

**Fairview-Clifton German Language
School**

Student Handbook

2009-2010



General Rules

Fairview students contribute to an orderly learning environment when they observe these simple rules around the school:

1. Always follow the *Touch Rule*. . .

Fairview students may only touch other students to high-five, low-five, shake hands and hold hands. Tag is permitted only on the playground.

2. Respect others. . .

Fairview students do not talk back to adults or use put-downs when talking to others.

3. Respect property. . .

Fairview students do not damage, deface or destroy anything that belongs to anyone else. Fairview students do not take anything that does not belong to them.

4. Obey all Fairview staff members. . .

This includes teachers, instructional assistants, office staff, custodians and cafeteria personnel.

5. Follow special rules for good behavior on the Playground, in the Hallways, Cafeteria, Bathroom, during Assemblies, and while riding the Bus as well as in the Classroom.

6. Fairview students do not bring toys or other devices to school.

Special Rules for the Playground

Fairview students develop their bodies as well as their minds. Students make recess fun and safe following these rules:

1. Follow the Touch Rule.
2. Play only in assigned areas.
3. Leave the playground only with permission.
4. Only soft balls or other soft objects are permitted.
5. Run only in blacktop areas.
6. Report all problems to adults immediately.
7. Line up immediately when the bell rings. Wait quietly and observe the Touch Rule when in line.

Important Playground Policies:

Adults will stop unsafe behaviors.

Violation of Playground Rules will result in suspension of playground privileges.



Special Rules for the Hallways

Fairview students walk from their classrooms to the other rooms and playgrounds in an orderly manner, so no one is hurt and instructional time is not disrupted. Fairview students follow these rules when in the hallway:

1. Follow the Touch Rule.
2. Walk quietly.
3. Must carry a hall pass unless accompanied by an adult.

Special Rules for Assemblies

1. Follow the Touch Rule.
2. Enter and dismiss in a quiet and orderly manner.
3. Save talking until the performance has ended.
4. Show appreciation by applause.

Cut out and Return

I have read and understand the school discipline plan. I will support the Fairview Staff Members in their discipline efforts.

Parent's Signature

Date

Student Name

Room #

After reviewing the Fairview Student Handbook with your child, please cut out this page, sign the form on the back and return it to school.



Special Rules for the Cafeteria

Fairview's cafeteria serves nearly 600 students in less than 2 hours each day. All grade levels have 30-minute lunch period. In order to achieve an orderly environment in a crowded room, Fairview students:

1. Follow the Touch Rule.
2. Eat lunch — don't skip.
3. Enter and exit the cafeteria in a quiet, orderly fashion.
4. Remain single file with feet on the black line when buying lunch.
5. Eat only while seated at tables. No eating outside the cafeteria.
6. Remain seated. Raise your hand if you need something.
7. Use a quiet voice.
8. Clean up your place and stash your trash before leaving.

Special Rules for Breakfast

1. Follow the Touch Rule.
2. Sit in assigned area.
3. Eat only while seated at tables. No eating outside the cafeteria.
4. Clean up your place and stash your trash before leaving.
5. Go directly to your assigned area after breakfast.
6. Leave the cafeteria by the 9:15 bell.

Special Rules for the Bathroom

Many teachers accompany their entire class for bathroom breaks. Students may request permission to use the bathroom at other times. To promote good health and safety, Fairview students always flush the toilets, wash their hands and dispose of paper towels in the trash cans. The following rules apply when using the bathrooms:

1. Follow the Touch Rule.
2. Carry a bathroom pass unless you are with a teacher.
3. Go straight to the bathroom and return promptly to class.

Special Rules for Field Trips

Fairview students participate in numerous enriching field trips. Students must:

1. Follow the Touch Rule.
2. Listen and follow directions.

Special Rules for the Bus

All Fairview students ride school buses, either to and from school or on field trips. Rules are necessary to ensure students' safety. Students should always remember to go straight to their buses with their teachers in a quiet and orderly manner.

1. Follow the Touch Rule.
2. Follow the bus driver's instructions.
3. Stay seated in your assigned seat.
4. Keep your head, arms and body inside the bus.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

Category III Office Referral Consequences

1st Office Referral	Expulsion (10 Days Suspension plus up to 80 Days Expulsion)
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- Knives
- Defensive Weapon – chemical Mace, pepper gas, stun guns
- Other Items – razors, box cutters, hammers, baseball bats, chains, bullets, or any other item that can be considered a weapon. School supplies (i.e. compass, scissors, pens, etc.) must not be used as a weapon.

Bringing a toy gun will result in 3-Day Out-of-School Suspension

False Fire Alarm, Bomb Reports or Tampering with Fire Alarm System

Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either verbal or in writing, against any school building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

Sexual Assault

Students must not sexually attack nor sexually abuse another person.

Robbery

Students must not take or attempt to take from another person any property by force or threat of force.

