

# **FAIRVIEW HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2018-2019**

### **INTRODUCTION**

This handbook is provided to assist students and their parents with an understanding of the policies and procedures of Fairview High School. Cooperation between home and school is imperative for a student to have a successful school experience. Our purpose is to help prepare our students to meet the challenges of a successful adult life. Students need to develop skills in all academic areas. Specific attitudes should be fostered such as self-respect, respect for others, discipline, and responsibility.

Our Country's heritage and citizenship can be promoted through interaction between students and parents, administrators, teachers, and community. It is our ultimate goal that students make the most of their potential while they are young and that they enjoy their years in school.

### **SCHOOL SPIRIT**

We cannot see or touch School Spirit. We hardly know how to define it, and yet it is one of the most powerful forces in our school. It is in our teams, fighting hard and clean to win. It is in our students, in the halls, about the grounds, and in town -- proud of their school, backing its every worthy cause, protecting its good name, and doing nothing of which it need ever be ashamed. It is the determination to put honest effort into high school years and to get honest results from them. It is the courtesy and consideration always shown to classmates and teachers and to visitors to our school. It is the faith that we have in our school. School Spirit is a precious thing. Guard it to the best of your ability. Pass it on, untarnished, to your successors.

**AFTER SCHOOL DETENTION GUIDELINES  
FAIRVIEW HIGH SCHOOL**

After school detention is on Tuesdays from 3:00 - 4:00pm.

After school detention is a disciplinary procedure that may be utilized for various violations of the Student Code of Conduct and other policies and procedures outlined in the handbook. Students who are signed up for detention must report to the assigned room by 3:00. After school detention will end at 4:00. Transportation is the responsibility of the student and parent. Students must have transportation arranged ahead of time. While assigned to after school detention students will be expected to follow these guidelines:

**Detention Guidelines:**

1. Be on time. If you are late you will not be permitted to attend and additional discipline may be assigned.
2. Students must bring enough school work to keep busy for the entire time period.
3. Students are not allowed to play games, be on electronic devices (laptops for school work excluded), or sleep.
4. No whispering, talking, writing notes, texting, or trying to communicate in any other way with any other student during the detention hour.
5. Students will not be permitted to use the bathroom, go to their locker, or see another teacher during the detention.
6. No eating or drinking.
7. Students will not be released early from detention.
8. Failure to attend detention or comply with the Student Code of Conduct will result in additional disciplinary action.

**By signing this detention form the student acknowledges and understands the After School Detention Guidelines.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

ANNOUNCEMENTS

All notices of club meetings, athletic and social events, and general announcements for the day are announced over the P.A. system each morning and will be emailed to all Fairview students, Fairview Four-County students and posted on the website. All notices must be approved by the advisor and the principal and be turned in by 8:00 AM.

ASSEMBLIES

Throughout the year a variety of assemblies are planned. Students will attend the assembly. Students shall maintain courteous and polite behavior during assemblies. Students shall enter and exit the gym respectful to the purpose of the assembly.

ATTENDANCE POLICIES AND PROCEDURES

All students are required by state law to attend school on a regular basis. All students regardless of age are expected to follow all school policies and procedures as long as they attend Central Local Schools.

- 1) The laws concerning attendance have changed from tracking days to tracking hours of attendance. According to House Bill 410, students must be in attendance for at least 6 hours to constitute a school day.
- 2) **Any student who misses any portion of the school day will not receive attendance credit for the time missed. Attendance will be tracked** to the nearest minute.
- 3) All attempts to schedule around the school day for personal business, family business, and doctor/dental appointments will be **necessary** to avoid absences. If it is necessary to be absent during school hours, please be present prior to mid-day appointments and return to school after appointments.
- 4) An excused absence or tardy permits a student to make up missed class work. Students are given the same amount of days they were absent to make up their missed class work unless the teacher has given advance notice of assignments tests and/or special projects. Students are responsible to make arrangements with their teachers to make up their class work. Students are not permitted to receive credit for work missed due to an unexcused absence. Excessive absences may result in a failing grade for a grading period, a semester and/or a year.
- 5) The Board considers the following factors to be reasonable excuses for time missed at school:
  - a. Personal illness – a written physician’s note verifying the illness may be required
  - b. Illness in the family necessitating the presence of the child
  - c. Quarantine of the home
  - d. Death in the family
  - e. Necessary work at home due to absence or incapacity of parents (student must be 14 or older)
  - f. Observation or celebration of a bona fide religious holiday
  - g. Out of state travel, up to 24 hours per school year, to participate in a district approved enrichment or extracurricular activity during regular school hours.

h. Such good cause as acceptable to the Superintendent.  
Please refer to Board Policy 5200 for additional guidance.

- 6) If a student is absent, the parent/legal guardian is required to call the high school office at 419-658-2378 between the hours of 8:00 am and 10:00 am or provide a note signed by the parent/legal guardian when the student returns to school. Upon return to school from an absence, students are to report to the office before going to class. Students not providing a note or making a call to verify an absence within 2 school days will have the absence deemed unexcused and no credit will be issued for work missed.
- 7) If the school does not hear from a parent/legal guardian by 10:00 A.M., the school will contact parents/guardian through the instant alert system. If no reasonable excuse, as outlined by Board policy, is provided the absence will be recorded as unexcused.
- 8) Any student who arrives to their 1<sup>st</sup> period class after 8:09 will be counted **tardy and absent** for the time missed. He/she must report to the office and sign in. If a student's bus is late, the student should report directly to the office upon arrival, but **will not** be counted as absent.
- 9) If an absence or tardy is anticipated, the parent/legal guardian is to notify the school giving the reason and number of days/hours the student is to be absent and/or tardy. Assignments can then be arranged in advance.
- 10) Students involved in athletics, extra-curricular activities or concerts must be at school for the duration of the school day. Students must arrive at school within the first 20 minutes of the day in order to participate in after school activities such as practices, games, or concerts. Exceptions include a funeral or other exceptions deemed excused by the principal.

Students who miss **30 or more consecutive hours** of school, who are absent **42 hours or more in one month**, or who are absent **72 hours or more in one year without a legitimate excuse** are considered "**Habitually Truant**".

