacement (principal's or assistant principal's approval required)

All requests for schedule changes must be submitted in writing to the guidance office. High school students must provide a written request within 10 school days from the beginning of the course. Middle school students must provide a written request within 5 school days from the beginning of the course. Special permission from the principal and/or designee is required for schedule adjustments after 15 school days. If a course is dropped from a student's schedule as a result of disciplinary action and/or poor attendance, a study hall will be assigned. Replacement courses will not be added until the next semester. Schedule changes that do not comply with the standards listed above will be subject to academic penalty (withdrawal/failure).

VISITORS

Visitors, especially parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in will be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

FEES AND FINES

Field Local Schools charge specific fees for certain activities and courses. This includes a fee for participation in extracurricular activities. Such fees or charges are determined by the cost of materials, freight/handling, and/or damage to school property. The school and staff do not make a profit. A listing of fees and charges for the current school year is available in the school office. Fees may be waived where there is financial hardship. Contact the building principal for information regarding the waiving of fees.

Students using school property and equipment can be fined for excessive wear and abuse. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of grades, credits and/or ones diploma.

LOCKERS

The lockers supplied by the Board and used by the students are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Locker Guidelines

- Nothing is permitted on the outside of lockers unless approved by an administrator.
- Permanent marking is not permitted inside lockers.
- Students are responsible for removing decorations at the end of the school year.
- Offensive materials are not permitted.
- Lockers must remain locked.

STUDY HALL GUIDELINES

- Study hall is to be used for its intended purpose: to study.
- Come prepared to work with all necessary materials.
- Be in the study hall prior to the tardy bell.
- No talking without permission from the study hall monitor.
- Remain in your assigned seat.
- Radios, MP3 players, CD players, electronic games, games, cards, food and drink are not permitted unless approved by monitor.
- Students going to another room must first present an approved pass to the study hall monitor.

ELECTRONIC DEVICES

The school supplies most electronic equipment necessary in school. Students should not bring non-educational electronic equipment or communication devices to school. Students using any of these devices during school hours without consent of the principal or his/her designee will be subject to confiscation and disciplinary action.

VALUABLES/LOST AND FOUND

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like should be left at home. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables. Check for lost and found locations with each school office. Periodically, unclaimed items will be given to charity.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Parents calling for students will be asked to leave a message to be delivered to the student, unless it is an emergency situation. The student will be able to return the call when he/she receives the message.

Students are not to use personal telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Please refer to individual buildings for guidelines and procedures regarding the use of cell phones and other electronic devices.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian. Materials checked out of the library must be returned according to the building library policy.

PARKING PRIVILEGE

Students in grades 11-12 are permitted to drive to school and park in the school parking lot provided they have purchased a parking permit and received permission from the administration. Each permit is assigned a designated area. If the student accumulates tardies or parking lot violations, he/she may lose the parking privilege.

- 1st offense - verbal warning
- 2nd offense - \$10 ticket and after-school detention
- 3rd offense - \$10 ticket and Saturday school detention
- 4th offense - \$10 ticket and 10-day parking suspension
- 5th offense - \$10 ticket and 20-day parking suspension
- 6th offense and beyond - meeting with the principal and potential loss of driving privileges

MEAL SERVICE

The District participates in the National School Breakfast and Lunch Program and makes meals available to students. Regular breakfast, lunch and a la carte items are available. Students may also bring their own lunches to school to be eaten in the school's cafeteria. No student will be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

The application for the free and reduced-priced meal program is available on the District's website under Parent/Student Tools.

EMERGENCY DRILLS

The District complies with all fire safety laws and will conduct fire and safety (ALICE) drills in accordance with state law. Specific instructions on how to proceed will be provided to the students. The staff will oversee the safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. In addition, there are also other trips that are part of the school's co-curricular and extracurricular program. Medications normally administered at school will be administered while on field trips. The student code of conduct applies to all field trips. Attendance rules apply to all trips. While the District encourages the student's participation in trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on trips. Arrangements for makeup work must be made in advance of the trip.

EMERGENCY CLOSING, DELAYS, OR EMERGENCY DISMISSAL

If the school must be closed, the opening delayed, or students dismissed early because of inclement weather, emergency situations, or other conditions, the school will use the parent notification system and will notify the following radio and television stations:

<u>Television</u>	<u>Radio</u>
WKYC-Channel 3 (wkyc.com)	WNIR-100FM (wnir.com)
WEWS-Channel 5 (newsnet5.com)	WHBC-94.1FM (mix941.com)
WJW-Channel 8 (fox8.com)	
WOIO-Channel 19 (cleveland19.com)	

FUNDRAISING

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. For all fund-raising activities occurring on District premises or at a District sponsored event, or involving students or District employees, the following general rules will apply:

1. All fundraising activities will be approved in advance by the Superintendent or his/her designee.
2. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Superintendent or his/her designee.
3. Student participation in fundraising activities will be voluntary and will be approved by the Superintendent or his/her designee.
4. A student will not be allowed to participate in a fundraising activity for a group in which he/she is not a member without the approval of the coordinator.
5. Instructional time will not be used to organize or conduct a fundraising activity. Likewise, fund-raising activities will not interfere with any co-curricular or extracurricular activity.
6. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
7. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

ENROLLING IN THE SCHOOL

Students are required to enroll in the school district in which they live unless enrolling under the District's open enrollment policy.

Students who are new to Field Local Schools are required to enroll with their parents or legal guardians. When enrolling, the following must be provided:

1. An original birth certificate with raised seal. Other documents may be substituted. See BOE policy 6.02 for a complete list.
2. Court papers allocating parental rights and responsibilities, or custody (if applicable)
3. Two (2) proofs of residency
4. Proof of immunizations
5. Social Security card

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents or guardians will be told what records are needed to make the enrollment permanent.

Students enrolling from another school must have an official transcript from the previous school in order to receive credit from that school. The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (eighteen years of age or older) may enroll themselves, but if residing with their parents/guardians, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools. The period of expulsion or removal will last for the duration of time as proscribed by the School Board guidelines. Prior to denying admission, however, the Superintendent will offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

WITHDRAWAL/TRANSFER FROM SCHOOL

If a student plans to transfer to another school, the parent or guardian must notify the principal. School records will be transferred when a records request is received from the new school. No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents or guardians and in compliance with state law. A student who withdraws from school will be reported to the Juvenile Judge of the

county and to the Registrar of Motor Vehicles for suspension of his/her driver's license, if he/she is under the age of eighteen.