Extortion

Students must accept “no” for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does to want to do by using threat or force.

Starting a Fire

Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, attempt to set off, or possess any type of explosive device.

5. Use a quiet voice.

6. Eating, drinking and chewing gum are not permitted on the bus.

7. Respect other people’s property and be responsible for your own belongings.

Important Policies for the Bus:

If you miss your bus, report to the Office immediately. Do NOT try to walk home.

In the event of a child needing to change from his or her regularly scheduled bus routine, a telephone call to the office before 2:00 on the date of the change is permitted. Call the office or send a note to the teacher if the student is not going home on the bus or has an alternative plan for dismissal or is staying after school. Students will not be allowed to be pulled from line at dismissal time or removed from a bus after boarding. Changes in transportation need to be made by 2:00. This is for the safety of the children.

Bringing Toys to School

Toys (unless brought as part of a class assignment) are not to be brought to school. Any toy brought to school may be kept for a parent to pick up. Any student bringing a toy gun to school will receive a 3-Day Out-of-School Suspension.

Important Field Trip Policy

Any student who has demonstrated the inability to follow the Fairview Discipline Code may be excluded from field trips unless accompanied by his/her parent.

Important Camp Policy

Students who violate the Fairview Discipline Code to the extent that they are assigned a Removal, ISS, Out-of-School Suspension or Expulsion will not be eligible to attend the Zoo Overnight, Connor Prarie or Camp Kern. Fairview chaperones have an enormous responsibility in ensuring

the safety and well-being of the group. Those students who participate must maintain a high degree of self-control and must adhere to camp rules and teacher requests for compliance.

Fairview School Dress Code

1. Wear warm clothing in cold weather. Students will go outside for recess unless it is raining or the temperature falls below 28 degrees Fahrenheit.
2. Wear clothes that are appropriate for school. Clothes or shoes that cause distraction or could be dangerous should not be worn to school.
3. Wear hats only outside. No bandanas (any colors).

Special Rules for 4th, 5th and 6th graders:

4. Midriffs, spaghetti straps, crop tops and halters are not permitted.
5. Shorts can be worn, but the hem must be at least half way between the upper leg and knee.
6. Boys or girls shorts or pants must not show any underwear. Boys shorts or pants that hang down on the hips are considered a safety hazard at school. Please keep them for social times at home.



Consequences for Breaking Category III Rules

The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even though unaccomplished in the commission of any of the following offenses will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. The student will be suspended for 10 days with a hearing scheduled. At the hearing, the number of days for expulsion (from 1 to 80 days) will be decided by a hearing officer. Bringing a firearm or knife to school will result in expulsion for one calendar year. **The Principal will immediately notify CPS' Security when a criminal offense in this category is committed.**

Category III Behaviors

Alcohol and Drugs

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs.

Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor and school administrator. Medication must be kept in the school office with the exception of inhalers for asthma.

Physical Assault

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered a physical assault.

Dangerous Weapon

Students must not possess, handle, transmit, or use as dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to the following:

- Firearms

Fourth – Sixth Grade

1st Office Referral	1-Day ISS
2nd Office Referral	2 or 3-Day ISS or Emergency Removal if ISS is not immediately available.
3rd Office Referral	3-Day ISS or Emergency Removal if ISS is not immediately available.
4th Office Referral	5-Day Suspension from School (Assigned to Alternative to Suspension School)
5th Office Referral	7-Day Suspension (Assigned to Alternative to Suspension School with recommendation for expulsion)

Fairview School Discipline Policy

Students must follow a District-wide Code of Behavior. This code divides misbehavior into three categories. Category I, II and III behaviors have been defined by the Cincinnati Public School District.

Important: The following lists represent minimum consequences for Category I, II and III behaviors, which may be increased, based upon circumstances.

Consequences for Breaking Category I Rules

Teachers will use Classroom Management Strategies to teach all students appropriate behavior. Classroom Management Strategies include, but are not limited to, the following:

teaching appropriate behavior, verbal warning, time out, loss of recess, written assignments, and conferences with or phone calls to parents.

Lunch Detentions will only be given when Classroom Management Strategies have been exhausted. Following the third detention, students will be issued an Office Referral with the exception of Tobacco and Gambling. Office referrals in this category will lead to In-School Suspension (ISS). While in ISS, students will be supervised by an Instructor Assistant. The student will complete class work and other assignments. The student will not participate in any school function outside of the ISS room.

Consequences for Office Referral are the same for all Category I behaviors.

