

FAIRVIEW HIGH SCHOOL

2016-2017

Grades 9-12

STUDENT HANDBOOK

1879 East Miller Road

Fairview, Michigan 48621

Web site address: www.fairview.k12.mi.us

Telephone: 989-848-7009

Fax: 989-848-7070

Table of Contents

Academic Awards.....	11
Academic Integrity Policy.....	14
Additional Education Choices.....	9
Assessments.....	11
Attendance Policy.....	13
Backpacks, Purses, Bags, Etc.....	16
Bicycles.....	18
Books and Supplies.....	12
Career Pathways.....	6
Cell Phones/Electronic Devices.....	12
Certificate of Completion.....	8
Class Status Requirements.....	9
Computer Use.....	17
Directory.....	3
Discipline Policy.....	15
Discipline & Violent Act Policy.....	16
Discrimination Policy.....	4
Dress Code.....	16
Dual Enrollment	10
Eligibility for Extracurricular.....	22
Emergencies.....	19
Emergency Closing Procedure.....	23
Family Educational Rights and Privacy Act.....	20
Field Trips.....	17
Graduation Requirements.....	7
Harassment.....	19
Honor Roll.....	11
Illness.....	19
Instructional Program.....	6
Interscholastic Athletics.....	22
Leaving the Building.....	16
Library.....	17
Locker Rooms.....	19
Lockers.....	12
Lunch Period Conduct.....	18
Motor Vehicles.....	18
Organizational Chart.....	3
Parent Involvement.....	5
Personal Curriculum.....	8
Planners.....	17
Possession, Use, or Distribution of Tobacco, Drugs or Alcohol.....	18
Prescribed Medication.....	19
Report Cards.....	12
Rules for Riding the Bus	21
Rules of Conduct for Extracurricular.....	23
School Event Rules.....	21
School Hours.....	6
Searches.....	20
Senior Absence Policy.....	14
Show of Affection.....	19
Student Safety.....	6
Teacher Contact Information.....	23
Telephone Use.....	12
Transferring Credits	9

Fairview Area Schools

Directory

Address

1879 E. Miller Rd.

Fairview, MI 48621

School Phone Numbers

School Directory: (989) 848-7000

K-12 Office: (989) 848-7009

Fax (989) 848-7070

Web Site: www.fairview.k12.mi.us

Board of Education

Beth Miller, President
Janice Handrich
Jon Ford, Trustee
Herb Trader, Trustee

Anne Tompkins, Vice President
Diana Danhoff, Secretary
Merianne Tappan, Treasurer

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Athletic Director

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April Evans, K-12 Secretary aevans@fask12.org

Teachers

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2 nd Grade -	Kami Winton	kwinton@fask12.org
3 rd Grade -	Katherine Breed	kbreed@fask12.org
4 th Grade -	Jon Barnes	jbarnes@fask12.org
Title I/Lead Teacher	Amy Clouse	aclouse@fask12.org
5 th Grade	Kristy Kemp	kkemp@fask12.org
Special Ed. -	Pam Handrich	phandrich@fask12.org
Title I -	Naomi Clouse	nclouse@fask12.org
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H.S. Hist/Gov.	Shawn Esch	sesch@fask12.org
H.S. Math/Sci.	Brent King	bking@fask12.org
H.S. Sci/Phys. Educ.	Troy Ross	tross@fask12.org

Paraprofessionals

Lynn Layman	Cindy Troyer
Pat Crane	Solomon Handrich
Mel Haskin	Renee Nutt

Maintenance/Custodial

Rich Ellis, Director of Maintenance
Tammy Babcock, Custodian
Jerry Babcock, Custodian
Frieda Oaks, Custodian

Food Service

Mary Schrock, Supervisor
Shondra Hoover
Alicia Hall

Transportation

Lynn Handrich, Driver
Jenny Oliver, Driver
Dave Kauffman, Driver

Please contact the teacher in his/her classroom should an issue arise you would like to discuss with the teacher. Classroom phone numbers are listed on the last page of this handbook. Board policy outlines a procedure which expects the matter to be addressed with the point of contact. Example: If an issue arises with a teacher, contact the teacher first. The next step would be to meet with the Lead Teacher. If the issue is not resolved at this level, the Principal will become involved.