Students who are habitually truant will receive a notice from the school requiring a physician's verification that the student is/was too ill to attend school for every additional absence or the absence will be classified unexcused. **The school will also contact the truant officer. Parents of students who are habitually truant, and the habitually truant student must meet with the ABSENCE INTERVENTION TEAM to develop an absence intervention plan.**

The school will provide written notice of the total absences to a student's parent, guardian, or custodian when the student is absent **with or without a legitimate excuse** for 38 or more hours in one month and 65 or more hours in a school year. The notice will remind parents of the attendance laws and school policy concerning habitual truancy and excessive absence. **The school will require a physician's verification that the student is/was too ill to attend school for every additional absence or the absence will be classified unexcused. The school will also contact the truant officer.**

#### TARDY POLICY

Students are required to be on time for each class. Tardiness is defined as a student not being in his/her assigned room when the tardy bell rings. The three-minute passing time between classes is ample time to attend to personal needs and prepare for the next class. The three-minute period is not intended as playtime or break time.

- Students arriving prior to the beginning of second period will be tardy, must sign in at the office and will be issued a pass to class. Tardy students (first period) must not be admitted to any period class without a pass from the office.
- If the student is delayed by a teacher so that the student is late to class, that teacher will sign ~~the student's passbook~~ a pass allowing that student into class without consequence (excused tardy). If the student is late to class due to his/her negligence, the teacher will record the tardy and notify the student (unexcused tardy)
- Students arriving after the beginning of second period will not be counted tardy to school but will receive a half-day absence.
- Students accumulating more than two (2) unexcused tardies to any classroom may be referred to the office for excessive classroom tardiness. Classroom tardiness will be recorded on a semester basis and will start over each semester.
- Students arriving tardy to school may be subject to the following tardy policy:
  - 1<sup>st</sup> and 2<sup>nd</sup> Tardy – Warning recorded by the office
  - 3<sup>rd</sup> Tardy – After School Detention
  - 4<sup>th</sup> Tardy – 2 After School Detentions
  - 5<sup>th</sup> Tardy – 1 Friday School
  - Each tardy after five will receive an ISS assignment. Truancy referral may result due to excessive tardiness

#### BOOKBAGS

Book bags may be used to transport books and school supplies. The use and/or placement of book bags within classrooms are at the teacher's discretion and will be supported by administration.

### BUS CONDUCT

To insure safe and comfortable transportation, students must act responsibly when riding the bus. All school policies apply to conduct while riding a school bus. Failure to follow school policies and procedures may result in disciplinary action as outlined in the Student Code of Conduct including denial of bus riding privileges.

Parents of district students being transported by any Central Local School District bus should expect their children to be home anytime after the last dismissal bell rings at their respective school building.

Parents and/or caregivers are responsible for listening to local radio stations for early dismissals or delays due to inclement weather conditions or other possible emergency situations that would cause the school to dismiss early or delay the start of school.

### CHEATING POLICY

Students caught cheating and/or plagiarizing will be disciplined the following way:

- |                 |  |
|-----------------|--|
| First Offense:  | a) Zero on test, quiz, paper or homework<br>b) Discipline report will be sent home by teacher<br>c) One After School Detention will be assigned  |
| Second Offense: | a) Zero on test, quiz, paper or homework<br>b) Discipline report will be sent home by teacher<br>c) One Friday School will be assigned<br>d) Students nine-week grade will be lowered one letter grade.                      |
| Third Offense:  | a) Zero on test, quiz, paper or homework<br>b) Discipline report will be sent home by the teacher.<br>c) 2 Days Alternative School/ISS will be assigned<br>d) Student will fail the course for the nine week grading period. |

### CHILD CUSTODY

Parents have an obligation to notify the school any time the custody of a child changes (SB 140 requires this information) School officials need a copy of the current court orders pertaining to a child's legal custody.

### CLASS SCHEDULE GUIDELINES

Course selections should be made very carefully during registration in the spring as schedule changes will be limited to the following reasons:

1. Changing to the appropriate course if a student has been over/under placed.
2. Changing a course to be in compliance with a student's IEP.
3. Student failure of a course.
4. Recommendation of the High School Principal

Students may change schedules for the above reasons only during the first six (6) school days of the semester.

### CLASSROOM CONDUCT

Teachers are in charge of their classrooms. Their individual rules and school policy will be adhered to in their classrooms. Teachers are to receive absolute respect from the students at all times. Common courtesy shall be maintained between teacher and student and student and student. Students are not to leave a classroom or study hall without a hall pass. No student is to be in the hallways during class without a pass.

### CLOSING/DELAY OF SCHOOL

If school must be delayed or closed because of inclement weather, the announcement will be made over the following radio stations: WDFM 98.1 FM, WONW 1280 AM, WQCT 1520 AM, WBNO 100.9 FM, or WZOM 105.7 FM.

When school is closed due to inclement weather, no extra-curricular activities, including practices, may be held before 12:00 noon and coaches/activity advisors must receive approval from the building administrator.

Please do not call the school to ask about delay or cancellation information. This information is available on the radio, the school website, and/or Instant Alert. The school website and Instant Alert may be accessed at: [centrallocal.k12.oh.us](http://centrallocal.k12.oh.us)

### COLLEGE VISITATION

Juniors and seniors are permitted to visit colleges. These days are limited to three (3) per school year and counted as an excused absence from school and will appear as a day of absence on the student's attendance record. These three (3) days are part of the six (6) days that a student may miss per semester for illness or other excused reason. Written permission must be granted by the guidance counselor and principal **PRIOR** to the visitation. College visitation permission forms are available from the guidance office and must be returned to the office upon the student's return to school with an authorized signature from the college visited.

### CREDIT DEFICIENCIES

All credit deficiency make-up work (including Four County students) must receive prior approval from the Fairview High School principal/guidance counselor.

### DANCES

Fairview High School may schedule dances each school year. The dances may include, but are not limited to, the Homecoming dance, the winter dance, and the Prom. The following rules will be adhered to: All Fairview High School Student Handbook policies and procedures will apply, once you enter the dance you may not leave and re-enter the building without prior approval by the principal, and students in the eighth grade or younger are prohibited from attending. The dance dress code will be suggested by the school-sponsored host and brought to administration for approval.

**Fairview High School students and their one (1) guest must arrive no later than one (1) hour after the posted start time of a school-sponsored dance. No student or guest will be admitted who arrives after one (1) hour of the posted start time of the dance.**

- Guests of Fairview High School students must be in high school on the date of the dance.
- Guests may not be older than 20 years of age on the date of the dance.
- All guests will be required to fill out a dance guest form and obtain the signature of their home school principal if enrolled in school. The guest form shall be submitted to the Fairview High School office preferably 3 days prior to the dance.
- Guests shall be required to provide proof of age to be submitted with the guest form. A state-issued photo ID or school ID with photo shall be required as proof of age.
- Guests unable to provide proof of age at the time of submitting the form will not be admitted to the dance.
- Guest forms, proof of age, etc. will not be accepted at the dance. Forms are available on-line or in the office.

