

**Student Handbook
2018-2019**

**Fort Recovery Middle School
Home of the Indians**

“Better Today Than You Were Yesterday”

865 Sharpsburg Road
Fort Recovery, Ohio 45846
419-375-2815

Ft. Recovery Local Schools Website
www.fortrecoveryschools.org

Mr. Tony Stahl, Middle School Principal
Email: stahl@fortrecoveryschools.org

This Student Planner Belongs To:

Name _____

Address _____

Phone _____

Grade _____

	Regular Schedule	1 Hour Delay	2 Hour Delay	3 Hour Delay
Student Arrival	8:00 – 8:15	9:00 – 9:15	10:00-10:15	11:00-11:15
1st Period	8:18-9:03	9:18-9:56	10:18-10:49	11:18-11:39
2nd Period	9:06-9:51	9:59-10:37	10:52-11:23	11:41-12:02
3rd Period	9:54-10:39	10:40-11:18	11:26-11:57	12:04-12:35
4th Period	10:42-11:24	11:21-11:59	12:00-12:31	1:07-1:30
Lunch Period	11:24-11:57	11:59-12:29	12:31-1:01	12:35-1:05
7th & 8th gr Lunch Recess	11:24-11:45 11:45-11:57	11:59-12:17 12:17-12:29	12:31-12:48 12:48-1:01	12:35-12:50 12:50-1:05
6th Grade Recess Lunch	11:24-11:35 11:35-11:57	11:59-12:12 12:12-12:29	12:31-12:44 12:44-1:01	12:35-12:50 12:50-1:05
5th Period	12:00-12:57	12:29-1:07	1:01-1:36	1:32-1:55
6th Period	1:00 - 1:45	1:10-2:01	1:39-2:11	1:57-2:21
7th Period	1:48-2:33	2:04-2:42	2:14-2:46	2:23-2:46
8th Period	2:36-3:21	2:45-3:21	2:49-3:21	2:48-3:21

Welcome to Fort Recovery Middle School!

On behalf of the entire Fort Recovery Middle School (FRMS) faculty and staff, I extend our best wishes to you for a successful school year. I believe with clear expectations, a strong instructional program, and the cooperation of you and your family, the school year will be a success. We are proud of you and the talents you possess, and hope that you will work hard to utilize them in the best way possible.

This information has been developed to help you become familiar with the facilities, activities and guidelines concerning the middle school. **Please take some time to read each section carefully so that you become aware of the policies that pertain to you.** Our challenge and hope for this school year is that you leave FRMS more successful and prepared for the future than when you arrived. We will work tirelessly toward that goal and hope you will strive along with us to be the best version of you during your time here and beyond!


Mr. Tony Stahl, MS Principal

The Power of Culture at Fort Recovery Middle School

Culture is not a document that hangs on the wall. Culture is what we believe, how we behave, and the experience our behavior produces for others. It is the foundation on which our education community is built. Written statements help clarify the culture, but documents don't build culture ... our actions do.

The Belief Behavior Outcome chart (BBO) is a blueprint for our culture. It makes clear the specific behaviors and results we want from each of our values. The behaviors outlined in the VBO below are essential to how we engage students in the classroom, and how we operate our schools. Our goal is to create an educational environment where everyone consistently engages in behaviors that produce exceptional outcomes. At Fort Recovery Middle School, we hold everyone including faculty, staff, and students to the highest of standards and will push, both adults and students, to be the best version of themselves!

Fort Recovery Local Schools
The Indian Way



"BETTER TODAY THAN YOU WERE YESTERDAY."		
Belief	Behavior	Outcome
Power Of The Tribe	<ul style="list-style-type: none"> Respect Each Other And Really Listen Talk With People, Even When It's Hard Bring Others Along 	Work Together. Learn Together. Achieve Together
Passion To Grow	<ul style="list-style-type: none"> Embrace The Journey Accept The Challenges Be Coachable 	Maximize Opportunities
Own It	<ul style="list-style-type: none"> Own Your Attitude Own Your Effort Own Your Choices 	Best Version Of You

2018-2019 FRMS School Calendar

August 22	1 st Day for Students
September 3	No School-Labor Day
September 17	2 Hour Early Release - Staff Development
October 8	No School-Prof. Develop.
October 19	End of First Nine Weeks
November 5	2 Hour Early Release - Staff Development
November 8	Parent/Teacher Conferences 4-7:30 pm
November 13	Parent/Teacher Conferences 4-7:30 pm
November 21-23	Thanksgiving Vacation
December 24 – Jan. 2	Christmas Vacation
January 4	End of First Semester
January 21	No School-MLK Day
February 15	No School – Prof. Develop.
February 18	No School -President’s Day (Make-up Day)
March 15	End of 3rd Nine Weeks
March 21	Parent/Teacher Conferences 4-7:30 pm
March 22	No School
April 18	Easter Vacation (Make-up Day)
April 19	Easter Vacation
April 22	Easter Vacation (Make-up Day)
April 22-26	8 th grade DC Trip
May 23	Last Day for Students
	End of Second Semester

Make-Up Days: February 18, April 18, 22, May 24, 28.