DISCRIMINATION

It is the policy of the Fairview Area Schools (policy #5035) not to discriminate against, nor to permit harassment, of any student, parent, staff member, community member or public person on the basis of race, gender, ethnic or racial background, religion or sexual orientation. Such discrimination shall not be permitted in regards to employment or participation in educational programs and activities.

The district has designated the superintendent of schools as the compliance officer and Title IX coordinator. Any applicant, employee, student, parent, guardian or member of the public who alleges discrimination or harassment shall immediately report the incident to:

Lee Sandy, Superintendent
Fairview Area Schools
1879 East Miller Road
Fairview, MI 48621
989-848-7004

Should it be necessary, the next level of appeal shall be to:

The Office of Civil Rights
US Dept. of Education
Bank One Center, Suite 750
600 Superior Avenue East
Cleveland, OH 44114-2641

Phone 215-522-4970 Fax 216-522-2573
E-mail address: OCR.Cleveland@ed.gov

Each family is urged to become familiar with the Student Handbook at Fairview Area Schools. If you need additional copies, please go to our website or stop by the high school office.

PARENTAL INVOLVEMENT PLAN

In keeping with PA 107 of 2004, the Fairview Area School' Board of Education has approved this plan on Monday, December 13, 2004. This Plan is to be distributed annually by being included in the student handbooks.

The Fairview Area Schools' Board of Education encourages the involvement of parents in the educational processes of the schools. To encourage parental involvement, the Board and Staff have designed the following plan.

1. Parent-Teacher conferences shall be formally scheduled at least once each semester.
2. Teachers will send home progress reports part way through each card marking period, or as needed.
3. Parents, and where possible, students will be invited to participate in or serve on planning groups or committees.
 - Title I Planning (twice annually)
 - Human Reproduction
 - Ad Hoc Committees (as needed)
 - Study Committees (as needed)
 - School Improvement team (monthly)
 - Special Education Planning (as scheduled)
 - Curriculum Review (as directed by the Board of Education)
 - Class Sponsors
 - Volunteers
4. Parents and students have the opportunity to utilize the Power School program to access grades, attendance and email the teachers.

STUDENT SAFETY

The school will develop and implement the necessary rules to ensure student safety. The rules shall be explained to the students each year by their classroom teachers. Science lab teachers and physical education teachers will instruct each class about safety regulations according to their classroom. Emergency procedures will be taught in each class by the teacher. Eye protection must be properly used in the areas where it is necessary.

INSTRUCTIONAL PROGRAM

In accordance with the No Child Left Behind Act, the school encourages the participation of parents/guardians in their child's education. Parents/Guardians are invited to attend meetings for Title I, Individual Education Plans, orientations when offered and educational pathways selected by their child. Assistance in understanding Title I law and special education will be provided upon request. Parents/Guardians will be kept abreast on their child's progress through Power School, grade requests, report cards and progress reports mailed home. Each student will have a written plan for their education using Career Cruising. Education plans will be reviewed annually.

SCHOOL HOURS

Grade Levels	Arrival Times	Start Time	Dismissal
K-5	7:50 a.m.	8:00 a.m.	3:30 p.m.
6-8	7:45 a.m.	8:10 p.m.	3:25 p.m.

9-12	7:45 a.m.	8:10 a.m.	3:25 p.m.
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The arrival times are preferred times. We realize some families have children in different grade levels and will most likely arrive together. The buses arrive by 7:50 a.m. Students will be expected to be in class by the start time. Students are not to arrive before 7:30 a.m. and need to leave the building by 3:40 p.m. Exceptions are choir, sports' practices, tutoring, or other arrangements that have been made with a staff member.

CAREER PATHWAYS

All entering freshman will select one of the six (6) Career pathways:

1. Engineering/Manufacturing and Industrial Technology
2. Health Sciences
3. Natural Resources and Agriscience
4. Arts and Communications
5. Business, Management, Marketing and Technology
6. Human Services

The purpose of selecting a career pathway is to assist students in choosing classes which will best prepare them for their area of interest. Pathways may be altered as educational goals change. The program Career Cruising helps students determined pathways through various assessments

GRADUATION REQUIREMENTS

The Michigan Department of Education (curriculum referred to as Michigan Merit Curriculum) and Fairview Area Schools has mandated that all high school graduates will successfully complete the following required classes and chosen electives. All Fairview graduates must have earned a minimum of 20 credits and completed 8 full semesters in order to earn a diploma. Therefore, it may be necessary to repeat a course in order to graduate.