The Fairview High School student handbook and code of conduct shall apply to all Fairview students and guests attending the dance. The following guidelines for modest dancing shall apply to all dances sponsored by Fairview High School.

- No “grinding” or “rubbing”

Students and guests who fail to adhere to these dance guidelines will be asked to stop the unacceptable behavior on the 1<sup>st</sup> offense and asked to leave the dance on the 2<sup>nd</sup> offense. Parents of Fairview students who are asked to leave will be notified. Students and guests who are asked to leave shall not be refunded the cost of admission.

#### DEVICES/ITEMS PROHIBITED AT SCHOOL

Dangerous and/or disruptive articles are not permitted in the school **or at school functions**. Such articles are hazardous to the safety, health, and welfare of others, and cause a disruption to the educational process. These items include but are not limited to: toy guns, water pistols, chains, symbolic gloves, knives, curling irons, laser beam devices, yo-yos, firecrackers, lighters, matches.

#### DRESS CODE

Cleanliness is a virtue and the pride of each individual is reflected in the manner in which he/she dresses. We believe that most students exercise good common sense in the choice of clothes for school.

Since Fairview High School is operated by public funds for the common good of all and for the expressed purpose of providing an educational setting that is free of disturbing influences and disruption, it is in the common interest of all to abide by appearance regulations that tend to encourage and enhance the educational setting of the school.

The administration does not wish to be severe in its restrictions but does wish to reserve the right to question improper dress of an individual, to discuss the appearance of a pupil with the parents, and to require the improvement of the same.

Fairview High School students are expected to dress appropriately at all times. If a student’s attire or appearance is disruptive to the educational process, constitutes a threat to the safety, welfare, and health of the individual or others, or is considered indecent, distracting, suggestive or inappropriate for the classroom or school activity, it will not be permitted.

The following are minimum standards of dress and grooming:

1. Gloves, sunglasses, hats, and skull caps may not be worn unless health and safety necessitate their use in a class.
2. Shoes, sandals, or flip flops must be worn at all times.
3. Articles of clothing, including coats, with pictures and/or statements depicting profanity—sayings or advertising any alcoholic drug and/or tobacco products are not permitted.
4. No bare midriffs, halters, spaghetti strap tops or compression shorts may be worn. Low, plunging, or revealing necklines will not be permitted. All clothing articles must cover all undergarments
5. Any clothing with tears or holes may not be worn.
6. Shorts are permitted. All shorts/skirts/dresses must be mid-thigh. Leggings, yoga pants and/or tights are not permitted unless covered by an article of clothing that meets the mid-thigh length requirement.
7. Only neat and well-trimmed facial hair will be permitted.
8. Ear piercings and exterior nose studs, no greater than 2mm, are permitted. No other facial piercings including, but not limited to; loop rings on the nose, face, lips, eyebrows, bull rings, snake bites, and tongue will be permitted. Also gauges of the ears will not be permitted.
9. No extreme hair colors are permitted; only natural hues.

The school reserves the right to determine appropriate dress for school purposes. This includes spirit weeks or special occasions approved by administration.

#### ENRICHMENT TIME

Enrichment time is a designated period that will be set aside twice a week in an effort to provide students additional opportunities during the regular school day. Students should consider their choices carefully to provide themselves with meaningful academic experiences. All students must furnish a pass or make arrangements in advance so teachers can effectively structure an organized session to benefit the student’s needs. It is imperative that all students are accounted for during this Enrichment period.

#### ELECTRONIC DEVICES

Electronic devices including, but not limited to, cell phones, pagers, devices capable of wireless communication/internet access, etc. may be used during the school day. These devices may be used in the hallway between classes and during the student’s lunch period. The use of these devices in classrooms shall be at the direction of individual teachers. In the event a teacher prohibits the use of these devices within their classroom, the school administration supports the teachers’ decision. These devices must be silenced during school hours. Students are permitted to carry these

devices on their person during school hours. Students found to be in violation of the Student Code of Conduct (including, but not limited to, viewing explicit material, classroom disruption, bullying/harassment/threats, etc.) will be subject to discipline as outlined in the student handbook and the Student Discipline Code. The use of these devices is prohibited at all times in locker rooms and restrooms. The Central Local School District prohibits the use of audio, video and/or photo recording devices except under the direct supervision of school personnel for school use/projects. Students shall not use these devices while assigned to after school detention, or Friday school. In addition, as a disciplinary consequence, the school reserves the right to hold these devices and require a parent to pick up the device during school hours.

#### EXTRA CURRICULAR ACTIVITIES

A student may be limited to the number of extra curricular activities that he or she belongs to if it is felt too many activities are endangering the academic life of the student.

Extra curricular activities offered at Fairview High School are: The National Honor Society, the Student Council, the Scholastic Team, the Math Club, the Foreign Language Society, the Students for Action in Education, the FFA, the Family, Career and Community Leaders of America, the Varsity Club, the Drama Club, the Pep Band, the Stage Band, the Marching Band, the Flag Corps, Archery, Cheerleading, Golf, Volleyball, Football, Cross Country, Boy's Basketball, Girl's Basketball, Wrestling, Girl's Softball, Boy's Baseball, Track, and any other extra curricular activity that may receive the approval of the Board of Education.

Students participating in extracurricular activities are subject to the policies and procedures of the Central Local School District, the Fairview High School student handbook, and the written guidelines as determined by the advisor or director. Athletes are also required to abide by the policies and procedures of the Ohio High School Athletic Association, the Fairview High School athletic handbook and the written guidelines as determined by the coach.

#### EXTRA CURRICULAR ACTIVITIES, ATHLETIC, AND CHEERLEADING ELIGIBILITY

During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. Students will be ineligible if failing 2 courses.

Students must also have a minimum 1.5 GPA for the immediately preceding grading period. Additionally, any student whose GPA is below a 2.0 (but 1.5 or above) for the immediately preceding grading period will be placed on Academic Probation and must participate in study sessions scheduled at the school at least two days per week in order to maintain the privilege of participation during the current grading period. Any student failing to attend study sessions will be unable to participate in 20% of the season for the first missed session, 40% for the second missed session and the remainder of the season for the third missed session. This probationary period will continue until the end of the current grading period. Grade checks will be completed every three weeks by the coaches. Any student who had one F during the preceding grading period will be ineligible to participate for the remainder of the quarter if all grades are not a D or higher at any 3 week grade check.