RECORDS

Teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information.

Unless specified otherwise in these guidelines, student records will be considered to be no longer needed by this District for educational purposes when:

- A. the student graduates or receives a certificate of completion; or
- B. the student has reached his/her twenty-second (22nd) birthday.

When certain records within a student's file are considered no longer needed, the school will ensure that in the event certain records are to be destroyed, the following minimal data be permanently maintained:

- A. student's name, address, and phone number;
- B. birth date;
- C. classes attended and grades;
- D. attendance record including building attended and/or transcript
- E. grade level completed and year completed.

If a student is identified as a student with a disability in special education, the school will ensure:

- A. records are maintained for five (5) years after termination of special education programs, services, and/or graduation;
- B. parents/adult students are notified when information is no longer needed to provide educational services and will be destroyed.

The personally identifiable information on a disabled student will be retained permanently unless the parents/adult students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must obtain a work permit from the office.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hour notice is required to ensure that the principal has the opportunity to review the announcement or posting.

SECTION III: ACADEMIC INFORMATION

HOME/SCHOOL COMMUNICATIONS

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use email, U.S. mail or the student to ensure contact. Parents/guardians are encouraged to check the Field Local Schools website regularly at www.fieldlocalschools.org. Parents and guardians are also encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Report Cards: Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

GRADES

Field Local Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary knowledge and/or skills. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas whereas 75% of the assessment is formal in nature and 25% is informal. Students will be informed of a teacher's individual expectations at the beginning of the course work. To pass a semester a student must achieve a minimum grade average of a 60% (D-). If a student is not sure how his/her grade will be determined, he/she should ask the teacher. If work is not completed, the student will receive an "I" until all work is completed.

At the middle and high school levels, parents and guardians can check student grades online through Parent Internet Viewer (P.I.V.). Personal identification numbers for accessing P.I.V. will be distributed at the beginning of each school year.

MIDDLE AND HIGH SCHOOL EXAMS

In order to receive credit for a course a student must achieve a minimum grade of a D-. Students may be required to take semester and/or final exams. Students who do not take a required exam or turn in a blank paper will receive an "O" for the exam. The student is responsible for contacting the building principal in order to make up the exam. Exams must be made up by June 30th of the current school year.

GRADING POLICY

The object of taking a course is attaining knowledge and proficiency of the subject matter. Assessments and awarding of grades show a benchmark of understanding of the subject matter at certain times during the term of a course (nine weeks and semester grades). In school these benchmarks are reviewed at the end of a course to determine if there has been sufficient progress in knowledge and in proficiency to award credit.

GRADE POINT AVERAGE - GRADING SCALE

The school uses the following grading system:

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	50-59	0.0
I	incomplete	
P	acceptable achievement	

SEMESTER, YEAR AVERAGE AND GRADE POINT AVERAGE

A semester average will be calculated using the **percentage** earned in each grading period and the exam in that semester. Each grading period counts as 40% of the semester average (total of 80%) and the exam counts as 20%. The year average will be the **percentage** average of the two semesters.

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

PROMOTION, ACCELERATION, AND RETENTION

Middle School: Promotion to the next grade (or level) is based on the following criteria:

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

Retention Occurs in Grades 6, 7 and 8 if:

Middle School: A student receives a failing grade for the year in 3 of the core subjects: **Math, Language Arts, Science or Social Studies**

-OR-

A student receives a failing grade in 2 of the core subjects listed above and also receives a failing grade in one year-long encore class

-OR-

A student receives a failing grade in 2 of the core subjects listed above and also receives a failing grade in two semester encore classes.

High School: High school grade status is based on the number of credits earned at the end of each school year. Contact the high school guidance department for more information.

Freshman	fewer than 4.75 credits
Sophomore	5 – 9.75 credits
Junior	10 – 14.75 credits
Senior	15 or more credits

GRADUATION REQUIREMENTS

Regular Diploma - normally a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all state-mandated tests, meet the school requirements for basic course-work, and earn the total number of minimum credits. For a student enrolled in special education, the requirements of the state-mandated tests and the extent of participation in those tests will be determined by their Individualized Education Plan.

Specific course requirements for the class of 2011 and beyond are:

English	4 units
Mathematics**	4 units
Science**	4 units (must have 1 unit biological and 1 unit physical sciences)
Social Studies*	4 units (must have ½ unit American history and ½ unit American government)
Electives	4 units (must have 1 unit or 2 half units in business/technology, fine arts, or foreign language)
Health	½ unit
Physical Education	½ unit
Total	21 units

*Maplewood Career Center student's course requirements may vary from Field's course requirements. The guidance department will provide specific information to these students.

** One additional Mathematics or Science unit is required during the senior year.

Students attempting to graduate before their expected graduating class:

Students referred for possible early high school graduation will be evaluated based on past academic performance, measures of achievement based on state academic content standards, and successful completion of state mandated graduation requirements. The committee will consider the student's own thoughts on possible accelerated placement in its deliberations.

The acceleration evaluation committee will issue a written decision to the principal and the student's parent or legal guardian based on the outcome of the evaluation process. If a consensus recommendation cannot be reached by the committee, a decision regarding whether or not to accelerate the student will be determined by a majority vote of the committee membership.

Students who complete the Field High School curriculum but do not meet all the requirements regarding state-mandated testing will not graduate with their class unless they pass the alternative pathway to graduation as outlined annually by the Ohio Department of Education. If these requirements are not met, participation in commencement exercises will be denied.