CORE SUBJECT	REQUIRED CLASSES	ELECTIVE CLASSES
LANGUAGE ARTS (4)	English I	Literary Café
	English II	
	English III	
	English IV	
MATH (4)	Algebra I	Trigonometry
	Geometry	Pre-Calculus
	Algebra II	
SOCIAL STUDIES (4)	Civics/Economics	
	US History/Geography	

	World History/Geography	
SCIENCE (3)	Biology	General Science
	Chemistry or Physics	
		Earth/Space Science
VISUAL, PERFORMING, & APPLIED ARTS (1)		Choir
		Performing Arts
		COOR-Computer Generated Images
GENERAL (3)	Physical Education/Health	
	Freshman Seminar	
	Senior Seminar (may be 4 th year math credit)	
Electives (1)		
	Foreign Language (2 years beginning with Class of 2016)	Foreign Language

***Many other classes are available on request and offered in an alternative or virtual format. If interested, please meet with the counselor.**

PERSONAL CURRICULUM/MICHIGAN MERIT CURRICULUM

Fairview Area Schools recognizes that the parent or legal guardian of a pupil, or the pupil him/herself if emancipated, or the age of majority, may request a Personal Curriculum. The Personal Curriculum modifies certain parts of the Michigan Merit Standard requirements under subsection (1) or section 1278a(1)(a) of the Revised School Code. The Personal Curriculum, if requested, cannot provide for anything less than the minimum 20 credits that the student must earn in order to be issued a Fairview High School Diploma (this includes the 18 credits required under the Michigan Merit Curriculum). A “credit” earned under the Personal Curriculum shall consist of completing a state approved academic class with a local school board approved minimum “cut score.”

A formal request for a Personal Curriculum may be obtained from and submitted to the counselor or lead teacher. The lead teacher or counselor will convene a planning team meeting with the parents/guardians. The Personal Curriculum, if requested, shall incorporate as much of the subject area content expectations of the Michigan Merit Standard required under the law as is practicable for the pupil. It shall establish measurable goals that the pupil must achieve while enrolled in high school and shall be aligned with the pupil’s Educational Development Plan (EDP) or Individual Education Plan (IEP)

CERTIFICATE OF COMPLETION

1. Parents may apply for a certificate of completion in place of a diploma.

2. The Certificate of Completion will not just mean that a student has put in his or her time. It will be an alternative course of study that educates the student to his or her ability and prepares him or her for either a job or post-secondary training, i.e. trade school.
3. A team composed of the special education teacher(s), two high school teachers, one middle school teacher, counselor, and high school lead teacher will review the application and decide if a student should be eligible for Certificate of Completion.
4. The student's Educational Development Plan, transcript, test scores should be guiding force in choosing curriculum.
5. Twenty credits must be earned over a minimum period of 8 semesters (equal to FHS diploma requirements). The required classes are:
 - Math – 4 credits to include Algebra I
 - English – 4 credits
 - Science – 3 credits
 - Social Studies - 3 credits to include U.S. History, Economics (1/2) and Government (1/2)
 - Health/Physical Education – 1 credit
 - Freshman Seminar – 1 credit
 - Performing/Fine Arts – 1 credit
 - Senior Seminar – 1 credit
 - Electives – 2 credits (computers, work experience, career/technical education classes, community service, other offered electives)
6. Core classes may come from alternative classes with approved curriculum; independent study classes (PASS, Odyssey, etc.)
7. The general education classes may have modified grading/curriculum. This would be determined by the team.
8. For general education students, the cut score would be 60%. For special education students, the cut score would be 60% if it is a modified requirement and 50% if it is a core curriculum class.
9. Students could apply for a Certificate of Completion any high school year during a window period of two weeks at the beginning of each semester.
10. The parent(s) and student would be required to sign a contract if accepted by the team.
11. Students earning a Certificate of Completion would be allowed to participate (walk) in the graduation ceremony.