ACADEMIC OFFERINGS

6th Grade:

Language Arts	LEAP
Social Studies	Science
Math	Band
Tech Citizenship	STEM 1
R-Factor Leadership	PE
Music	LA Quest
Art around the World	Math Quest

7th Grade:

Language Arts	LA Gifted
Social Studies	Science
Math	Band
Choir	STEM 2
Digital Tech	LA Quest
Art	Math Quest
Health & Wellness	World Music & Culture
Financial Literacy	

8th Grade:

Language Arts	LA Gifted
History	Algebra I or 1A
Science	LA Quest
Choir	Band
STEAM	Technology
Intro. to Agriculture	PE
Rock-n-Roll in America	Algebra Review

ATHLETIC ELIGIBILITY

Extra – curricular activities are a privilege, and not always a student right. In the case of athletics, in order to be eligible, a student in grades 7 or 8 must pass a minimum of 5 courses of all subjects taken in the preceding grade period and attain at least a 1.5 GPA. Every student is eligible during the first nine week grading period of his/her 7th grade year. A student-athlete must be in school for a minimum of 4 periods to be considered eligible to participate in that evening’s extra-curricular event unless prior permission has been granted by the building principal. This includes funerals, medical appointments, school related functions, or other excused absences as determined by the building principal.

ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Establishing a pattern of good attendance will benefit the student in school as well as the eventual workplace. This is a vital component to our students’ success throughout the school year and a positive habit we want to develop during their time in our district.

Absence Reporting Procedures:

When students are absent, parents are to notify the middle school office by 8:30am. If this is not done, the school will attempt to make contact in order to verify the absence by 10:30am. The school will only make contact to verify an absence three (3) times during the school year. On the fourth attempt, and any subsequent attempts, the student will be counted as an *unexcused absence* for that school day despite the reason.

Truancy:

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After the 3rd unexcused absence, the county truancy officer will be notified.

In accordance with RC3321.191, parents will be notified of absences with or without legitimate excuse after 38+ hours (6 days) in a month or 65+ hours (10 days) in a year, within seven (7) days of the absence that triggered the notice. The middle school office will send out notification letters as students approach these attendance thresholds.

At this time, the school will make at least three (3) good-faith attempts to secure parent participation on an absence intervention team. If the parent fails to respond, the district shall: (1) investigate whether the failure to respond triggers mandatory reporting to children’s service; and (2) instruct the team to develop a plan notwithstanding the absence of the parent.

The Absence Intervention Team will be comprised of the following personnel:

- Building administrators
- The k-8 guidance counselor
- A teacher familiar with the student
- Student’s parent/legal guardian

The school will recognize excused absences in certain situations. All student absences must be reported and some

require prior written permission (*see Student Leave Form*). Excused absences will be recognized for the following reasons:

- Personal illness of the student
- Illness/Death in the family requiring the student to be at home and/or attend funeral
- Religious Holidays (*requires prior written permission*)
- Emergency work at home, exclusively for the parents, and limited to students age 14 or older
- Wedding of an immediate family member (*requires prior written permission*)
- Family vacation (*requires prior written permission*)

Students may obtain a **Student Leave Form** from the middle school office or website.

Students shall be granted up to 10 excused absences per year for reasons listed above. The 11th and each subsequent absence will be considered unexcused unless the absence is medically certifiable. Students are counted ½ day absent if they arrive after 8:45 AM or leave before 3:00 PM.

If possible, you should get your homework assignments before returning to school in order to be better prepared upon returning to class. For all classes missed at school, you are to arrange with each teacher for the make-up of missed work. If you have been absent for any reason, a written excuse from home must be brought to the Middle School Office.

Tardiness:

A student unexcused tardy three (3) times in a semester will receive a detention and a call will be made to the truancy officer. This will occur for every additional tardy in the same semester.

COMPUTER USE POLICY

****See Page 14 for additional information****

At FRMS you will have access to internet, e-mail privileges, and a student computer. When you use the computers at FRMS, you have a responsibility to use them correctly. This means that they should not be used to access or create materials that do not belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others.

The district provides internet services to its students. The district's internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and internet services / connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the

world, the internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The district further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet. The district supports and respects each family's right to decide whether to apply for independent student access to the internet.

Please be aware that the privilege of computer use at FRMS depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly. There is no charge for using the FRMS Internet services, however, only those students who have turned in the Internet Access Parent/Guardian Permission Form will be allowed to access the Internet.

ELECTRONIC DEVICES

Electronic communication devices (ECDs -cell phone, pagers, ipods, etc.) may not be activated during the instructional day. Students may use communication devices before or after the instructional day, as long as they are not activated on school buses. Portable devices may be housed in student lockers, but students should not have them in their possession during the instructional day. This includes during passing periods, recess, lunch, school assemblies, classes, and/or activities (Field Day, Get Real Week, etc.) Violation of this policy, including inappropriate use of the device before or after the instructional day, may result in disciplinary actions against the student. See Rule Violations & Penalties for discipline overview – pg. 12.

The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or other ECDs. Students should take precautions to be sure such items are accounted for and secured during the school day.

EMERGENCY CLOSING

Information regarding emergency closing of school will be announced over the following radio and TV stations: WCSM – 96.7 FM or 1350 AM (Celina), WKKI 94.3 (Celina), WPGW 100.9 FM or 1400 AM (Portland), WHIO channel 7 TV (Dayton) and WLIO channel 35 TV (Lima). Parents are encouraged to sign up for the One Call Delay and Cancellation System or receive text/email notifications that will inform parents of all emergency closings.

FIELD TRIPS

Being a student at Fort Recovery Middle School carries with it certain privileges. During the course of the school year, FRMS students will be afforded the opportunity to attend a variety of field trips that are intended to strengthen and support the school's curriculum. Below is the set of criteria used by school personnel to determine if a student will be eligible to attend a field trip, including the 8th grade Washington, DC Trip. Students must meet all three sections of the criteria in order to be allowed to attend any field trip:

- Must be passing all of their classes.
- Must not have multiple missing assignments.
- Must be in good discipline standing with the principal.