HONORS DIPLOMA

Field Local Schools will award the Diploma with Honors to any student who has fulfilled the following requirements:

- Demonstrated at least the required grade level of literacy and basic competency on the state-mandated tests
- Meet all state and local graduation requirements

Criteria for Diploma with Honors for the Graduating Class of 2012 and Beyond

The student who completes the high school **Academic Pathway** must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of Mathematics which will include Algebra I, Algebra II, Geometry and another higher level course, or a four- year sequence of courses which contains equivalent content;
3. Earn at least four units of Science including one unit of Physics and one unit of Chemistry;
4. Earn four units of Social Studies;
5. Earn three units of World Languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American College Testing services assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive **Career-Technical Education Pathway** must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of Mathematics which will include Algebra I, Algebra II, Geometry and another higher level course, or a four- year sequence of courses which contains equivalent content;
3. Earn at least four units of Science, including two advanced Sciences;
4. Earn four units of Social Studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp, with additional content available by clicking [here](#)) or equivalent assessment aligned with state-approved and industry validated technical standards;
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year; or

8. Obtain a composite score of 27 on the American College Testing services assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

It is the student's responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met.

ASSESSMENTS AND STATE-MANDATED TESTS

Unless exempted, students must fulfill at least one option listed below to show that they are ready for college or a job.

Ohio's State Tests

Earn at least 18 points on seven end-of-course state tests. End-of-course state tests are:

Algebra I or Integrated Math I	English I
Geometry or Integrated Math II	English II
American Government	Biology
American History	

Each test score earns a student up to five graduation points. He/she must have a minimum of four points in Math, four points in English and six points across Science and Social Studies. Each school and District receives grades on the Ohio School Report Card for all students' scores *and participation* on state tests.

OR

Industry Credential and Workforce Readiness

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

OR

College and Career Readiness Tests

Earn the "remediation-free" scores* on either:

ACT	SAT
English – 18 or higher	Writing – 430 or higher
Mathematics – 22 or higher	Mathematics – 520 or higher
Reading – 22 or higher	Reading – 450 or higher

The District will choose either the ACT or SAT for all students to take for free during a one-time statewide spring test in grade 11.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interests or talent. The guidance staff often gives these surveys. College entrance testing information can be obtained from the guidance office.

EDUCATIONAL OPTIONS

Field Local Schools provides alternative means by which a student can achieve his/her personal educational goals as well as the goals of the District. Inquire about approved educational options in the guidance office. In order to participate in an educational option, the student must first submit an application for approval by the principal. Students under the age of eighteen may only participate with the written consent of their parent or guardian. Applications are available in the school office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance will be evaluated as either pass or fail or by awarding letter grades.

COLLEGE CREDIT PLUS

Any student in grades 7 through 12 may enroll in a post-secondary program providing he/she meets the requirements established by law, by the District, and by the post-secondary institution. A student may be denied high school credit for any portion(s) or for the entire class if taken during a period of expulsion. Any interested student should contact the high school guidance department to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

ACADEMIC RECOGNITION AWARDS

Merit Roll – 3.0 to 3.39

Honor Roll – 3.4 to 3.59

Falcon Scholar – 3.6 to 3.99

Principal's List - 4.0

ATHLETIC AWARDS

Each head coach, with the approval of the athletic director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

SPECIAL AWARDS

Some examples are listed below:

High School: Academic Letter Program, Brimfield Chamber of Commerce Scholarship Award, Brimfield Lions Scholarship, Buckeye Boys State/Girls State, FLTA Joan Dolbow Memorial Scholarship Award, FLTA Scholarship, Dr. Hefty Memorial Scholarship, Manhood/Womanhood Award, National Merit Scholarship Semi-Finalist Award, Ohio Student Aid Commission Scholarship, Outstanding Senior Male/Female Athletic Awards, Field Band Boosters Instrumental Music Excellence, SOAR .

Middle School: Academic Recognition Awards, Boy's and Girl's Leadership, , SOAR Awards, Pen Ohio, Presidential Academic Fitness Awards, Archie Griffin Sportsmanship Awards, Spelling Bee, Portage County Art Show Awards, Math 24.

PORTAGE COUNTY TEENS OF THE MONTH

The Portage County Teen Board presents this recognition monthly. Portage County high schools nominate a senior boy and senior girl each month for review by the Teen Board. Nominees are selected by the school administration and must have recommendations from two faculty members. Board membership includes a senior representative from each county high school and county office personnel. Selection is based on scholarship, activities, and service to the community. Selected students receive a commendation letter from the County Superintendent and publicity in the Record Courier. Teens of the month are recognized at a formal luncheon in May. The board seeks a teen of the year from a listing of monthly award winners.

GRADUATION HONORS GUIDELINES

Beginning with the class of 2019, students will have the opportunity to be recognized through the Laude System. The system will utilize grade point average. All members of the senior class are rated equally.

The Laude graduation honors system will use the following guidelines:

Summa Cum Laude	GPA of 3.90 - 4.00 and have met all the requirements for an honors diploma
Magna Cum Laude	GPA of 3.75 - 3.89
Cum Laude	GPA of 3.50 - 3.74

To be eligible for Laude graduation honors:

- A. A student must attend classes, on campus, for at least three (3) consecutive semesters before the end of the first semester of the senior year and earn at least five (5) credits toward graduation;

- B. Students who accumulate five (5) or more credits evaluated by a non-numeric grade (pass/fail, satisfactory/unsatisfactory, etc.) will not be considered for Laude honors;
- C. A student who transfers from an appropriately accredited or chartered high school and enrolls in Field High School because the student and his/her parents have moved into the school district, is exempt from meeting the three (3) consecutive semester residency requirements as mentioned above;
- D. Students transferring from a non-chartered school or home school must have completed at least four (4) consecutive semesters, on campus at Field High School;
- E. GPA is rounded to three decimal places (all subjects include) after seven (7) semesters of academic record.

SECTION IV: ATTENDANCE

INTRODUCTION

Attending school is necessary and required by law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents or guardians taken to court. Field Local Schools has an attendance policy to avoid these negative consequences.

ATTENDANCE ACCOUNTING/MISSING CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. Please see Board Policy 6.10.

ATTENDANCE PROCEDURES

Students are expected to be in all classes, study halls, or other assigned areas during the school day. Attending classes regularly helps students to receive the full academic benefit of the school program. Frequent absences results in a disruption of the continuity of the educational process and time lost can never be fully regained even through makeup work. The following procedures should be followed if it is necessary for a student to be absent.