A student that is declared ineligible will be unable to participate for one complete grading period. A student must be in attendance for the duration of the school day. Students must arrive at school within the first 20 minutes of the day to be eligible to practice or participate that day (only exception is a death in the family or unavoidable circumstances approved by the administration).

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

The period of ineligibility/eligibility begins and ends with the day grade cards are issued. (As stated in this handbook, that is the fifth day school is in session following the end of the grading period.)

#### FIRE DRILLS

Each room shall have directions for exiting the building. Students are to exit in single file. They are to WALK quickly, but not run. They are to leave the building QUIETLY. Loud talking is absolutely not permitted. All windows and doors in your classroom are to be closed. The teacher should be the last person to leave the room. Attendance will be checked when you arrive outside the building. A runner will be sent to the office secretary (located at the south exit door) to report attendance. Return to the building in an orderly manner when you are notified to return. The fire drill maps designate the exit routes from the building.

#### FOOD AND BEVERAGES

Students are not permitted to have any type of food and/or beverages in their lockers, or the hallways. From time to time, at the teacher's discretion and approval from administration students may eat in classrooms. This is a case by case situation and administration reserves the right of refusal for any reason. Students who pack their lunch are strongly encouraged to place their lunch in the cooler in the cafeteria. No type of food or beverage is to be taken outside the cafeteria.

#### FOREIGN EXCHANGE STUDENTS

Foreign Exchange students will receive an academic and attendance certificate upon successful completion of the school year.

#### FOUR COUNTY CAREER CENTER

Fairview students may attend the Four County Career Center during their Junior and Senior year pending all Fairview High School and Four County Career Center requirements are met. Students attending Four County must attend ten (10) days of classes at Four County prior to seeking permission to return to Fairview High School.

#### FRIDAY SCHOOL GUIDELINES

Friday School is a disciplinary procedure that may be utilized for various violations of the Student Code of Conduct and other policies and procedures outlined in the handbook. Students who are assigned Friday School have an opportunity to attend their regular classes without any academic penalty.

Friday School will meet from 3:00 pm until 5:30 in a high school designated area. Transportation home at 5:30 pm is the responsibility of the student and the parents.

**Friday School Guidelines:**

1. Be on time. If you are late you will not be permitted to attend and additional discipline may be assigned.
2. Students must bring enough school work to keep busy for the entire time period.
3. Students are not allowed to play games, be on electronic devices (laptops for school work excluded), or sleep.
4. No whispering, talking, writing notes, texting, or trying to communicate in any other way with any other student during the detention hour.
5. Students will not be permitted to use the bathroom, go to their locker, or see another teacher during the detention.
6. No eating or drinking.
7. Students will not be released early from detention.
8. Failure to attend detention or comply with the Student Code of Conduct will result in additional disciplinary action

**GANG POLICY**

A gang is any identifiable group or club who display or communicate membership in that group and whose purposes include the commission of illegal acts or the violation of the Student Code of conduct rules of the Central Local Schools.

In accordance with the Safe School Act of 1994, no student on school property, to or from school, or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in or affiliation with any gang.
2. Engage in any act that furthers the interest of any gang or gang activity, including, but not limited to:
  - A. Soliciting membership in, or affiliation with any gang.
  - B. Soliciting any person to pay for “protection”, or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - C. Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, or signs on one’s self, school property, or personal property.
  - D. Using hand gestures for gang “signing”.
  - E. Engaging in violence, extortion, or any other illegal act or other violation, extortion, or other violation of school policy.
  - F. Soliciting any person to engage in physical violence against any other person.
  - G. No bandannas, chains, or symbolic gloves may be worn or in student’s possession.
  - H. Pagers are not allowed on school property. They will be confiscated and turned over to local law enforcement officials.
3. Students who violate this policy shall be subject to the Student Code Conduct discipline, in addition to applicable criminal and civil penalties. The principal will confiscate materials and report any acts of gang related activities to the law enforcement authorities.

**GRADING SCALE**

The following shall be the grading scale for all classes at Fairview High School:

<u>Percentage Scale</u>		<u>Points Awarded</u>
100 – 90	A	4.0
89 – 80	B	3.0
79 – 70	C	2.0
69 – 60	D	1.0
59 & lower	F	0.0

The following may be used by individual teachers to indicate (+) & (-):

100 – 98	A+	97 – 94	A	93 – 90	A-
89 – 87	B+	86 – 83	B	82 – 80	B-
79 – 77	C+	76 – 73	C	72 – 70	C-
69 – 67	D+	66 – 63	D	62 – 60	D-

Semester grade calculation – each nine week grade is 50% of the semester grade.

**GRADE CARDS**

Grade cards will be handed out the fifth day school is in session following the end of the first, second and third nine week grading period and distributed to students through homerooms. At the end of the fourth and final nine-week grading period report cards will be available in the high school office one week following the last day of school. Parents and students alike have the capability to view grades online.

## HIGH SCHOOL REQUIREMENTS FOR GRADUATION

Class of 2017 & after

<u>Courses</u>	<u>Credits</u>	<u>Grade Level(s)</u>
English	4	9, 10, 11, 12
Mathematics	4	9, 10, 11, 12
in most cases, must include Algebra II		
Science		
Physical Science	1	9
Biology	1	10
Advanced Science	1	11
(Chemistry, Honors Chemistry, Physics, Anatomy, etc.)		
Social Studies		
World History	1	9
American History	1	10
Government	0.5	12
Economics	0.5	12
Health	0.5	9
Physical Education	0.5	9, 10*
*successful completion of 8th grade PE at Fairview Middle School will count as high school credit and eliminate the need for 10th grade PE		
Electives	5	9, 10, 11, 12
Total Credits Required for Graduation	21	
Fine Arts		
2 semesters of fine arts (art, chorus, band) must be completed in any of grades 7-12		

### Testing Requirement- Class of 2018 and beyond

- End of Course Exams
  - Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.
- Industry credential and workforce readiness
  - Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment.
- College admission test
  - Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam.

\*Students who successfully complete Phys. Ed. while in the 8<sup>th</sup> grade at Fairview Middle School will be awarded .25 credits toward high school requirements. Students who enroll in the Central Local Schools after the 8<sup>th</sup> grade will be required to complete the ½ credit Phys. Ed. requirement while attending Fairview High School.

All seniors will be required to complete all the requirements set forth by the State Board of Education of Ohio and the Central Local Board of Education, in order to participate in the commencement exercises. Seniors taking correspondence courses must have their transcript in the high school office prior to receiving a diploma.