Students who violate school rules may lose the privilege to go on field trips and could be placed under Probation regarding their field trip status as a result of disciplinary action.

All chaperones for school field trips must be a parent or legal guardian. All students must ride the bus to the field trip and back to the school at the end of the field trip.

GRADING SYSTEM

A student will receive credit for all work satisfactorily completed. The following grading scale will be used:

A+	100, 99, 98	C+	82, 81, 80
A	97, 96, 95	C	79, 78, 77, 76
A-	94, 93	C-	75, 74, 73
B+	92, 91, 90	D+	72, 71, 70
B	89, 88, 87, 86	D	69, 68, 67
B-	85, 84, 83	D-	66, 65

- The grade of "I" should be given to a student who failed to comply with the requirements of the course. The length of time before an incomplete becomes a failure should be reasonable.
- At the end of the 4th week of each grading period progress reports will be sent home to the parents.
- Cheating and plagiarism will not be tolerated in any form at FRMS. See Rule Violations & Penalties for discipline overview – pg. 12
- Classes taken during the 8th grade year for high school credit will be given for:
 - 8th grade P.E. (0.25 credits)
 - 8th grade Physical Science (1 credit)
 - 8th grade Algebra 1(1 credit)
 - 8th grade Algebra 1A (1 credit)

Grades in these courses do not figure into high school GPA, but will appear on the student's high school transcript.

- Grade cards will be distributed during the week following the end of the nine weeks.
- Homework Policy:
 - If homework is turned in late – it will be given a 10% grade dock.
 - If homework is not turned in – it will be result in a grade of 0%.
 - Parents will be contacted either by phone or by letter once their child misses two homework assignments (either 10% dock or 0%)

HONOR ROLL

All students are eligible for placement on the school Honor Roll. Students must achieve a grade average of "B" in all subjects in order to be placed on the "A-B" Honor Roll. An average of "A" will entitle the student to be placed on the "A" Honor Roll. The Honor Roll will be published at the end of each nine-week grading period.

INCENTIVE PROGRAM

Students in grades 6th, 7th, and 8th will be able to participate in the Middle School Incentive Program which will be offered once each semester. Requirements will be checked in each of the four nine week's grading periods. Any student who meets the requirements for each semester will be eligible to participate in the incentive activity pending overall approval of the building principal. The requirements needed are outlined below:

Semester 1

1. Student receives all A-Bs on Semester 1 Report Card.
2. Student completes all Reading Counts Requirements outlined by their LA teacher.
3. Student receives no disciplinary action.

Semester 2

1. Student receives all A-Bs on Quarter 3 Report Card and receives all A-Bs on Quarter 4 Interim Report.
2. Student completes all Reading Counts Requirements outlined by their LA teacher.
3. Student receives no disciplinary action.

***Any student with exceptional circumstances will potentially be evaluated under different guidelines as per the discretion of the building principal.

LOCKERS

Each student will be assigned a locker. All books and personal items, when not in use, including heavy coats, are to be kept in your locker. Remember, you will only have three minutes between classes, so plan your visits to your locker accordingly. Lockers are the property of the school and may be searched at any time. Students are expected to keep their lockers neat and clean at all times.

MEDICINE

Students are not permitted to possess or store medication at any time while under the authority of school

personnel. Before prescription and non-prescription drugs will be administered, the student must have on file an authorization form signed by the parent/guardian. All medicine, non-prescription and prescription, must be kept in the office with the exception of inhalers and Epi-pens that are allowed in the student's locker.

RECORDS

Family Educational Rights and Privacy Act

FERPA, a federal law, requires that Ft. Recovery Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, FRLS may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary in accordance to with District procedures. The primary purpose of the directory information is to allow the FRLS to include this type of information from your child's education records in certain school publications.

If you do not want Ft Recovery Schools to disclose directory information from your child's education records without your prior consent, you must *notify the District in writing by October 15th of the current school year.* FRLS has designated the following information as directory information: student name, address, telephone listing, grade level, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, grade level, and the most recent educational agency or institution attended.

Confidentiality

Student records are confidential and are protected by the HIPPA Laws. Only the school staff and the child's natural parents or legal guardians have access to the records.

Directory information of the child is not protected by the privacy act. Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this information.

Parent's Access

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's record. The school may charge the actual cost of duplicating the record. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

Non-custodial Parent Access

A divorce or change in custody does not change the rights of a natural parent to his/her child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the

custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

SEXUAL HARRASSMENT

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Recent lawsuits show that even young children can be held liable for sexual harassment. A student is guilty of sexual harassment in situations involving **jokes** that are sexual in nature; in **comments** to/about other students that involve sexual innuendos, teasing, etc; in making unwanted **advances** to members of the opposite (or in some cases the same) sex. (Hugging, kissing, or inappropriate touching etc.) Courts have upheld sexual harassment charges even when the comments/actions have not been directed to the party himself/herself making the charges. If another person even hears the comments, he/she can make the charge of sexual harassment.

By law, school personnel must document that they have intervened with the offending students in these situations and that action has been taken to prevent the reoccurrence of the action leading to the sexual harassment situation.

STUDENT FEES

Student workbook and supply fees will be distributed at the beginning of the school year. Students will be responsible for costs/fines related to lost or damaged school property, including student computer. It is the responsibility of the student to take proper care of all school related supplies and materials. Failure to pay fees and fines could result in the withholding of grades, transcripts, and/or diploma.