A parent or guardian must call the school office between 7:15 A.M. and 8:00 A.M. on the day of absence, reporting the name of the absent student, the reason for absence, and when the student is expected to return to school. A note, signed by a parent or guardian stating the date(s) and reason for absence must be submitted when the student returns to school. Makeup work is permitted only if an absence is excused.

Students who arrive at school after 7:55 A.M. are marked tardy and must report directly to the office. A note from a parent or guardian, stating the reason for the late arrival is required. Students who arrive after 9:30 A.M. are marked absent one-half day. A decision to excuse or unexcuse a tardy will be made by the Principal and/or his designee. A transportation problem is not an excused tardy. Students who leave prior to 11:25 A.M. are marked absent for a full day. Students who leave after 11:25 A.M. are marked absent for one-half day.

Absences and tardies due to medical and dental appointments must be substantiated by a note from a physician or dentist when the student returns to school.

If a student, under the age of eighteen, is truant and meets certain guidelines defined by the State of Ohio, the Field Local School District may refer a student to Juvenile Court for truancy and to the Bureau of Motor Vehicles for suspension of his/her license.

The skipping of classes or any part of the school day is considered an unexcused absence and no makeup work will be permitted. Disciplinary action will follow.

AUTHORIZED ABSENCE

Field Trips/School Business: Treated as an extension of the classroom. Work is given for credit. A student is not academically penalized.

Excused Absence: Work is given for credit.

ABSENCES AND EXCUSES

Absences for the following reasons will be considered as excused:

- A. Personal illness
- B. Serious illness or death of a family member
- C. Funeral
- D. Medical and dental appointments that cannot be arranged during non-school hours
- E. Unusual or emergency situations at home
- F. Religious holidays and activities
- G. Authorized school sponsored activities
- H. Approved college visits
- I. Acts of God
- J. Quarantine
- K. Out-of-state travel, not to exceed four (4) days per school year, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above will be classified as unexcused.

A student will have the opportunity to make up school work missed due to an excused absence; however, it will be the responsibility of the student to initiate a makeup procedure and schedule with his or her teacher(s). All makeup work will be completed within a reasonable time following the excused absence. A student will receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day (4 periods) in order to participate in any school sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

A student may accumulate up to 5 days excused absence (per semester) with a parent or guardian telephone call for illness. Any additional absences will require a medical note from a physician, dentist, therapist, or other professional health care provider for each absence in order for the absence to be considered excused. **The medical note must be in the school office within 24 hours of the return of the student to school.** Absence for illness will be unexcused without a medical note. Projects (assignments) that are given during the absence will be due with arrangement of the instructor, not to exceed the number of days absent.

COMPULSORY SCHOOL ATTENDANCE

A child between six and eighteen years of age is "of compulsory school age" for the purpose of O.R.C. 3321.01 to 3321.13, inclusive. A child under age six who has been enrolled in kindergarten also will be considered "of compulsory school age" unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten. All children of compulsory school age whose parents, as defined in O.R.C. 3321.01, reside in the District will be compelled to attend the schools of this District or another school that conforms to the minimum standards prescribed by the State Board of Education.

UNAUTHORIZED ABSENCE

In the event of an unauthorized or unexcused absence, work is given but credit is denied. We encourage all students to keep current with assignments even if there can be no credit given. Examples of unauthorized absence and tardiness include but are not limited to oversleeping, car trouble, missing the bus, haircut/beauty shop appointments, babysitting, errands, etc. Cutting class is an unauthorized absence.

EARLY DISMISSAL

No staff member will permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

In order for a student to be dismissed early, the individual signing the student out must be listed as an emergency contact in Final Forms and present photo identification when signing the student out.

The building principal will not excuse a student before the end of the school day without a request for the early dismissal by the student's guardians or the request of the student if he/she is eighteen (18) or older.

Additional precautions will be taken by the administration which are appropriate to the age of students and as needs arise.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

TARDINESS

Students are considered tardy if they are not in class when the bell rings. All students who are tardy to school must report to the school office to sign in. When a teacher detains a student after class he/she will issue a late pass for the student's next class. This is optional at the elementary level.

Students who are tardy to class or study halls will be considered unexcused unless they have an excused slip from the office or a signed pass from a teacher. Tardiness to school due to medical and dental appointments or circumstances which constitute good and sufficient cause as determined by the principal or assistant principal are considered excused. The school must receive a note from a parent or a medical note from a physician, dentist, therapist, or other professional health care provider.

Teachers are to refer cases of chronic tardiness to the principal or assistant principal. Excessive/habitual absenteeism may result in consequences such as, but not limited to, referral to juvenile court, detention, and/or loss of parking privileges at Field High School.

VACATIONS DURING THE SCHOOL YEAR

Vacations during the school year are undesirable. Conditions for vacation approval:

- The student's current year attendance record must be satisfactory as determined by the principal.
- Students requesting a vacation must get written approval from their guardian and be accompanied by a parent, legal guardian, or an adult relative on the vacation.
- If the student is not maintaining an average grade of "C" or better, permission for excused absences are the discretion of the principal or assistant principal.
- A maximum of five (5) school days per year will be granted. Exceptions to this rule must be a special emergency situation. At the discretion of the school authority, class work may or may not be made up upon return from vacation. If makeup work is permitted, the student will have a maximum of two weeks to complete the work.
- Work missed and not made up will be given a grade of "F" and be averaged according to the grading procedure. A minor or eighteen year old student who goes on vacation without the school's approval will be in violation of the attendance rules. This will be considered an unexcused absence as well as truancy for the minor.
- Written permission by the principal or his/her designee must be given to the student prior to going on vacation and a copy of this permission is to be placed in the student's permanent folder.

MAKEUP OF TESTS AND OTHER SCHOOL WORK

Students who have an absence from school that is excused will be given the opportunity to make up work that has been missed. The student should contact his/her teachers as soon as possible to obtain assignments.

A student may make up units of study with a properly licensed teacher if the principal has granted prior approval.

Students will be given the opportunity for making up worked missed due to approved absences. The length of time for completion of makeup work will be commensurate with the length of the absence.