**Eligibility for participation in commencement-** Seniors must also be scheduled for 5 of 7 classes for the academic year to be considered eligible for participation in commencement.

### GUIDANCE

Services are available to assist all students in their social, educational, vocational, and personal development. The counselor is in the guidance office daily from 8:00 AM – 3:00PM.

#### HALL PASSES

Students are expected to be in class at all times. Students are not to be in the halls, at their lockers, or in the restrooms during class. Leaving a classroom with a pass is a privilege. Students out of class during class time must be carrying a written request from the office, or a teacher's written approval documented in the hall pass.

A signed pass indicates that the teacher who signed it will be supervising that student during the duration of the period. Passes issued for a student to use the restroom are for that purpose only, not for visiting other classrooms, or loitering in the hallways. Misuse of pass privileges may result in the loss of this privilege.

#### HARASSMENT/BULLYING

Harassment, intimidation, bullying behavior, or violence in a dating relationship by any student/school personnel in the Central Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including cyber-bullying/abusive behavior. Cyber-bullying/Abusive behavior can be defined as: including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Any act(s) of harassment, intimidation, bullying behavior, or violence in a dating relationship may be reported to the building principal and/or guidance counselor.

#### HONOR ROLL

Honor Roll is determined by nine week letter grades. There are two honor rolls listed: All A Honor Roll; A-B Honor Roll. To be listed on the All A Honor Roll a student may not have a nine week grade lower than an A (except a B in AP classes). To be listed on the A-B Honor Roll a student may not have a nine week grade lower than a B (except a C in AP classes). For College Credit Plus Students, college grades will be used to determine honor roll eligibility when available. (Most likely at the end of a college term -2<sup>nd</sup> and 4<sup>th</sup> nine weeks). It is the responsibility of College Credit Plus students to submit their grades to the Guidance Counselor. College grades will be combined with FHS grades to determine Honor Roll status.

#### HUNTING

One excused day is permitted for hunting. You are required to bring your license and a written permission letter from your parent/guardian one day in advance of your requested hunting day. You must get your assignments in advance of your hunting day and are required to have all assignments and/or tests completed the day you return. This one (1) day is part of the six (6) days that a student may miss per semester for illness or other excused reason with a parent note.

#### IN-SCHOOL SUSPENSION

In-School Suspension is a disciplinary procedure that may be utilized for various violations of the Student Code of Conduct and other policies and procedures outlined in the handbook. Surveillance cameras may be used in the In School Suspension room to ensure student safety and security.

#### LIBRARY

Students may visit the library before school, during study hall, from a classroom, and after school. Students are not to be unattended in the library. A school employee, teacher, advisor, coach or administrator must provide supervision at all times. The library will be open from 8:00AM to 3:00 PM. Students who wish to leave the library before the end of the period must seek approval from the librarian before leaving the library. The student's barcode is also used to check out library books. High school students may have up to 5 books checked out at a time. Books will be checked out for 2 weeks and may be renewed for two more weeks. Fines are not charged for overdue materials, but additional books are restricted until the item is returned or paid for. Behavior guidelines are posted in the library. Disruptive behavior or violation of guidelines may result in temporary or permanent cancellation of visitation library privileges during school hours. Additional information concerning library use and resources may be found on the library web page.

#### LOCKERS/DESKS

Each student will be assigned a locker. There is no expectation of privacy in school lockers and the contents therein. Lockers are the property of the school district and may be inspected by school officials at any time and without warning. This may include random searches conducted with the assistance of dogs trained to detect the presence of illegal substances.

#### LUNCHES

Free and reduced priced lunches are provided according to need. Application forms are sent home to all families and are also available at school. If a negative balance is reached – students are only permitted to charge up to the cost of a Class A lunch – students will receive a peanut butter sandwich and milk. Accounts will be charged accordingly.

#### MEDICATION

All medication, both prescription and nonprescription must be kept in the high school office and in the original container. Before prescription

medicine will be given at school, parents must complete the proper medication forms and return them to the school office. Medication forms are available in the high school office. A note from a parent will be required to give non-prescription medication at school.

#### NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of religion, race, color, national origin, gender, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

#### PATRIOTISM

The Pledge of Allegiance will be recited each day before announcements are read. Students are encouraged to recite the Pledge of Allegiance each morning and will stand as it is recited. The Star Spangled Banner will be played or the Pledge of Allegiance will be recited before athletic events and organizational meetings. Inasmuch as all persons' rights will be respected, so too, will respect be given to our Flag and all that it represents to this great Country.

#### PERFECT ATTENDANCE

Perfect attendance certificates will be awarded to any student who does not miss any part of any school day the entire school year.

#### PERMISSION TO LEAVE SCHOOL

Under no circumstances is a student to leave school unless the student has the approval of the principal. Any student who has an appointment during regular school hours must bring a note from their parent/s or legal guardian. An "early dismissal" form will be granted stating the time and reason. If you become ill and desire to go home, you must first report to the office and receive permission from the principal. Failure to obtain permission before leaving will be considered an unexcused truancy.

#### PROGRESS REPORTS

Student progress reports may be sent any time during a grading period when the student's academic progress or behavior warrants parental notification. These reports do not necessarily mean that a student is failing but a deficiency is noted which needs correction. Parents are welcome and encouraged to contact teachers concerning academic and behavioral concerns.

#### PUBLICATIONS

Publications such as the student newspaper and yearbook are connected to the overall school program and subject to editorial control by school administration.

#### PUBLIC AFFECTION

Students are expected to use moderation concerning their affectionate expression toward others while in school and at school sponsored functions. All types of physical contact are forbidden (including holding hands in school) and would constitute poor judgment and poor manners in a public school.

#### RECORDING

The Central Local School District prohibits the use of audio, video and/or photo recording devices except under the direct supervision of school personnel for school use/projects.

#### SCHOLARSHIP

Scholarship is recognized and encouraged through an academic honor roll, an academic letter, and membership in the National Honor Society. The Honor Roll is compiled at the end of each nine-week grading period. Grades for courses in band, chorus and physical education are not calculated for the Honor Roll. An "A" Honor roll and a "B" Honor Roll are maintained. The "A" Honor Roll includes only those students that have received an A grade on all academic subjects. The "B" Honor Roll includes only those students who have made A's and B's in all academic subjects.