FRMS - STUDENT CODE OF CONDUCT

The student Code of Conduct confirms that students have responsibilities to use the facilities and services of the personnel of Fort Recovery Local Schools for the purpose that they are intended –**EDUCATION**. In order for the schools to operate, certain rules and regulations regarding student behavior have to be established and enforced. Therefore, the Student Code of Conduct is an attempt to list the major rules, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other student’s learning or is deemed inappropriate for a school setting. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of other students.

The following code sets forth rules prohibiting certain types of student conduct either;

- On the school grounds or for students coming to or leaving school,
- At any school function or event, or
- At other times when students are reasonably expected to be under the supervision of a school employee.

A student found to be in violation of any of these rules may be suspended for up to 10 days and/ or be expelled for the remainder of the current semester. It shall be at the decision of the appropriate school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate. Students aiding, abetting, or conspiring in the commission of any school violation may receive a penalty equal to the attempted violation.

1. **Disruption of School:**

No student, by use of violence, force, noise, coercions, threat, intimidation, fear, active or passive resistance, or any other conduct, shall intentionally cause the disruption or obstruction of any lawful mission, process or function of the school, or cause other students to engage in such conduct.

The following acts are prohibited:

- Occupying any school building, school grounds, or part thereof to deprive others of its use.
- Blocking the entrance or exit of any school building or corridor or room.
- Setting fire, or attempting to set fire to or damaging any school building or property.
- Possessing firearms, explosives, or other items that could be used as a weapon.
- Preventing students from attending a class or school activity.
- Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic.
- Continuously and/or intentionally creating noise or acting in any manner so as to interfere with a teacher’s ability to conduct his/her class.
- Taking another student’s property through coercion, threat of bodily harm or harm to others.
- Wrongfully discharging an alarm system, or causing electrical and heating systems to malfunction.

- Engaging in gang activity or identification.
- Engaging in distractive and/or destructive behavior while being transported by any form of school transportation.

2. **Damage, Destruction, or Theft of School Property:**

No student shall cause or attempt to cause damage to school property, including defacing, stealing, or attempting to steal school property.

3. **Damage, Destruction, or Theft to Private Property:**

No student shall cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees or steal or attempt to steal private property.

4. **Assault Upon Another:**

No student shall cause or attempt to cause or threaten physical injury or physical imposition or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee or another student.

5. **Abuse of Another:**

No student shall use or direct to, or about a school employee, a fellow student, words, phrases or actions which are considered to be slanderous or degrading in nature and/or words and phrases which are obscene or profane as defined by the majority of our society. No student shall sexually harass a school employee or a student.

6. **Bullying**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, and detracts from the safe environment necessary to promote student learning. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds or off school grounds at a school sponsored function or activity. (See Olweus Bullying Rubric - pg. 13) Bullying is any pattern of behavior by a student, or group of students, that is intended to harass, intimidate, ridicule, or instill fear in another student or group of students. Bullying behavior can be a threat of, or actual physical harm, or it can be verbal abuse of a student. Bullying can be a series of recurring actions committed over a period of time directed toward one student or directed toward multiple students.

7. **Weapons and Dangerous Instruments:**

No student shall discharge any explosive, or other disruptive device. Look-a-like counterfeit weapons are prohibited.

8. **Narcotics, Alcoholic Beverages and Stimulant Drugs:**

No student shall knowingly possess, use, or transmit any pills or capsules that are not from a doctor’s prescription. No student shall possess or transmit any alcoholic beverage or intoxicant of any kind. No student shall attend a school function having used alcohol or nonprescription drugs. Look-a-like counterfeit drugs are prohibited. Unauthorized use of steroids is prohibited.

9. **Failure to Obey Instructions:**

No student shall fail to comply with any lawful instructions or request of teachers, student teachers, principals, or other authorized personnel during any period of time when he/she is properly under the authority of such school personnel. No student eligible for bus transportation shall fail to comply with school bus regulations, or obey the directions of the bus driver, or other supervising personnel, including chaperones.

10. Tobacco and Related Materials:

No student shall smoke, chew, dip, or openly display tobacco, matches, lighter, or other paraphernalia in school buildings or on school property.

11. Removing or Altering Student Records:

No student shall remove any student record from its official place of deposit without permission of the record custodian, or alter or in any way change any such record.

12. Attendance:

No student shall fail to comply with state attendance laws, including, but not limited to, truancy from a specific class and tardiness to school, in general, or to a specific class. No student shall leave the school property or assigned educational location, once they have come under the supervision of a school employee, prior to specified dismissal times, without official permission.

13. Gambling:

No student shall participate in gambling of any kind.

14. Student Activities:

No student shall violate the rules or regulations or misappropriate funds of such school activities.

15. Dressing and Grooming:

It is generally accepted that cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. Extremes in dress and personal appearance which tend to cause distractions or pose health problems cannot be tolerated at school.

No student shall dress in a manner, which presents a clear and present danger to the student's health or safety, or in a manner which causes an interference with school work, or which creates a classroom or school disruption. Clothing and personal items which promote or support alcohol, drugs, gangs, profanity, sexual conduct, and violence will not be worn on campus or at any school sponsored activity. Overly revealing clothing is not considered appropriate.

Consequences:

Students will be directed to change the inappropriate clothing or turn the clothing inside out.

16. Initiation and Hazing:

No student or student organization shall cause the initiation and hazing of any student that creates risk, harm or undue embarrassment to himself or another person. No physical or emotional hazing will be tolerated.