ADDITIONAL EDUCATION CHOICES

Career/Technical Education Classes-offered to Junior and Seniors

Work-Experience-offered to seniors

Independent Study-offered to all grades according to the student's needs

Dual Enrollment-offered to all students in grades 9-12

Odyssey Courses-offered to all grades for credit recovery or schedule conflicts

TRANSFER OF CREDITS

Credits may be transferred from another school or a home schooled curriculum to Fairview providing that the course is approved by the district the student is moving from. Classes not approved may be given credit provided that the student passes a proficiency exam to show mastery of the subject. Parents may appeal the transfer of credit or the grade placement of the student to the School Board.

CLASS STATUS REQUIREMENTS

Class status changes will only occur at the end of semesters.

Freshmen—0 to 6 credits

Sophomores—7 to 12 credits

Juniors—13 to 18 credits

Seniors—19 and above credits

DUAL ENROLLMENT

Fairview Area Schools offers dual enrollment to students that meet the criteria. This allows students to complete college courses in addition to high school courses. The requirements are:

1. Students are in grades 9-12 and are enrolled in at least one high school class.
2. Student has at least one parent or legal guardian who is a resident of the State of Michigan.
3. Students can qualify for dual enrollment by taking on the following assessments: PSAT, ACT PLAN, ACT, OR MME. The table below shows the list of qualifying scores for dual enrollment. Also, according to PA 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACT PLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.
4. The district is not permitted to pay for more than 10 total dual enrollment courses for any one student. If a student first dually enrolls in 9th grade, that student may not take more than two dual enrollment courses per year for the student's 9th, 10th, and 11th grade years and not more than four dual enrollment courses in the student's 12th grade year. If the student first dually enrolls in 10th grade, the student may not take more than two dual enrollment courses in 10th grade and not more than four dual enrollment courses in 11th and 12th grades. If the student first dually enrolls in grades 11 or 12, the student may not take more than six dual enrollment courses in either 11th or 12th grade

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

5. Students must be enrolled in both the school district and post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
6. The college course must not be offered by the district and must lead towards accreditation, certification and/or trade licensing. An exception to this could occur if the school determines that a scheduling conflict exists, which is beyond the student's control.
7. The college courses cannot be hobby craft, recreation courses, or in the subject areas of physical education, theology, divinity, or religious education.
8. Tuition and fees:
 - a. Fairview Area Schools pays for tuition and registration fees only.
 - b. **Fairview Area Schools will reimburse textbook rental fees pending successful completion of the class** Dual Enrollment student will have to **reimburse Fairview High School for tuition if a failing grade is earned or the class is dropped without approval of administration..** If a student fails to repay the school district, other penalties may be applied as prescribed by administration and district policy.
 - c. The student will **NOT** be allowed to enroll in another dual enrollment class until the school is reimbursed..
 - d. If tuition is not repaid, other penalties may be applied as prescribed by administration and district policy.
 - e. The district is not responsible for any expenses related to transportation, parking, or activity fees.

ASSESSMENTS

The school will use a variety of tests to assess each student. The results will be shared with parents/guardians. The bold print tests are required by the State of Michigan.

1. **M-STEP** – given at various grade levels and tests the core curricular areas.
2. **PSAT** – given to all sophomores and tests all core areas. This test may be used as a qualifying score for dual enrollment.
3. **MICHIGAN MERIT EXAM** – given to all juniors. It includes the SAT test and test components from the Department of Education.
4. **NORTHWEST TESTS** – given to various grade levels to test for competency in math and language arts. The results of this test are available within 48 hours and the test results may be used to help predict results on the M-STEP test.