Category I (Consequences and Descriptions leading up to an office referral)

First Consequence – Reteaching & Classroom Management Strategies, Phone Call Home

Second Consequence – Reteaching & Classroom Management Strategies, Phone Call Home, Lunch Detention Referral

Third Consequence – Reteaching & Classroom Management Strategies, Phone Call Home, Lunch Detention Referral
Fourth Consequence – Discipline Referral (see Office Referral matrix below)

Disobedience

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, Instructor Assistants (IA’s), secretaries, custodians, bus drivers, lunchroom workers, school volunteers, etc. Students must not argue with adults. If students do not obey the instructions and/or directions a teacher gives them, the behavior will be considered disobedient.

Disruptive Behavior

Students are expected to follow school-wide behavioral expectations and abide by the classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student’s behavior, the behavior is considered disruptive.

Inappropriate Communication

Students are expected to speak respectfully to others. Examples of inappropriate communication include put downs, or making fun or negatively talking about a person or their family.

Fraud/False Identification

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own.

Trespassing

Students must stay in designated areas of the school to which they have been assigned. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own.

Harassment/Intimidation

Students must not use words (written or verbal), gestures, photographs, drawings or any other form of communication to intimidate, harass or threaten harm to another person based on race, gender, religious belief, nationality, disability or sexual orientation. This does not prohibit discussion of these issues as appropriate in the classroom or other school setting.

Counterfeit Currency

Students cannot use school property or equipment to create, or attempt to create, counterfeit currency. Students must not knowingly possess counterfeit currency.

Category II Office Referral Consequences

Kindergarten – Third Grade

1st Office Referral	1-Day ISS
2nd Office Referral	2 or 3-Day ISS or Emergency Removal if ISS is not immediately available.
3rd Office Referral	3-Day ISS or Emergency Removal if ISS is not immediately available. Conference with Parent, Teacher, Principal and Intervention Assistance Team
4th Office Referral	5-Day ISS or Emergency Removal if ISS is not immediately available. Conference with Parent, Teacher, Principal and referral to outside agency.
5 th Office Referral	5-Day ISS or Emergency Removal if ISS is not immediately available. Referred to alternate placement.

- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
- Engaging in activity or discussion promoting gangs by two or more persons.
- Recruiting students for gangs or anti-social behavior.

Violent Disorderly Conduct

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force, bullying, bodily harm or intimidation, against staff, students or property.

Damage/Destruction of Property

Students must be respectful and take care of school property. Students must not cause damage, break or destroy school property or anything that belongs to someone else. Examples of his behavior include writing in school textbooks or library books, ruining bulletin boards, damaging desks or computer equipment, intentionally clogging the plumbing system, breaking light bulbs or fixtures, or spray-painting surfaces.

Fireworks

Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong.

Sexual Misconduct

Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.

Students must not return to any school while assigned to the Alternative programs, under expulsion or removal expect with permission from a building administrator and under escort by a parent/caregiver or emergency contact person. During alternative placement, students may not go to any school, or school activity, other than the school to which they are assigned, except with specific permission and supervision as described in this paragraph.

Cheating

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal, state or district-mandated tests. Plagiarism includes, but is not limited to, copying work for word from references such as books, magazines, research materials or the Internet.

Electronic Communication Devices

Electronic communication devices must be turned off during school hours. Cell phones may not be put on vibrate or used to text message during the school day. CD players must be kept in backpacks and used only on the bus to/from school. Electronic devices are the responsibility of the student if lost, stolen or damaged.

Tobacco

Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia.

Office Referral

Gambling

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity.

Office Referral

Category I Office Referral Consequences

Kindergarten – Third Grade

1st Office Referral	1-Day ISS
2nd Office Referral	2 or 3-Day ISS or Emergency Removal if ISS is not immediately available.
3rd Office Referral	3-Day ISS or Emergency Removal if ISS is not immediately available. Conference with Parent, Teacher, Principal and Intervention Assistance Team
4th Office Referral	5-Day ISS or Emergency Removal if ISS is not immediately available. Conference with Parent, Teacher, Principal and referral to outside agency.
5 th Office Referral	5-Day ISS or Emergency Removal if ISS is not Immediately available. Referred to alternate placement.

Fourth – Sixth Grade

1st Office Referral	1-Day ISS
2nd Office Referral	2 or 3-Day ISS or Emergency Removal if ISS is not immediately available.
3rd Office Referral	3-Day ISS or Emergency Removal if ISS is not immediately available.
4th Office Referral	5-Day Suspension from School (Assigned to Alternative to Suspension School)
5th Office Referral	7-Day Suspension (Assigned to Alternative to Suspension School with recommendation for expulsion)

Consequences for Breaking Category II Rules

The consequence for the first Category II offense will be an Office Referral. Consequences for consecutive Office Referrals are the same for all Category II behaviors.

Category II Behaviors

Fighting

Conflicts must be resolved peacefully. Students must not physically fight with another person. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in the investigation.

Profanity or Obscenity

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Stealing or Possession of Stolen Property

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen.

Gang Activity

Students should associate with peers and adults who engage in safe, respectful and responsible behaviors. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activities include:

- Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.