17. Misuse of File Server Accounts:

No student shall knowingly violate the NOACSC acceptable computer use policy. Students shall not access pornography or inappropriate materials, or send or receive messages that are racist, inflammatory, or violent to others. Students shall not use lewd, vulgar, profane or sexually explicit language in e-mail communications or use the Internet for the transmission of "chain letters". Students are prohibited from creating, copying or transmitting computer viruses in any form. Students are not to share or disclose passwords to others; use other's passwords, or trespass into others' files. All posted computer regulations and procedures must be strictly followed.

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, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- after-school detention;
- in-school discipline;
- Saturday school;
- Alternative school;

Detentions

A student may be detained after school after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

In School Detention is a positive alternative designed to reduce the out-of school suspensions. A student is assigned by an administrator after the student violates school codes or policy. Parents are notified by letter or phone call.

The length of the stay is determined by the individual circumstances of each case. Assignments and tests are provided by the classroom teachers. Students are required to bring extra material to study with them, in case

they finish with their regular assigned work. Students are not permitted to rest their heads on their desks or sleep. No radios, headsets, beepers, or other recreational articles will be allowed in the room.

Saturday School

Saturday school will be in session from 8 am – 12 pm.

Alternative School

In order to more readily promote an atmosphere conducive to the learning process, the building administrators may assign students to the alternative school. The purpose shall be to serve students who are on suspension, who are having truancy problems, who are experiencing academic failure, who have a history of class disruption, or who are exhibiting other academic or behavioral problems. Because of space limitations at the alternative school, assignments will be based on availability.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, Saturday School, Alternative School may be given an additional consequence. Failure to timely serve, Detention, In-School Discipline, Saturday School assignment(s) may lead to suspension from school for a period not to exceed one day. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to: Detention, In-School Discipline, Saturday School, Alternative School:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverage shall be consumed.
- Any student who has not passed all of the State mandated assessment tests may be required to work on a study packet for one or more unpassed tests.
- Transportation to and from Saturday school is the student/parent responsibility.
- Transportation to and from Alternative school will be provided by Ft. Recovery Schools.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those

aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

Due Process

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student s/he and her/his parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within one day after receipt of the suspension notice, to report to the superintendent or the middle school principal. The request for an appeal must be in writing.

During the appeal process,

- The student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or athletic director may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within (3) school days after the removal is ordered. Written notice of the

hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement 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.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal or other administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

Bus Rules:

1. Student behavior expectations on the bus are the same as in the classroom.
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. Stay in your seat. Keep feet out of the aisles.
5. Keep head, hands and feet inside the bus at all times.
6. Bus driver is authorized to assign seats.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

Search and Seizure

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or 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. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Students have NO reasonable expectation of privacy in their actions in public areas including but not limited to: common areas, hallways, cafeterias, classrooms and gymnasiums. The district may use video cameras in such

areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

RULE VIOLATIONS AND PENALTIES

As a district, we believe all students and staff should be held to a high standard of excellence. At FRMS, we hope to empower students and provide the tools and skills necessary to promote positive decision-making. However, we are realistic with our expectations and understand that sometimes this does not happen. As a result, students must be held responsible for their actions and consequently be prepared to accept the outcomes of their decisions, both positive and negative.

The following is a list of recommended penalties and punitive measures, which may be invoked for these infractions. The principal has the authority to determine the penalty for each violation of the Code of Conduct. Saturday School can and will be used as a substitute for, or in conjunction with, in-school detention, alternative school and out-of school suspension. This is at the discretion of the principal.

Detentions:

Teachers are responsible for setting clear behavioral and academic expectations for their classrooms. This will be communicated to all students in the first week of school. As a result, teachers may issue detentions based on their classroom and district policies.

Detentions are 30 minutes long and should take place after school hours. All parents will be notified of student detentions. Principal will work in conjunction with teachers to address case-by-case issues as they arise during the school year.

Leaving School without Permission:

- 1st Offense: 3 days in-school detention.
- 2nd and Subsequent Offenses: 3-5 days in school detention or out of school suspension.

Violation of Closed Lunch Policy:

- 1st Offense: Saturday School
- 2nd Offense: 3-5 days in school detention or out of school suspension.

Falsification of Passes or Parental Notes:

- 1st Offense: 1 day in-school detention and limit of future passes.
- 2nd and Subsequent Offenses: 3-5 days in school detention or out of school suspension and limit on passes for the remainder of the year.

Obscenity - Use of profane language/obscene gestures:

- 1st Offense: Saturday School
- 2nd Offense: 2-5 days in-school detention.

Verbal Abuse to a Fellow Student or Staff Member:

- 1st Offense: 1-3 days in-school detention.
- 2nd Offense: 5-10 days in school detention or out-of school suspension.

Smoking in the Building:

- 1st Offense: 5 days out-of school suspension.

2nd Offense: 5-10 days in school detention or out-of school suspension.

Smoking on School Grounds:

1st Offense: 3 days in-school detention.

2nd Offense: 5 days out-of school suspension.

Fighting:

1st Offense: 3-5 days in school detention or out of school suspension.

2nd Offense: 5-10 days in school detention or out-of school suspension, and possible expulsion recommendation. (If self defense can be proven, a suspension penalty may not occur).

Assault of Teacher or Staff Member:

Verbal Threat: 5-10 days in school detention or out of school suspension, and possible police referral.

Physical Threat: 10 days in school detention or out-of school suspension, possible police referral, and possible expulsion.

Gambling:

1st Offense: 2 days in school detention or out of school suspension.

2nd Offense: 3-5 days in school detention or out-of school suspension

Theft:

1st Offense: 3-5 days in school detention or out-of school suspension and possible police referral.