HONOR ROLL POLICIES

1. Students must have earned at least a 3.0 grade point average.
2. Students cannot earn a grade lower than a “C”.
3. The Honor Roll will be determined four times during the year:
 - a. end of first marking period.
 - b. end of first semester
 - c. end of third marking period
 - d. end of second semester

ACADEMIC AWARDS

1. Academic letters will be awarded on grades earned only if at Fairview Area Schools in academic classes. Academic classes are those in which a letter grade is earned.
2. Students in grades 9 through 12 are eligible to earn academic awards.
3. Criteria for earning academic awards are the following:
 - A. Freshmen may earn a 4.0 GPA pin after 1 semester.
 - B. Sophomores, after completing 3 semesters, must have a 3.70 GPA to earn an academic letter.
 - C. Juniors, after completing 5 semesters, must have a 3.6 GPA to earn an academic letter or insert.
 - D. Seniors, after completing 7 semesters, must have a 3.5 GPA to earn an academic letter or insert.
 - E. During these 3 semesters, the student cannot receive a grade lower than a C-.
 - F. Transfer students may be awarded academic letters based on the following criteria:
 1. Juniors must have grades for 2 semesters from Fairview with a 3.6 GPA and no grade lower than a C-.
 2. Seniors must have grades for 1 semester from Fairview with a 3.5 GPA and no grade lower than a C-.
 - G. No academic award will be given to a student who earns a semester grade lower than a C-.
4. Awards:
 - A. Chenille Academic Letter (students earn a letter only once)
 - B. 4.0 pin
 - C. Insert pins for grade point averages of 3.7, 3.6 or 3.5

REPORT CARDS AND GRADES

Report cards are issued as soon as possible after each nine-week marking period. Parents are urged to pick them up at fall and spring Parent-Teacher Conferences. Semester grades are averaged on the basis of each nine-week grade and the semester exam.

- A---Excellent, outstanding
- B---Above average
- C---Average
- D---Poor, just passing
- E---Failing (may have to be made up)
- CR—credit (passing)
- NCR—No credit (may have to be made up)
- I-Incomplete

BOOKS AND SUPPLIES

Students are assigned the use of books for each class. Paper and some supplies are available from classroom teachers. Students are expected to take good care of all materials supplied by the school. Lost or damaged books must be replaced or repaired at the expense of the student to whom they were assigned.

LOCKERS

Students will be assigned the use of a locker. The lockers remain the property of the Board of Education and the principal and lead teacher are authorized to inspect lockers periodically. It is the responsibility of the student to keep the locker clean and orderly.

- Do not store valuables in lockers. The school cannot be responsible for stolen materials.
- Do not change lockers without permission from the high school office.
- Do not tamper with others' lockers.

SCHOOL TELEPHONE USE

Classroom and office phones may be used by students at the discretion of the staff. Necessary messages will be taken by the office and delivered to students. Unless the message is of a serious nature, students will not receive calls during class.

CELL PHONES AND ELECTRONIC DEVICES

Students may not possess or use electronic devices such as cell phones, palm pilots, pocket computers or any other items during the school day EXCEPT DURING LUNCHTIME unless it is part of class requirements or is a bona fide emergency. Violation of this policy will result in the following:

- 1st offense: confiscation of the device and item held until the end of day
- 2nd offense: confiscation of the device and item held until parent picks it up at the high school office.
- 3rd offense: confiscation of the device and item held until parent picks it up at the high school office and the student will have an in school suspension for a day.

ATTENDANCE POLICY

. Note: Attorney General's statement; Opinion No. 5414, issued on 20 December, 1978. The compulsory attendance law recognizes an educational value in regular attendance at school. Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students.

Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences. These similar considerations are proper educational values, which will not necessarily be fully reflected in test results. School factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district, by its agents and employees, may consider attendance in determining a student's grade in a course.

It is expected that students be regular in their attendance in order to participate fully in the various aspects of the educational process. The Board of Education authorizes the superintendent or his staff, as he may deem appropriate, to deal with truancy in accordance with the State School Code and the School Board Policy. Students shall be marked "absent" if they are 15 or more minutes late to class.