EXCESSIVE AND HABITUAL ABSENTEEISM

The discipline of students who are excessively and/or habitually absent will be in accordance with Board Policy 6.09 and House Bill 410. Legislators and the Board of Education have established this policy in order to provide guidance to employees in addressing and improving the attendance practice of any student who is a habitually absent.

If the absenteeism persists, and the student becomes "habitually absent," the school will convene an Absence Intervention Team which may include parents, educators, and other supportive adults to develop an absence intervention plan. Absence intervention plans may incorporate academic and non-academic supports to remove barriers to regular attendance. Parent engagement in this process is critical.

Every day counts. Missing school even 10% of the time has a significant negative impact on reading and math achievement as children progress through school. The state of Ohio put a law (HB 410) into effect with expectations of attendance for all students. Field Local Schools adopted this policy and has changed all guidelines to reflect this. Please review this with your son/daughter and make sure they are aware of the changes and understand the process that will be followed.

Attendance Definitions:

- **Excessive Absenteeism:**
 - Absent 38 or more hours in one school month with or without a legitimate excuse
 - Absent 65 or more hours in one school year with or without a legitimate excuse
- **Habitual Absenteeism:**
 - Absent 30 or more consecutive hours without a legitimate excuse
 - Absent 42 or more hours in one school month without a legitimate excuse
 - Absent 72 or more hours in one school year without a legitimate excuse
- If your student meets the definition of excessive absenteeism, the district will:
 - notify the family in writing
 - The student and family may be referred to community resources.
- If your student meets the definition of habitual absenteeism, the district will:
 - assign the student to an Absence Intervention Team.
 - attempt to secure parent participation on the Absence Intervention Team.
 - develop an absence intervention plan.
 - If the student does not make progress on the plan or continues to be absent, the district may file a complaint in the juvenile court.

DETENTION OF STUDENTS BEFORE/AFTER SCHOOL

Reasonable detention at the beginning or end of the school day is allowed. In all cases where students will be detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged.

SECTION V: STUDENT ACTIVITIES

INTRODUCTION

Field Local Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the District's policy that authorized groups are only those approved by the Board of Education and sponsored by a staff member. Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

According to the policy of the Board of Education, co-curricular activities exist to meet the wide range of vocational, recreational, social, and cultural needs and interests of the students. Therefore, all students should be urged to join at least one club or activity.

A. Existing Clubs or Activities

At the start of the school year, all students should be provided with information on existing clubs, co-curricular, and extracurricular activities and encouraged to participate.

B. New Activities

All new activities will be approved in the following manner:

1. Requests for new activities should be submitted to the principal and contain the following:
 - a. purpose and rationale
 - b. intended outcomes for students
 - c. participation
 - d. plan of operation
 - e. costs
 - f. persons in charge
2. The Superintendent will review each request and either reject or submit each for board approval.
3. Upon approval, an activity will be listed as a part of the co-curricular or extracurricular program and its fiscal account established by the treasurer.

C. Fiscal Compliance

Both co-curricular and extracurricular activities will comply with financial and bookkeeping controls established in conformance with the recommendations of the state auditor. Each activity advisor or coach is to provide the building principal with a periodic update on the fiscal status of the activity.

D. Operating Guidelines

The principal will prepare and publish operating procedures for all co-curricular/extracurricular activities which ensure that:

1. students participate in ways that do not interfere with their academic programs,
2. the safety and welfare of the students are adequately safeguarded,
3. all activities have proper planning, direction, and supervision,
4. faculty members work cooperatively so that some activities do not interfere with the operations of others,
5. staff members and students are encouraged to attend activities involving student performances,
6. each activity is assessed continuously relative to its stated purpose and goals, and
7. building facilities and equipment are being used safely and as intended and are being maintained in proper condition.

E. Activity Conflicts

Many students have multiple talents and interests they wish to develop or pursue through participation in District sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

1. At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extracurricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation. This information will be sent to the school office and the guidance department.
2. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff member in charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
3. If such conflicts exist, the staff members in charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in multiple activities.
4. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure will be followed:

- a. If one of the activities provides the student with credit and the other one doesn't, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
 - b. If both activities are credit activities, the student is to be advised to contact his/her counselor to work out a solution that does not penalize the student.
 - c. If one of the activities is an after-school, off-shoot of a credit activity, but is not a credit activity (e.g. jazz band from concert band) the requirements for the credit activity may not be imposed as a condition for participating in the noncredit after-school activity.
 - d. If the conflict cannot be settled, the student may have to choose between activities.
5. When the activity or program begins, the students are responsible for the following:
- a. If a student encounters a previously unforeseen conflict during the semester or season, he/she should inform all staff members in charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
 - b. If, during the year, an unanticipated situation develops which creates a conflict in the schedule for a student, he/she should discuss the conflict with the counselor who, in turn, will work with the staff members in charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.
 - c. If a student is experiencing difficulty in deciding between activities, he/she should make contact with the counselor to discuss the alternatives rather than discuss it with the staff members in charge.

F. Prohibition from Extracurricular Activities

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

1. Suspension from Extracurricular Activities

Before being suspended, the person considering the suspension will provide the student with the following:

- a. Written notice of the intention to suspend and the reasons for the intended suspension; and
- b. An opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extracurricular activities, to challenge the reason for the suspension or to otherwise explain the student's actions.

If a suspension is imposed, the student will receive written notice of the suspension, including the reasons and the date the suspension begins and the date it ends.

The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal will be final.

If a building principal, rather than another staff member, initiates the removal of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent will be final.

ATHLETICS

Field Local Schools provides a variety of athletic activities in which students may participate, providing they meet District and state eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 6.43.

For a current list of activities contact the Athletic Director at 330-673-2387.

Athletic Ticket Prices (Subject to change)

Administrators in the Portage Trail Conference set ticket prices for single game events at the middle and high school level. The single game prices are as follows:

Varsity/Junior Varsity Games:

- Adults \$6.00
- Students (Grades 1-12) \$4.00
- Students Pre-Sale Football \$4.00 (\$6.00 at the gate)
- *Presale tickets are available in the offices of FHS and FMS. Only Field students attending Maplewood may purchase football tickets at the gate for \$4.00

Freshman and 8th/7th Grade Games: Adults \$3.00 Students \$2.00

Pre-K and Kindergarten students will be granted free admission to all home events. *Students are not permitted to re-enter an event unless accompanied by an adult!*

Varsity/Junior Varsity Event Passes

The Field Local Athletic Department offers home only event passes, which offer community members and students a discounted rate if they attend multiple events or games. The passes may be shared between adults or students. Passes may be purchased at any of the events. Checks must be made payable to Field Local Schools.