2nd Offense: 5-10 days in school detention or out of school suspension, and possible police referral.

Insubordination:

Definite willful disobedience such as insolence, disorderly conduct, disrespect, profanity toward school personnel, failure to obey instruction, etc.

1st Offense: 2-5 days in school detention or out-of school suspension

2nd Offense: 5-10 days in school detention or out-of school suspension.

3rd Offense: 10 days in school detention or out-of school suspension and possible expulsion recommendation.

Academic Dishonesty/Cheating/Plagiarism:

1st Offense: Student will receive no credit (0%) for the assignment. Parent contact will be made and a detention issued.

2nd Offense: Student will receive no credit (0%) for assignment. Parent contact will be made and in school suspension issued.

Student Misuse of Electronic Communication Devices:

1st Offense: Device will be confiscated and student must pick up device from office at the end of the school day.

2nd Offense: Device will be confiscated and parent contact will be made. Parent/Guardian must pick up device from office at the end of the school day.

3rd Offense: Device will be confiscated and parent contact will be made. Parent/Guardian must pick up device from office at the end of the school day. Student will be issued a detention.

Possession or Use of Illegal Substances:

(Alcohol, Tobacco, Tobacco-like products, or Drugs)

1st Offense: 3-10 days in school detention or out of school suspension, possible police referral and/or referral to the Drug and Alcohol Abuse Center.

2nd Offense: Possible expulsion and police referral.

Vandalism:

1st Offense: 3-5 days in school detention or out-of school suspension, restitution, and possible police referral.

2nd Offense: 5-10 days in school detention or out-of school suspension, restitution, and possible police referrals.

Possession of or Use of Fireworks or Explosives:

1st Offense: 5 days out-of school suspension.

2nd Offense: 10 days out-of school suspension and possible police referral.

False Fire Alarms:

1st Offense: 5 days in school detention and police referral.

Possession of a Firearm:

10 days out of school suspension and mandatory expulsion for 1 calendar year unless the superintendent rules otherwise.

Illegal Weapons:

1st Offense: Confiscation, 10 days out-of school suspension, and possible police referral.

2nd Offense: Confiscation, possible expulsion recommendation and police referral.

Misuse of File Server Accounts:

Consequences will depend on the severity of the situation, as determined by the technology supervisor and/or the building principal. Suggested consequences include:

1st Offense: Student's computer account privileges revoked for 9 weeks.

2nd Offense: Student's computer account privileges may be revoked for up to 18 weeks or longer.

3rd Offense: Student's computer account privileges may be revoked for up to 36 weeks.

Fort Recovery Middle School Olweus Bullying Rubric

Types of Bullying	1 st Offense*	2 nd Offense*	3 rd Offense*	4 th Offense*
Verbal: - name calling - rumor spreading	Contact Parent Self-Reflection (<i>Above the Line</i>)	Contact Parent Self-Reflection (<i>Above the Line</i>) Detention	Parent Meeting Meet with counselor In School Suspension	In School Suspension OR Alternative School
Social: - cyber bullying - exclusion - humiliation - non-verbal	Contact Parent Self-Reflection (<i>Above the Line</i>)	Contact Parent Self-Reflection (<i>Above the Line</i>) Detention	Parent Meeting Meet with counselor In School Suspension	In School Suspension OR Alternative School
Intimidation: - taking possessions - defacing property - threats	Contact Parent Self-Reflection (<i>Above the Line</i>)	Contact Parent Self-Reflection (<i>Above the Line</i>) Saturday School	Parent Meeting Meet with counselor In School Suspension	In School Suspension OR Alternative School
Physical Aggression: - tripping - bumping - shoving/pushing - spitting	Contact Parent Self-Reflection (<i>Above the Line</i>) Saturday School or Detention Refer to Code of Conduct	Contact Parent Self-Reflection (<i>Above the Line</i>) In School Suspension Refer to Code of Conduct	Parent Meeting Meet with counselor In School Suspension OR Alternative School Refer to Code of Conduct	In School Suspension OR Alternative School Refer to Code of Conduct

- Changes in consequences may be made at the discretion of the MS Principal
 - ★ The rubric will be followed when possible. If behavior is more severe, or is not listed, the school does have the right to impose other consequences.
- ❖ **Bullying is defined as an action in which a student is exposed, repeatedly and over time to negative actions on the part of one or more students.**

Student Chromebook Acceptable Use Guidelines, Procedures & FAQs

Student: *I understand and will abide by the Fort Recovery Schools Chromebook and Internet Acceptable use policy. I further understand that any violation of the regulations outlined is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.*

Parent/Guardian: *As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Fort Recovery School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue a Chromebook for my child throughout grades 6-8, and certify that the information contained in this form is correct.*

Insurance: *Fort Recovery Schools will be charging an annual technology fee of \$20 for students in the Chromebook program. This fee covers insurance on the device. With this coverage the district will handle any accidental damage/repairs on the Chromebook. Limited to 1 major repair per year. (*See Chromebook Repair and Pricing Guide on pg. 20)*

Students who are issued a Chromebook will be consenting to the following:

1. Students are expected to take care of their Chromebook and will be assigned the same Chromebook the following year for grades 6-8.
2. Students will not leave their Chromebook unattended.
3. It is the student's responsibility to know the whereabouts of their Chromebook at all times.
4. It is the responsibility of the student to regularly charge the Chromebook's battery.
5. Students will keep food and beverages away from the Chromebook to avoid damage to the device.
6. Students are not to disassemble any part of the Chromebook or attempt any repairs.
7. Students are expected to use their issued Chromebook in ways that are appropriate and educational.
8. Students are not to place decorations (such as stickers, markings, etc.) on the district Chromebook.
9. Student Chromebooks are subject to inspection at any time and without notice.
10. Students will follow all policies as outlined in the Chromebook Acceptable Use Policy and Procedures.
11. Students are responsible for all damage or loss caused by neglect or abuse.
12. Students agree to pay for Chromebooks, power cords, and battery in the event any of these items are lost or stolen.
13. Students agree to return the Chromebook and all district issued accessories in good working condition at the end of each school day.