1. Attendance will be taken at the beginning of each class period in grades 9-12.
2. Parent/guardians of a student shall be notified when the child is chronically tardy or absent when the school is not aware of extenuating circumstances.
3. All students must have parent permission and sign out in room 32 before leaving the school grounds. Students must sign in when arriving to school late.
4. Three unexcused tardies will result in one absence.
- 5 **Students will earn an attendance grade at the end of each marking period. In order to keep the attendance grade weighted the same amount in each class, the total number of points possible for the attendance grade will be 10% of the total points for the class. For example, if the class had 1000 points during the marking period, the attendance grade will have a maximum of 100 points.**
 - **The attendance grade will count as 10% of class total points and will be entered at the end of the marking periods.**
 - **The attendance grade will be lowered for every absence in excess of three using the following percentages:**
 1. **students with three or fewer absences will earn an "A" for their attendance grade, 100%.**
 2. **students with four or five absences will earn a "B", 85%.**
 3. **students with six absences will earn a "C", 75%.**
 4. **students with seven absences will earn a "D", 65%.**
 5. **students with eight will earn an "E" 55%**
 6. **students with 9 absences will earn 45%.**
 7. **students with 10 absences will earn 35%**
 8. **students with 11 absences will earn 25%**
 9. **students with 12 absences will earn 15%**
 10. **students with 13 absences will earn 5%,**
 11. **over 13 absences will earn 0%**
 - **All absences with the exception of "school event" will count toward the total of absences during the marking period.**
 - **Students with extenuating circumstances will be given accommodations. Extenuating circumstances would involve an absence of five or more consecutive days and may be excused at the discretion of the administration.**

Attendance policy continued on next page.....

Attendance policy continued.....

6. The attendance grade may be appealed to the lead teacher. An appeal will be considered if the student and the parent can document extenuating circumstances. This appeal must be in writing along with the documentation to the high school lead teacher within eight (8) calendar days of report cards being distributed at Parent-Teacher Conferences or being mailed to parents.

SENIOR ABSENCE POLICY

The purpose of this policy is to ensure that seniors are taking full advantage of their senior year. Often times, excessive absences or refusal to complete a course (usually because the student does not need that class to graduate) lead to a student failing a class.

1. Students with more than two failing grades at the end of second semester due to attendance or refusal to complete assignments, will not participate in graduation exercises.

ACADEMIC INTEGRITY POLICY

Fairview High School is committed to maintaining academic integrity. Academic integrity includes, but is not limited to:

Definitions:

- Plagiarism: Plagiarism is intentionally, or knowingly, presenting words, ideas, or work of others as one's own work. This includes copying homework, copying reports, copying computer assignments, using a work, or portion of a work, written or created by another but not crediting the source, using one's own work, completed in a previous class for credit, in another class without permission, paraphrasing another's work without giving credit.
- Cheating: Cheating includes unauthorized "cheat sheets", copying from another student, looking at another student's test/exam, opening books when not authorized, and/or obtaining advance copies of tests/exams or answers.
- Falsifying Documents: This includes signatures on forms, letters, parent notes, etc.

Responsibilities:

- **Students**: To be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is to report the instance to the teacher of the class or lead teacher.
- **Staff**: The instructors will make clear to their classes that they will fully support academic honesty. The teachers will handle each instance, and report each instance, of academic dishonesty to the lead teacher.
- **Lead Teacher**: To address cases of academic dishonesty from the disciplinary standpoint. Each case referred to the lead teacher will be reviewed and appropriate action, up to and including suspension and/or loss of credit will be taken.
- **Parents**: Parents are to reinforce and restate with their son/daughter the guidelines and definitions of the academic honesty policy at Fairview High School. They will support the effort of the staff in their attempts to guarantee honest and substantive knowledge to their students.

Credit will not be granted for work done in violation of the above academic honesty standards.

DISCIPLINE POLICY

In order to preserve their privilege of school attendance, students are expected to exhibit good citizenship and acceptable behavior. The Fairview Board of Education recognizes that minor disciplinary difficulties will sometimes occur, even in well-ordered and well-controlled classrooms. However, when a student is guilty of gross misdemeanor or is persistently disobedient, the Board shall order or authorize his/her suspension or expulsion whenever the interests of the school demand it. Any physical handicaps, if any, of any such pupil shall be taken into consideration. (Section 340.618 Michigan School Code of 1955 as amended.)