A student must meet the following requirements to be eligible for an Academic Letter:

- a. The student must be on the all A-B Honor Roll for eight quarters (nine week grading periods). These quarters need not be consecutive.
- b. The student must not have any suspensions nor more than three Friday Schools within a nine week grading period for that quarter to count towards the requirement. A continued pattern of inappropriate conduct may disqualify a student; this would be determined by the committee (the high school principal, the high school guidance counselor and a faculty representative).
- c. Academic letters and inserts will be presented at the annual academic awards program.

After receiving a letter, a student may receive an insert for each semester he/she is on the Honor Roll. A student must be on the Honor Roll both nine week grading periods of a semester to qualify for the insert.

The following requirements must be met by each student to be eligible for consideration into the National Honor Society:

1. The student must be a second semester sophomore, a junior, or a senior.
2. The student must have attended Fairview High School the preceding semester.
3. The student must have an accumulative grade point average (GPA) of 3.5 or more excluding band, chorus, and physical education.
4. The student must have taken or be enrolled in the following academic courses:

- A) English (A)
- B) biology, chemistry, or physics
- C) geometry or algebra II
- D) world history
- E) have taken at least 4 academic solids each semester

5. The student must have passed all of the required sub-tests of the OGT and/or other state mandated test(s).

The National Honor Society induction will be held near the end of the third nine-week grading period.

#### SCHOOL TRANSPORTATION PLAN

- A transportation plan needs to be submitted by the last day of the current school year for your child/children if their pick-up or drop is not their place of residence. Plans may only involve two bus routes. If changes in your transportation plan take place during the summer months, you must contact the transportation department by July 31<sup>st</sup> for the changes to be in effect for the start of the following school year.
- **Changes can be made to the transportation plan during the school year under the following conditions:**
  - a. If there is a change in transportation after the start of the school year, it may be submitted for review with changes to be implemented when school resumes in January. This plan would need to be submitted by December 1.
  - b. If there is a change in home address, there must be a 48 hour notice given to the transportation department prior to the transportation changes being implemented. This type of change is allowable any time during the school year.
- If a parent wants to change their child to parent transport and a note was not provided in the morning, they need to contact the school by no later than 1:00 PM.
- Parents are not allowed to contact the school and make a change to the bus route that your child will be on. The submitted transportation plan is what will be followed for a full year unless a request is made by December 1<sup>st</sup> for a change.
- Students cannot ride home with friends in the evenings unless it is part of the plan that has been submitted and approved.

#### SCHOOL PRIDE

Students are to conduct themselves as ladies and gentlemen at all times. You represent the Fairview Community wherever you go. Your conduct represents the image and lasting impression people will make of us as an entire community.

#### SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

#### SEXUAL HARASSMENT

All students of the Central Local Schools have a right to learn in an environment free of sexual harassment. Sexual harassment includes unwelcome advances, unauthorized touching, verbal harassment, non-verbal harassment, or physical conduct of a sexual nature. Students found to have engaged in harassment are subject to the Student Code of Conduct disciplinary action and possible involvement of outside agencies, including law enforcement.

#### COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices.

- Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).
- Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act.
- The technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students. However, It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.
- Any student who attempts to disable the technology protection measures will be subject to discipline.

- Pursuant to Federal law, students shall receive education about the following:
  - A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
  - B. the dangers inherent with the online disclosure of personally identifiable information
  - C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
  - D. unauthorized disclosure, use, and dissemination of personal information regarding minors
- Chromebooks are to be brought to school daily charged and ready for school use.
- Staff members will monitor the online activities of students while at school.
- Students (grades 3 - 12) will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. They shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.
- Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.
- Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

#### STUDENT CODE OF CONDUCT

Students attend Fairview High School under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. The rules of this code have been written and adopted by the Board of Education, in conformity with the Ohio Revised Code Section 3313.661, which specifies the school's expectations. Students have a right to reasonable treatment from the school and its' employees. The school and its employees, in turn, have a right to expect reasonable behavior from students.

Violation on the part of a student of any one or more of the following Student Code of Conduct rules and the other policies and procedures outlined in this handbook may result in disciplinary action including: parent consultation, denial of privileges, detention, Friday School, emergency removal from class or school, in-school suspension (ISS), suspension from the affected classroom, suspension, expulsion, and/or permanent exclusion. This is not meant to be all-inclusive, since a building principal may also use other options, if they are deemed more appropriate to the infraction of the rules such as involving outside agencies and/or law enforcement. There will be zero tolerance for violent, disruptive, or inappropriate behavior.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs 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, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

- 1) Disruption to School - A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities on or off school grounds, including Board of Education owned vehicles.
- 2) Destruction of Property - (School or Private) A student shall not cause or attempt to cause willful destruction or defacement of school or private property either on school grounds or at any school activity, function, or event off school grounds. Parents are responsible for financial restitution of destroyed property.
- 3) Fighting, Assault and/or Threat Thereof - A student shall not physically attack or threaten to attack any person (student, school employee, or other person) on or off school property, or while in attendance at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.
- 4) Dangerous Weapons, Instruments and Objects - A student shall not possess, handle, transmit, transfer, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person. ORC Section 2923.122 makes it a felony to possess dangerous weapons, instruments and/or objects.
- 5) Knowledge of Drugs, Dangerous Weapons or Threats of Violence: Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of drugs, dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- 6) Narcotics, Alcoholic Beverages and Drugs - A student shall not possess, handle, use, transmit, transfer, conceal or exhibit evidence of consumption of any alcoholic beverage, dangerous drug, narcotic, controlled substance, or any substance that causes physical or mental change including, but not limited to, any time before the student's arrival at school or school sponsored activity.
- 7) Counterfeit Drugs - No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly

- manufacture, sell, offer to sell, give, package, or transfer a counterfeit controlled substance
- 8) Smoking and Use of Tobacco - A student shall not possess, handle, use, transmit, transfer, conceal or exhibit evidence of consumption of any tobacco or a tobacco substance while at school, on school property, at any school function or event on or off school grounds, including Board of Education owned vehicles.
  - 9) Profanity and/or Obscenity - A student shall not by written, verbal, gesture or other means, annoy or humiliate others or disrupt the education process.
  - 10) Tuancy and Tardiness - A student shall comply with the compulsory attendance laws. When a student is absent from school or any portion thereof without a legal excuse, it constitutes truancy. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense. Continued truancy will lead to possible court action by the Defiance County Attendance office.
  - 11) Inappropriate Dress - A student shall not dress or appear in a fashion deemed inappropriate because it: a) interferes with the student's health or welfare of others or, b) causes disruption or directly interferes with the educational process.
  - 12) Theft - A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
  - 13) Forgery/Falsifying Information - A student shall not falsify, in writing, the name of another person, or times, date, grades, addresses, or other data on school forms, school-related forms, correspondence directed to the school, or falsifying of information, written or verbal, given to school authorities in the legitimate pursuit of their jobs.
  - 14) Trespass and/or Loitering - A student shall not be present in a school building or on school grounds at unauthorized times. His/her presence which may cause disruption to an activity, function, or the educational process.
  - 15) Breaking and Entering - A student shall not break and enter or attempt to break and enter into school or private property either on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.
  - 16) Unauthorized Fires - A student may not attempt or start any unauthorized fires in any school building or on any school property.
  - 17) Hazing - A student shall not force another to do something against their will nor place another student in a hostile environment on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.
  - 18) Igniting Devices - A student shall not possess an igniting device such as matches or a lighter on or off school grounds, at any school activity, function or event on or off school grounds, including Board of Education owned vehicles.
  - 19) Withholding Information - A student shall not fail to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
  - 20) Computer/Network/Internet Usage - A student shall not violate the Board of Education's Student Network/Internet Acceptable Use and Safety Policy.
  - 21) Harassment/Intimidation/Bullying - Harassment, intimidation, bullying behavior, or violence in a dating relationship by any student/school personnel in the Central Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including cyber-bullying/abusive behavior. Cyber-bullying/Abusive behavior can be defined as: including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
    - a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
    - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
 Any act(s) of harassment, intimidation, bullying behavior, or violence in a dating relationship may be reported to the building principal and/or guidance counselor.

A student shall not exhibit evidence of consumption of any alcoholic beverage, intoxicant, inhalant, controlled substance, counterfeit controlled substance, illegal substance, or any other drug of abuse at any time at school or at a school sponsored activity. Infractions of the Student Code of Conduct may result in the student being assigned to ISS, OSS, or a recommendation for expulsion. Because of the severity of the infraction listed in these sections, police authorities may be contacted.

#### SUSPENSIONS AND EXPULSIONS

The principal and/or assistant principal may impose a suspension from school not to exceed ten (10) days duration. The principal, assistant principal, and/or athletic director (if an administrator) may also prohibit a student from participating in any or all co-curricular and extra-curricular activities in accordance with the Code of Conduct/Student Discipline Code.

#### **Preliminary Hearing**

No student is to be suspended without an informal, preliminary hearing, unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing (e.g., the student intentionally makes him/herself unavailable). In such instances, the necessary written notice and hearing shall follow as soon as practicable (see Form 5610 F1). The principal shall provide the student with a written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing. (see Form 5610 F2, Form 5610 F3, Form 5610 F4, and Form 5610 F5)

### **Suspension Appeal Notice**

Within one (1) school day after the suspension, the principal shall notify, in writing, both the parents, Superintendent, and the Treasurer. Such notification is to include the reason for the suspension, and the right of the student or the student's parent or guardian to appeal the suspension to the Superintendent, who is the Board's designee, to be represented in all appeal proceedings, and to be granted a hearing before the superintendent in order to be heard against the suspension. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Superintendent, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or Superintendent within five (5) calendar days after the date of the notice to suspend. In addition, the document must include notice that the Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in (R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation (see Form 5610 F3).

### **Appeal**

Suspensions may be appealed to the Superintendent within five (5) calendar days of the date of the written suspension notice. The written appeal must be filed with the Treasurer of the Board or the Superintendent and contain the reason(s) that the suspension is being appealed. Upon review, the Superintendent may affirm the suspension, reverse the suspension in its entirety, or otherwise reverse, vacate, or modify the suspension. The Superintendent shall reach the decision and inform the parent in writing within ten (10) school days of the hearing. A verbatim record of the appeal hearing shall be made in the event of an appeal to the Court of Common Pleas.

### **Responsibility for School Work**

For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension or as homework.

Credit will be given for work missed due to out-of-school suspension only if the work is turned in the day the student returns to school immediately following the out-of-school suspension.

It is the responsibility of the student and/or parents/guardian to ensure that the academic assignments will be collected and completed or there will be no academic credit given to a student serving a suspension.

### **Mandatory Reporting to the Bureau of Motor Vehicles and Juvenile Judge**

The Superintendent shall notify the County Registrar of Motor Vehicles and Juvenile Judge, within two (2) weeks, when a student has been suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm, knife, or other weapon as defined in Board policy.

### **Discretionary Reporting to the Bureau of Motor Vehicles and Juvenile Judge**

The principal may notify the superintendent who may contact the Bureau of Motor Vehicles that a student has been suspended or expelled for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse. Such notification shall be made in the manner determined by the Bureau. If a report is made to the Bureau of Motor Vehicles, a report should also be made to the Juvenile Judge.

### **Abeyance**

The principal may hold all, or any part of, a suspension in abeyance, that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parents, if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the suspension to be set aside for a designated period of time. At the end of that period of time the portion of the suspension that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

### **Expulsion**

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy 5610 so long as the modification is made in writing. Specific offences involving

violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

#### **Documentation**

If, in the principal's opinion, the alleged infraction may warrant expulsion, s/he shall, as soon as practicable after the infraction, refer the case to the Superintendent and submit the following documentation:

- a. the rule(s) alleged to have been violated
- b. the charges against the student
- c. approximate date of the violation
- d. recommendation(s) for expulsion
- e. copy of the removal
- f. chronology of disciplinary/corrective actions and witness statements, and written notice to parents within one (1) day after removal

Upon request, the principal shall also submit:

- a. transcript of grades
- b. attendance records
- c. statements from professional staff regarding student's efforts, attitudes, or particular problems
- d. statement from counselor regarding help to student, attempts at remediation or correction, etc.

The Superintendent shall review the documents for accuracy and completeness and schedule a hearing not earlier than three (3) nor later than five (5) days after proper written notice has been provided to the parents by means of certified mail.

#### **Hearing Notice (see Form 5610 F6)**

The notice shall contain:

- a. the reason(s) for the intended expulsion (e.g., the rule(s) alleged to have been violated), the charges against the student, and the approximate date of the violation,
- b. notification of the opportunity of the student and the student's parent or guardian or representative to appear before the Superintendent or his/her designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student's actions, and
- c. the time and place for the hearing.

#### **Hearing**

The hearing shall be held before the Superintendent or the person s/he authorizes. The student and his/her parents or representative shall be given the charges and the opportunity to defend against such charges.