Receiving Your Chromebook

Chromebooks will be assigned during the beginning of the school year. Students along with their parents will sign and return the Chromebook Acceptable Usage Plan before the Chromebook is assigned. Chromebooks will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will place their Chromebook in the designated cart at the end of each day, they are not to be taken home.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the Technology Coordinator's office immediately. The quicker an issue is resolved, the less potential there is for that issue to impact another functionality of the Chromebook.

General Precautions

- Food and beverages can damage your Chromebook. Students will be responsible for damages caused by spills.

- Cords, cables, and removable storage devices should be inserted into the device with care.
- Students should NEVER carry their Chromebooks while the screen is open, unless directed to do so.
- Chromebooks should remain free of any markings, stickers, or labels that are not the property of Fort Recovery Schools.
- Chromebooks should never be left in any unsupervised area.
- Students are responsible for ensuring their Chromebook's battery is charged for school each day.

Screen Care

Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure. To ensure that your Chromebook avoids issue with screen care, be sure to adhere to the following instructions:

- Do not lean on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the tech department. Students are then responsible for the care of the loaner while in their possession.

Charging Your Chromebook's Battery

Students should place their Chromebook's inside the designated cart at the end of the day with the charger connected to ensure full charge the following day.

Managing Your Files and Saving Your Work

Students should also backup all of their work at least once each week using their Google Apps for Education account or personal network folders. It is the responsibility of the student to ensure work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Avoid storing personal music, pictures, or videos as the school will not be held responsible for their loss.

Software on Chromebooks

The software originally installed by Fort Recovery Schools should remain on the Chromebook in usable condition and be easily accessible at all times. If technical difficulties occur or illegal software is discovered, the hard drive will then be reformatted. Students should back up data on their flash drive. The school does not accept responsibility for the loss of any data or software deleted due to a reformat.

Acceptable Use Guidelines

General Guidelines

- Students are responsible for their ethical and educational use of the technology resources.
- Access to the Fort Recovery Middle School technology resources is a privilege and not a right. Each student and parent will be required to follow the district's policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user without the consent of the individual or school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the FRMS Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the Chromebook, software, and internet.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.

- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that the site can be blocked from further access.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure ask a teacher or parent.
- Plagiarism is a violation of the Fort Recovery Schools Academic Policies and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.

E-mail

- Google Apps for education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email during class use without permission.
- Student e-mail is subject to inspection by the school.

****The student in whose name a system account and/or a computer hardware is issued will be responsible at all times for its appropriate use****

Prohibited Technology Resources and activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.
- Downloading or transmitting multi-player game, music or video files on the schools network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other user's time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (VPN's, firewalls, proxy servers, etc.)
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations.

Consequences may include:

- Suspension of laptop privileges.
- Suspension with possible long-term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of e-mail and network communication are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

****Protecting Your Chromebook****

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the Chromebook in a practical setting and avoid moving it around while it's running.

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Students will not remove Fort Recovery Schools Property stickers or serial number stickers. If stickers have or appear to be falling off, students should take the laptop and sticker to the Tech Coordinator Immediately. Once again, this Chromebook is property of the district and should be maintained as such.

Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Any Chromebook left unsupervised is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Intentional or Negligent Damage

Students are expected to keep the Chromebook in good condition. Failure to do so will result in fines depending upon laptop condition.

School District Insurance

Fort Recovery Middle School will be charging an annual technology fee of \$20, for students in the Chromebook program. This fee covers insurance on the device. With this coverage the district will handle any accidental damage/repairs on the Chromebook. This is limited to 1 major repair per year (see Chromebook repair and pricing guide on pg. 20). Our insurance will also factor into the replacement cost of the Chromebook based on the age of the device.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

Content Filtering

Fort Recovery Middle School runs filters on all Internet connections to help prevent access to pornographic, obscene, or any other content that would be harmful to minors. Fort Recovery School District staff will be present to supervise and make certain students are not going to any harmful content. The filtering content is updated on a constant basis to ensure that recent harmful content is being blocked.

Access by Minors to Harmful Content

Since filters are not perfect, staff is instructed to supervise the Chromebooks the students are using to ensure that no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the Chromebook, and the staff member is to report the harmful content to the network administrator or technology coordinator so the

content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for Chromebook and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

Unauthorized Access

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

Unauthorized Disclosure

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety.

Enforcement

Violations of the policy will be handled consistent with Fort Recovery School District disciplinary procedures applicable to the relevant person or persons. Fort Recovery School District administrators may suspend, block or restrict access to network resources. Student violations may be subject to warnings, suspend, block or restrict access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and Federal laws will result in legal prosecution. Examples of these laws include but are not limited to, Cyber Law's, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and The Digital Millennium Copyright Act.

Chromebook Policy Frequently Asked Questions

Can students use the Chromebook throughout my career at Fort Recovery Middle School?

Yes. The concept behind the Chromebook is to provide enough power to do general activities (web browsing and office applications) whose requirements haven't changed in the last several years.

What if I already have another model or brand of Chromebook or laptop computer?