Permanent pupil expulsion is solely determined by the Board of Education. Temporary pupil suspension is delegated to the superintendent and his staff, as he deems appropriate. The factors considered in the suspension/expulsion of a pupil include the following:

1. The criminal or offensive nature of any pupil's actions or behavior
2. The effect of a student's actions on maintenance of a class or school program
3. The safety, health, physical condition, and general welfare of other school pupils and school employees
4. In addition, pupils with bodily or health conditions or habits detrimental to the school may be excluded.
5. State mandated bullying policy which is included in Board policy. A copy is available from central office if desired.

Parents will be notified when their child is to be serving detention time, suspended or expelled from school. A copy of the Board policy (8350-R) and the administrative procedures will also be sent to the parents.

No teacher, principal, or superintendent is required to attempt to physically disarm any person on school grounds who possesses a lethal weapon of any nature. Alleged criminal acts committed on school property are to be reported to the Sheriff's Department or State Police.

DISCIPLINE AND VIOLENT ACT POLICY

The State Legislature has enacted new legislation that will impact upon our students at Fairview.

1. Assault upon another student (fighting): The school is required to expel a student in grades 6-12 found guilty of assaulting another student. Expulsions are for up to 180 school days.
2. Student assault upon a school employee: Student found guilty of assaulting a school employee must be permanently expelled from the school system. The legislation applies to all students, grades 6-12. The state defines physical assault as: "Intentionally causing or attempting to cause physical harm to another through force or violence."
3. Verbal assault (Threatening to do bodily harm to another by force, which creates a well founded fear of actual harm, with the ability to carry out the act): Requires expulsion of up to 180 days.
4. Bomb threats: Require expulsion of up to 180 days.

LEAVING THE BUILDING DURING SCHOOL HOURS

Any student who leaves school during school hours, for any reason other than a school-related activity, must be signed out in the central office by the parent/guardian. If the permission is coming by phone, the student is still responsible to sign out and the call from the parent must be BEFORE the student leaves the building. Failure to follow this policy will result in a detention (see attendance policy) or possible suspension.

DRESS CODE

The students of Fairview Area Schools are expected to attend school properly attired in accordance with good taste and the accepted standards of the local community.

1. Students must wear shoes.
2. Hats, bandannas and sunglasses must be left in lockers.
3. Skirts and shorts must be at least fingertip length AND not too tight.
4. Pants and shorts with holes—the holes must be at least fingertip length.
5. The following are not permitted:
 - A. Clothing that inappropriately exposes the body or undergarments such as but not limited to: baggy, torn, or low cut pants; tank tops, halter tops, spaghetti straps (must have an over-the-shoulder cut like a sleeveless blouse), shirts with revealing necklines, large armholes, see through (no open or t-backs) or bare midriffs
 - B. Clothing printed with vulgar language, sexual innuendos, or references to illegal drugs, tobacco or alcohol products, or any other offensive or questionable message.
 - C. Chains, spiked accessories, and choke chains

Students not conforming to these standards will be asked to change their clothes, and may be sent home to do so. Continuous violation of this policy will be viewed as persistent disobedience and will result in suspension.

BACKPACKS, PURSES, BAGS, ETC.

Students are to leave backpacks, purses, bags, etc. in lockers.

GUIDELINES FOR STUDENT PLANNER

To assist parents/guardians to continue their involvement in their child's education, the Student Planner provides an opportunity for you to talk about your child's day every night and look over the assignments in the planner to see what is happening in the classes. The planner provides a daily communication vehicle between the home and the school. Students out of the classroom for any reason must have their planner with them. The teacher assigned to them for that period must sign the planner.

STUDENT RESPONSIBILITY

1. Fill in the date.
2. Write in activities and assignments for each class each day.
3. Take home and discuss with parent/guardian.
4. Complete required schoolwork and turn in on time.
5. Keep the planner with you at all times; it is your pass to be in the hall during class.
6. The planner will be part of the daily points possible in Academic Enrichment.

FIELD TRIPS

Trips outside the classroom may be scheduled in advance with the approval of the administration. Parents will be given a permission slip that allows their child the opportunity to go on the field trip. The permission slip will include the nature of the trip, departure time, expected return, names of sponsors, mode of transportation, any costs for the students and if there is any room for chaperones. The permission slip must be signed by the parent or guardian in order for the student to participate. The form will also have an area that the parent may excuse the student from participation with the reasons for this exemption.