#### **Waiver**

It is the student's/parent's prerogative to waive his/her right to a hearing with the Superintendent or his/her designee. This waiver is to be in writing and signed by both student and parents. The signatures should be witnessed. Additionally, the student/parent can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

#### **Notice of Expulsion (see Form 5610 F7)**

Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents and the Treasurer of the reasons for the expulsion, the right of the student or the student's parent or guardian to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and the right to request the appeal hearing be held in executive session. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. (Note: Under statute, the Board cannot specify a date for the filing of a notice of appeal of an expulsion that is less than fourteen (14) days). The document must also include notice that the expulsion may be subject to extension pursuant to R.C. 3313.66(F) if the student is sixteen (16) years of age or older, and that the Superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation. Finally, if the expulsion is for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice must provide the student and the student's parent or guardian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's

expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies. Such proceedings shall be conducted in accordance with R.C. 3313.66, R.C. 3313.661, and R.C. 3313.662. (see AG 5610.01)

### **Appeal**

Expulsions may be appealed to the Board or its designee within fourteen (14) days after the date of the written expulsion notice. The written appeal must be filed with the Treasurer of the Board or the Superintendent and contain the reason(s) that the expulsion is being appealed. Upon review, the Board or its designee may affirm the expulsion, reverse the expulsion in its entirety, or otherwise reverse, vacate, or modify the expulsion. The Board or its designee shall reach the decision and inform the parent in writing within ten (10) school days of the hearing. A verbatim record of the appeal hearing shall be made in the event of an appeal to the Court of Common Pleas.

### STUDENT DRIVING AND PARKING REGULATIONS

Driving and parking on school property is considered a privilege that may be revoked when school policies are not followed. The following policies are to be observed by all students that attend Fairview or Four County Vocational School that drive to school and use the school parking lot. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination. This may include searches conducted with the assistance of dogs trained to detect the presence of illegal substances. Parking permits are non-transferable.

- a. All vehicles parked on school property must be registered at the high school office.
- b. Failure to register your vehicle and/or failure to obey the driving and parking rules may result in the loss of your driving privileges.
- c. Students are not permitted to occupy vehicles after they have arrived at school. Permission must be received from the principal to move or enter a vehicle during school hours.
- d. Students are to obey all traffic laws and use extreme caution when driving their vehicles on and off the school property. Failure to follow these rules may result in the loss of your driving privileges.
- e. Busses have the right of way at all times. Student vehicles will enter and exit by the south drive (Hwy 127). Student vehicles are not allowed to enter or exit the parking lot by using the access road between Fairview Elementary and Fairview High School. Student vehicles must enter/exit the parking lot and driveways in single file, no passing other cars.
- f. Vehicles must be parked facing the building (north). The first two rows are reserved for faculty. Vehicles are not to be parked east of the furthest east parking light pole unless approved by the principal.
- g. Students may not park near the building. Student parking is to be in the gravel parking area south of the building with the first two rows reserved for faculty and staff.
- h. Students shall not ride in the bed of trucks. Passengers must be seated in the passenger compartment of vehicles.
- i. Students shall not triple park.
- j. Students that drive and park at Central Local shall comply with the Drug Testing Policy or no driving/parking privilege will be granted.

### STUDENT PHOTOGRAPHS

Parents may request that no individual student photographs be used for public relations and/or media press releases for his/her child. This written request must be submitted to the building principal at the start of each school year.

### SURVEILLANCE CAMERAS

Students are informed that their behavior may be monitored on school property and/or school buses by security cameras.

### TELEPHONES

The office telephone is for school business and is to be used by students ONLY in cases of emergency with the permission of the secretary or the principal. Students will be called out of class only in an emergency.

### TORNADO/SEVERE WEATHER DRILLS

The tornado-warning will be communicated to staff and students by an announcement over the public address system. Instructions for tornado/severe weather safety are posted in each room. Students sitting in the hallways are not to block doorways and will leave an aisle in all hallways. Students should sit at least 25 feet from the glass at the south end of the corridor.

### VISITORS

All visitors to the school must report to the High School office and sign in. Visitors must sign out prior to leaving the school. Students may have a visitor(s) attend school during their lunch period. The visitor(s) must report to the high school office and remain there during their visit. Visitors are not permitted in the cafeteria, gym, hallways, restroom, or classrooms, unless pre-approval from administration. Visitors may set up a lunch visit with prior approval from the high school principal and will be granted on very limited basis. Students are not permitted to have lunch delivered or brought to the school during the school day. Competition with our cafeteria is not permitted.

DAILY BELL SCHEDULE

Regular Bell Schedule	Enrichment Schedule	2 hr delay Schedule
Homeroom 8:09 – 8:14	Homeroom 8:09 – 8:14	Homeroom 10:09 – 10:14
1 <sup>st</sup> 8:15 – 9:04	8:15 - 9:00	1 <sup>st</sup> 10:14 – 10: 44
2 <sup>nd</sup> 9:07 – 9:56	2 <sup>nd</sup> 9:03 - 9:48	4 <sup>th</sup> 10:47 - 11:29  MS lunch
3 <sup>rd</sup> 9:59 – 10:48	3 <sup>rd</sup> 9:51 - 10:36	5 <sup>th</sup> 11:32 - 12:36  11:32 - 12:02 A-Lunch 12:05 - 12:36 class 12:06 - 12:36 B-Lunch 11:32 - 12:02
4 <sup>th</sup> 10:51 – 11:41  MS lunch	4 <sup>th</sup> 10:39 – 11:27	2 <sup>nd</sup> 12:39 - 1:09
5 <sup>th</sup> 11:44 – 1:04  11:44 -12:14 A-Lunch 12:17- 1:04 class 11:44 - 12:31 class  12:34 - 1:04 B-Lunch	MS lunch  5 <sup>th</sup> 11:30 – 12:45 11:30 - 12:00 A-Lunch 12:03 - 12:45 class 11:30 - 12:12 class 12:15 - 12:45 B-Lunch  Enrichment Time 12:48 - 1:12	3 <sup>rd</sup> 1:12 - 1:42
6 <sup>th</sup> 1:07 - 1:56	6 <sup>th</sup> 1:15 - 2:00	6 <sup>th</sup> 1:45 – 2:15
7 <sup>th</sup> 1:59 - 2:48	7 <sup>th</sup> 2:03 - 2:48	7 <sup>th</sup> 2:18 - 2:48
PM Announcements  2:48 - 2:50	PM Announcements  2:48 - 2:50	PM Announcements  2:48 - 2:50