Students are required to use the assigned Chromebooks, students cannot bring their own device from home for use in their classes.

Does Fort Recovery Middle School provide maintenance on my Chromebook?

Yes. The Tech Coordinator will coordinate maintenance for students. However, maintenance records will be kept and repeated requests will be reviewed to avoid owner abuse/misuse of a Chromebook.

What will I do without a computer if my Chromebook is being repaired or while I am replacing it if it is lost or stolen?

Fort Recovery Schools are using Chromebooks to supplement its curriculum, meaning that it is quite feasible to participate in classes without one. There will also be a limited number of laptops that can be loaned out. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

If I purchase software in addition to the available software provided through Fort Recovery Schools, will the Tech Coordinator load it for me?

It depends on the software. The request will have to be reviewed by the administration and Tech Coordinator.

What if I want to run another operating system on my laptop?

Only the operating system chosen by the Fort Recovery School District will be authorized to run on a student issued Chromebook.

What has the school done to help prevent students from going to inappropriate sites?

FRMS has software which is designed to help monitor internet usage and all websites that are accessed. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, FRMS can immediately add it to the filter to be blocked. Additional software called Microsoft Parental Controls has been installed. It screens for adult/sexually orientate, P2P and File share, Web proxies, and hacking sites.

Are student Chromebooks subject to school “snooping”; what if they bring their Chromebooks in for repairs and “objectionable data” is found?

Inappropriate material on Chromebooks should be reported to the classroom teacher, principal, or Tech Coordinator immediately upon identification. Students who have objectionable data found on their Chromebooks, but have failed or chosen not to report it, will be referred to the principal’s office for disciplinary action.

What happens if the accessories to my Chromebook are lost, broken, or stolen?

In the event that Chromebook accessories are stolen, you should report the lost items to the Principal’s office. All costs for replacing the items are the responsibility of the student. (See Chromebook Repair and Pricing Guide on pg. 20)

Chromebook Maintenance and Replacement

Receiving a broken Chromebook

If a student receives a Chromebook and finds that it is not working properly, it needs to be brought to the Tech Department for testing and repair. If it is indeed broken, and the student is not deemed responsible, there will be a replacement device issued at no charge.

Free Repairs

Fort Recovery Schools offers several repairs and services to student devices. Any minor fix is free of charge, such as replacing screws or installing new software. Students are also entitled to 1 free major fix for student devices. A major fix usually requires a replacement component for a student's device. Once that fix has been applied and recorded, any major fixes in the future will be charged at the cost detailed in the Chromebook repair and pricing guide. The free repairs are only applied to devices that need repaired, not instances in which students have misplaced a laptop component or accessory.

If the Chromebook damage is beyond repair and needs to be replaced, we will follow this deductible scale:

Year 1 Deductible= \$200
Year 2 Deductible= \$150
Year 3 Deductible= \$100

**The year is based on the age of the laptop not the student's time in the program.*

Chromebook Repair and Pricing Guide

Services Provided at NO CHARGE:	Repair Services and Pricing Guide:
<ul style="list-style-type: none">-Password Reset-User account support-Operating System Support-School Software Support-Coordination of Warranty Repair	<ul style="list-style-type: none">- Screen replacement Major Repair (\$50)- Full Keyboard replacement Major Repair (\$35)- Out of Warranty Battery replacement: Major Repair (\$35)*Batteries have a 1 Year warranty

Service and repairs will be documented in the FR Help Desk Ticket Software and reviewed to ensure the proper use and/or maintenance of the Chromebooks. Excessive request for service/repair is subject to review by the school administration.

FORT RECOVERY MIDDLE SCHOOL
STUDENT – PARENT HANDBOOK CERTIFICATION
PLEASE LEAVE THIS PAGE IN YOUR HANDBOOK. COMPLETE THIS IN FINAL FORMS.

I, _____, a _____ grade student at Ft. Recovery Middle School, hereby acknowledge having received a copy of the Ft. Recovery Student-Parent Handbook. I realize I will be responsible for knowing and following the procedures and regulations outlined in this handbook. I will also take the handbook home for my parents to read in order for them to understand the procedures and regulations of the school.

Signed _____ Date _____
(Student)

Signed _____ Date _____
(Parent)

CONSENT TO USE MATERIALS ON WEB SITE

The undersigned parent(s) or guardian(s) hereby consent to Ft. Recovery Local Schools use, reproduction, and display of student work on the School's web page. Student work will be displayed with the student's first name and last initial and his/her grade for identification purposes. As a safety precaution, if a picture of a student or class is displayed on the school web site, there will be no reference to student names, initials, or other personal information relating to the student.

(Please check one)

_____ Yes, my child's work may be displayed on the school web site.

_____ No, do not display my child's work on the web site.

Student's Name _____

Parent/Guardian Signature _____ Date: _____

STUDENT INTERNET ACCESS CONSENT FORM

Student: By signing below, I agree to follow the INTERNET Use Agreement and the NOACSC Acceptable Use Policy as explained to me by my teacher. I understand that my use of the network is a privilege and may be revoked at any time for my misuse of the school's computer network. I further agree to restrict my usage of the Internet to purposes consistent with my school work.

_____ Print Student's Name _____ Student Signature

PICTURE RELEASE INFORMATION

_____ Yes, the Fort Recovery Local Schools have my permission to use my child's picture for publication (newspapers etc), technology (public Power Point presentations etc), or communication (e-mail etc) purposes.

_____ No, please do not use my child's picture for publication, technology, or communication purposes.

_____ Student Name _____ Parent Signature