Ten Event Pass (can be used for ALL sports and it does not expire):

- Adults \$40.00
- Students \$25.00
- Family Pass (for all members of the household):
 - Fall \$140, Winter \$140

Freshman and 8th/7th Grade Event Passes

The Field Local Athletic Department offers home only event passes, which offer community members and students a discounted rate if they attend multiple events or games. The passes may be shared between adults or students. Passes may be purchased at any of the events. Checks must be made payable to Field Local Schools.

Ten Event Pass (can be used for all sports for grades 7, 8, or 9 only)

- Adults \$25.00
- Students \$15.00

Athletic Eligibility

Field Middle and High Schools are members of the Ohio High School Athletic Association (OHSAA), and athletic eligibility will comply with State regulations and the provisions set forth by the OHSAA, which include:

Rule 4-4-1: In order to be eligible in grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of **FIVE** one-credit courses or the equivalent, which count toward graduation.

Rule 4-4-3: The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Rule 4-4-4: A student enrolled in the first grading period after the advancement from the eighth grade must have passed a minimum of five of all subjects carried the immediately preceding grading period in which the student was enrolled.

Rule 4-4-5: A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in the percentage or credit deemed necessary by the OHSAA.

Age Limitations

Grades 9-12: If a student enrolled in high school attains the age of 19 before August 1, the student will be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.

Field Local Schools Eligibility Policy

1. A complete physical form must be on file in the athletic office in order for an athlete to be eligible to compete.
2. OHSAA Rule 4-4-1
3. Any high school student below a 1.0 average for a nine week period will be ineligible for the next grading period.
4. Any student athlete who earns below a 2.0 will be placed on probation. Probation will consist of each of the following:
 - a. Student will be placed within academic study tables as set forth by the Athletic/Extracurricular Handbook.
 - b. A passing or improved report from each teacher on the students' schedule.
 - c. If both requirements (a & b) are met by the end of the quarter, the student will be taken off probation.
 - d. A deficiency in either requirement (a or b) will result in the athlete becoming ineligible for the remainder of the nine weeks and/or will result in additional consequences set forth by the Athletic Department including loss of play time.

ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups may meet in the school building during non-instructional hours for a fee. The application for permission to use school facilities can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, the event will not interfere with school activities, and non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Non-school sponsored organizations may not use the name of the school or school mascot on any materials or information.

SECTION VI: MEDICAL INFORMATION

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, in accordance with state law, the principal or designee will require compliance with a set deadline or may remove the student. This is for the safety of all students. Any questions about immunizations or waivers should be directed to the District RN.

EMERGENCY MEDICAL AUTHORIZATION

The board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The form is available on Final Forms.

INJURY AND ILLNESS

All injuries must be reported to a teacher, the school clinic or office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic/office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic/office. The clinic/office staff will determine whether or not the student should remain in school or go home. No student will be released from the school without proper permission from a parent or guardian.

USE OF MEDICATIONS

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, according to state law the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The "Prescription Medication Administered at School" form must be filed with the clinic staff before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the clinic staff.
- D. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about the student. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents will have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication will be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

Non-prescribed (over-the-counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a "Non-Prescription Medication Administered at School" form, which is available in the clinic or school office. The student is not permitted to keep

this medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents or guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The inhaler may be used at school or at an activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

COMMUNICABLE DISEASES

Casual Contact

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

Non-casual Contact

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, Hepatitis C, and other disease that may be specified by the State Board of Health.

As required by federal law, parents or guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SECTION VII - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all K-8 students who live farther than one mile from school. Presently, there is no school provided transportation for students in 9-12. The bus schedule and route is available by contacting the administration office at 330-673-2659. Transportation for students experiencing homelessness will be provided in accordance with the McKinney-Vento Act, 42 U.S.C.11431 et seq.

All students must ride their regularly scheduled bus to and from school unless they have a written request from their parent or legal guardian describing an emergency situation. This note must be presented to the building principal on the morning of the request.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school)

Each student will do the following:

1. Be on time at the designated loading zone five minutes prior to scheduled stop,
2. stay off the road at all times while walking to and waiting for the bus,
3. line up single file off the roadway to enter,
4. wait until the bus is completely stopped before moving forward to enter,
5. refrain from crossing a highway until the bus driver signals it is safe, and
6. go immediately to a seat and be seated.

It is the parent's or guardian's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student will do the following:

1. Remain seated while the bus is in motion,
2. keep head, hands, arms, and legs inside the bus at all times,
3. keep the level of noise to a minimum,
4. not litter in the bus or throw anything from the bus;
5. keep books, packages, coats, and all other objects out of the aisle,
6. be courteous to the driver and to other bus riders,
7. not eat or play games, cards, etc., and
8. not tamper with the bus or any of its equipment.

Exiting the bus

Each student will do the following:

1. Remain seated until the bus has stopped,
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe, and
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus will be disciplined in accordance with the student discipline code and may be deprived of the privilege of riding on the bus.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

SECTION VIII: COMPUTER TECHNOLOGY, NETWORKS AND OTHER ELECTRONIC DEVICES

EMAIL, INTERNET AND COMPUTER USE

Before any student may take advantage of the school's email, Internet or computers, he/she and his/her parents or guardians must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's privileges and possible disciplinary action as outlined in the student code of conduct or referral to law enforcement authorities.

Students are encouraged to use the School District's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of Board Policy 6.48, may result in cancellation of the privilege, disciplinary action consistent with the student handbook, and/or civil or criminal liability. Prior to using school computers or accessing student email or the Internet, parents must sign the Technology, Internet and Photo Usage Form. Smooth operation of the School District's network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Users will not violate federal or state law or encourage others to violate the law.
- B. Users may not cause harm to others or damage to their property.
- C. Users should not disclose or share their password with others or impersonate another user.
- D. Students and other users may not sell or buy anything over the Internet.
- E. All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite.
 - b. Use appropriate language.
 - c. Avoid language and uses which may be offensive to other users.
 - d. Do not assume that a sender of email is giving his or her permission to forward or redistribute the message to third parties or to give his or her email address to third parties.
 - e. Do not use the network in such a way that would disrupt the use of the network by other users.
 - f. Be considerate when sending attachments with email.
- F. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials that are inappropriate for school-aged students.
- G. In using the computer network and Internet, users should not reveal personal information.
- H. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
- I. Users should never give out private or confidential information about themselves or others on the Internet.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Personal electronic devices may be used for educational purposes only, at the teacher's discretion during class time. At no time are students allowed to "play" on their devices without an educational purpose and/or teacher direction. Students are never permitted to make calls, create recordings or take pictures unless directed to do so by a teacher. If a student violates the electronic device policy, the device can be confiscated. For more specific details, please refer to each school building's policies governing cell phone and electronic device use.

SECTION IX: CODE OF CONDUCT

INTRODUCTION

A major component of the educational program at Field is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student will be expected to:

- Abide by national, state, and local laws as well as the rules of the school,
- respect the rights of others,
- act courteously to adults and fellow students,
- be prompt to school and attentive in class,
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background,
- complete assigned tasks on time and as directed,
- help maintain a school environment that is safe, friendly, and productive,
- exhibit responsibility and self-control, and
- act at all times in a manner that reflects pride in self, family, and in the school.

HARASSMENT (Bullying)

The harassment of a student, staff member, or other person associated with the District is not permitted. Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Harassment of a student by other students or any staff member is a violation of federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. Anyone found to have violated this policy and/or the code of conduct will be subject to disciplinary action up to and including dismissal from the District.

Any student who believes he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should make contact with the principal.

The student may make contact by a written report, telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report of harassment will be investigated in a timely and confidential manner by the principal and/or his/her designee. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

DRESSING AND GROOMING

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)
- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, lewd, drug-related, gang-related, or inflammatory messages on my clothing? (no)

STUDENT DRESS CODE

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The Board of Education prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence

against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

School dress and grooming should be similar to what would be appropriate for an informal place of business. School dress and grooming should not have a distracting influence or pose a possible health or safety hazard.

The following shall serve as guidelines for appropriate dress for school. They are not intended to be comprehensive. The final decision about any dress code violation shall rest with the building principal.

1. Skirts shall cover mid-upper thigh.
2. Shorts shall have at least a two-inch inseam. Pockets shall not be visibly sticking-out from under shorts.
3. Shirts shall fully cover the midriff.
4. Halters, backless and strapless tops are not permitted. Tops must cover cleavage. Tank tops are permitted.
5. Underwear shall be covered at all times. Underwear or skin shall not be visible through clothing.
6. Hats, hoods, bandannas and all other head coverings shall not be worn in a school building during the school day. Head coverings worn for religious purposes are excepted from this prohibition.
7. Clothing, jewelry and other accessories that contain sharp edges or spikes are not permitted.
8. Clothing and accessories shall not reference, depict, advertise or suggest drugs, tobacco, illegal substances, weapons, violence, profanity or obscenities.
9. Shoes must be safe to the environment.

If a student is sent to the office for a dress code violation, he/she will be asked to change clothes. If he/she does not have a change of clothing, parents will be called and asked to bring a change of clothes from home. The objective is to return students to class as soon as possible, but students will not be allowed to return to class until the dress code violation is fixed. A student may be assigned an in-school restriction if he/she refuses to change or while waiting for a parent to arrive with a change of clothes. Repeated violations of this policy may result in disciplinary consequences.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school is not responsible or liable for damage to or theft of personal property.

If a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the damage or replacement of the property. If the damage or loss was intentional, the student will be subject to discipline according to the student discipline code.

CONDUCT (ZERO TOLERANCE)

A student who fails to comply with established school rules or with any reasonable request made by school personnel in accordance with Board of Education policy is subject to approved student discipline. The Board will not tolerate violent, disruptive, or inappropriate behavior, including excessive truancy, by its students.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board.

Furthermore, students may be disciplined for conduct that is directed at a board official or employee, or the property of such official or employee, regardless of where or when it occurs.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school will attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible: informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes, but is not limited to:

- Writing assignments
- Change of seating
- In-school restriction
- Lunchtime detentions
- Before or after school detentions
- Disciplinary removal
- Community service
- Parental contact
- Schedule changes
- Loss of parking privileges (high school)

The following rules will apply to in-school restriction:

1. Assignments are provided and credit is given for assignments that are completed during the in-school restriction.
2. Students are required to have class assignments with them. If a student does not bring work, the monitor will provide work.
3. Students are not to communicate with each other unless given special permission to do so.
4. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
5. Students will not be allowed to put their heads down or sleep.
6. No radios, cell phones, cards, magazines, or other recreational articles will be allowed in the room.
7. No food or beverages will be consumed with the exception of lunch.

A student missing any portion of his/her assigned time during in-school discipline may be given additional time. Failure to timely serve in-school discipline may lead to suspensions from school. Any such restriction will be in accordance with District guidelines.

Formal Discipline

Students being considered for in-school restriction, suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violating the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as legal action.

- A. Suspension is defined as the denial to a student for a period of at least one but not more than ten days of permission to attend school and to take part in any school function. Credit is given for work missed due to out-of-school suspension.
- B. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten school days but not exceeding the greater of 80 school days, or one year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended. Whenever an incident occurs that may lead to an expulsion the principal may suspend a student prior to the expulsion hearing.
- C. Emergency removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- D. In-school restriction is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled.
- E. Permanent exclusion means the prohibition of a student forever from attending any public school in Ohio that is operated by a city, local, exempted village, or joint vocational school district.
 1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was 16 years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following: O.R.C. 2923.122, 2923.12, 2925.03, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or former O.R.C. 2907.12. Also

complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of a Board of Education.

2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was 16 years of age or older or was adjudicated a delinquent child for the commission, when he/she was 16 years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board a request that the student be permanently excluded from public school attendance in accordance with O.R.C. 3313.662.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. See BOE policy 6.18 for more detail.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

RESTRICTION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for a restriction of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, an administrator will make a decision whether or not to restrict his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are restricted, he/she and his/her parents or guardians will be notified, in writing within one (1) day, of the reason for and the length of the restriction.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. School authorities may search the person or property (including vehicles, lockers, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

When the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

In collaboration with police, properly trained canines may be used to sniff lockers, automobiles, and other places on the District premises.

If there is a reasonable basis for suspecting that a particular student has committed, or is committing a violation of a law or District rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or District rules on the student's person, the student may be searched for evidence of the suspected violation.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated.

RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves within the Code of Conduct guidelines. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 - 1. is obscene, libelous, indecent or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing, or
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Students must present materials to be displayed to the building administrator twenty-four (24) hours prior to display.

CODE OF STUDENT CONDUCT

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code will apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code will also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following items from the code of conduct may result in disciplinary action(s) which may include detention, parental contact, referral to legal authorities, emergency removal, in-school restriction, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school sponsored activities.
2. ARSON or attempted arson, and related offenses.
3. ASSAULT, ASSAULT AND BATTERY, or threat thereof to any school personnel, other student, or visitor.
4. Any other form of BEHAVIOR which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
5. CHEATING.
6. COLLUSION, COMPLICITY, OR AIDING AND ABETTING anyone in the commission of conduct prohibited by Board policy, or state or federal law.
7. Any attempts to engage in CONDUCT prohibited by this policy.
8. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
9. Open DISPLAYS OF AFFECTION between members of the same or opposite sex.
10. DISRESPECT to any individual.
11. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This will include use of same to incite others toward acts of disruption.
12. Violation of school policies pertaining to DRESS AND APPEARANCE.
13. DRIVING in an unsafe manner.
14. Violation of school building policy regarding the usage of personal ELECTRONIC DEVICES.

15. The act of **EXTORTION** from any person on school property; (including buses) or at any school-sponsored activity.
16. **FALSE ALARMS** - including fire and/or bomb threats.
17. The act of **FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.
18. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
19. Violation of **FEDERAL OR STATE STATUTES** on school premises or involving school activities.
20. **FIGHTING**, hitting, pushing, kicking, biting, slapping, tripping, scratching, and/or poking among two or more students on school property; (including buses) or at any school sponsored activity. This will include inciting and/or encouraging others to fight.
21. Possession of a **FIREARM**: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as Field Local School District Board of Education 6.19 Policy Manual page 4 Chapter VI – Pupil Personnel provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy will automatically change to conform to it.
22. Possession, use or threatened use of **FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools.
23. **GAMBLING** for money or valuables on school property (including buses) or at any school sponsored activity.
24. The Superintendent may prohibit a student from attending and/or participating in the District's **GRADUATION CEREMONIES** as part of a student's suspension, expulsion, or removal from school.
25. **HAZING AND INTIMIDATION**, subjecting other students to pranks or humiliation causing mental or physical harm.
26. Commission of an **IMMORAL ACT**.
27. **INSUBORDINATION AND/OR DISOBEDIENCE** in refusing to comply with directions of school personnel.
28. Violation of policies governing **INTERNET USAGE**.
29. **LEAVING SCHOOL PROPERTY** or assigned area prior to specified dismissal time without official permission.
30. **LOITERING, LITTERING**, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
31. Persistent, willful **MISCONDUCT**. Violation of a reasonable and uniformly enforced rule or policy. Intentionally doing that which should not be done or intentionally failing to do that which should be done.
32. **MISUSE OF SCHOOL PROPERTY**.
33. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any **NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Field Local School District Board of Education 6.19 Policy Manual page 2 Chapter VI – Pupil Personnel
34. Failure to **PAY TUITION** or other approved charges.
35. **PLAGIARISM**.
36. Use of **PROFANE, INDECENT, OR OBSCENE LANGUAGE** written or verbal; directed toward school personnel or students. This will include use of obscene gestures, pictures, or signs.
37. **POSSESSION OF A KNIFE**: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.

38. Those acts or violations listed in the PERMANENT EXCLUSION PORTION OF THE BOARD POLICY ON STUDENT DISCIPLINARY PROCEDURES.
39. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
40. REPEATED TARDINESS to class or school.
41. VIOLATION OF TERMS OF SUSPENSION, EXPULSION, OR OTHER FORMS OF DISCIPLINE.
42. Violation of STATE STUDENT MANDATES, including, but not limited to, required immunization
43. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school sponsored activities.
44. Unauthorized THROWING OF ANY OBJECT including, but not limited to, snowballs.
45. TOBACCO/NICOTINE. A student will not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
46. TRESPASSING OR LOITERING.
47. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
48. Possession, use, or threatened use of WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

SECTION X: WRITING GUIDELINES

MLA STANDARDS

The English Department uses MLA standards for page formatting, research practices and standards for documentation. Students may consult The MLA Style Center at <https://style.mla.org/> or Purdue OWL: MLA Formatting and Style Guide at <https://owl.english.purdue.edu/owl/resource/747/01/>.

PLAGIARISM

When using outside sources in your writing, parenthetical documentation and the Works Cited page are required. Using information obtained from a source without citing the source or turning in as your own a paper or part of a paper accessed through the Internet or any other source is plagiarism. Using a paper previously written for another course is also plagiarism. Plagiarism is theft and is illegal. **Students caught plagiarizing will receive a zero on the assignment and will be given no chance to make up the work.** A second offense will result in failure of the course.

Note: Be advised that the following forms can be found on the school website at www.fieldlocalschools.org under Board of Education - Board Policies - Chapter 9 or are available in the school offices.

- Title IX Grievance Form Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA
- Authorization for Prescription Medication Administered at School
- Authorization for Non-prescription Medication Administered at School
- Authorization for the Possession and Use of Asthma Inhalers
- Parent/Student Acknowledgement of Student Handbook
- Notification to Parents Regarding Student Records
- Notification to Parents on Blood-borne Pathogens

SIGNATURE PARAGRAPH

We have read the school policies and requirements and agree to follow all rules and guidelines.

_____/_____
 Parent signature Student signature