LIBRARY

A list of students will be maintained who may not check out library materials until they have met their obligations. A student whose name is on the list periodically may lose all library privileges, at the discretion of the librarian or administrator. Students will be put on the list for the following reasons:

1. If books and magazines are overdue more than one week.
2. When unpaid fines or lost materials reach the value of .50, (Fines are .05 per day)
3. When a fine--no matter how small--is unpaid for two weeks
4. Until arrangements have been made to pay for lost materials

COMPUTER USE

All students will have a signed "Technology Agreement" on file before they may use the schools' computers. Computers may be checked out when circumstances warrant it. To check out a computer, the student must have a computer license. The computer may be checked out through the library. Students are responsible for any damages done to the computer.

Refer to the Technology Agreement for details. Violations of the technology agreement may result in the loss of the use of the school's technology.

MOTOR VEHICLES

1. An area behind the school is set-aside for student parking. **Parking is not permitted in the front of the school.** Students must park their vehicles between the yellow lines.
2. Students must register their vehicles in the high school office or they will be denied the privilege of parking at school.
3. **Student vehicles are not to leave school premises during school hours without permission from the high school office,** except juniors and seniors during lunch.
4. Students are not allowed in student or teacher parking areas during the school day.
5. Students who drive during the lunch hour period must return to school on time for the next class period or face the loss of driving privileges.
6. Students are always expected to follow safe driving procedures or lose parking privileges at school.

BICYCLES

Bicycles ridden to school must be parked in the bike rack at the back of the building. The bikes are not to be stored or ridden on the track.

LUNCH PERIOD CONDUCT

In order to provide the best opportunity to supervise lunch room activities it is necessary to close campus. Students involved in work study, dual enrollment, vocational programs and M-TEC may leave at the end of their school day. Students may be in the lunch room, the gym or working for a classroom teacher during lunch. Students should not be in their vehicles or the halls during noon hour.

1. Students may bring their own lunches or purchase hot lunch.
2. Students in grades 11-12 may leave campus during the lunch period.
3. Students who are found off campus without written permission from home will be disciplined.
4. All classrooms are closed to students during the lunch period unless arrangements have been made with classroom teachers.
5. The gym and library will be open during lunch period if possible.
6. Students in grades nine and ten will remain on campus during lunch period.
7. Students may be outside but only in the immediate back parking area near the gym. Students are not be around or behind the bus garage.

SNACK SHACK

The Snack Shack is open during the middle school and high school lunch hours.

POSSESSION, USE, OR DISTRIBUTION OF TOBACCO, DRUGS OR ALCOHOL

The Fairview Board of Education policy clearly prohibits possession, use, or distribution of tobacco, drugs and/or alcohol on school premises or as any part of any student activity. Students who violate this policy will be subject to disciplinary actions, up to and including expulsion and referral for prosecution.

PRESCRIBED MEDICATION

Prescribed medication may be administered through the high school office when the proper forms have been completed. Forms are available in the high school office. **DO NOT KEEP THE MEDICATION IN YOUR LOCKER OR IN YOUR POSSESSION.** Students are not to share prescription drugs. Violations of any of these policies may result in a suspension from school and possible police involvement.

LOCKER ROOMS AND RESTROOMS

At no time are boys to enter the girls' locker room or restrooms or girls to enter the boys' locker room or restrooms.

SHOW OF AFFECTION

The only show of affection allowed in school will be hand holding. Violation of this rule will result in the following penalties:

1. 1st offense- verbal warning
2. 2nd offense- letter sent to parents
3. 3rd offense- suspension for one day

ILLNESS

Students who become ill during the school day should first explain to their classroom teacher and use the classroom phone to call home. When the parent arrives, the student will be notified. The parent will need to sign the student out before leaving. If parents cannot be reached by phone, the office may call someone on the student's emergency information to pick them up.

CERTAIN EMERGENCIES

It is understood that exceptional circumstances may arise in certain cases. The administrative staff reserves the right to handle such cases on an individual basis when he believes that this would be in the best interests of the student and the school.

HARASSMENT

Harassment of any type is prohibited at Fairview Area Schools. All cases of harassment will be referred to the administration. Students who engage in any act of harassment while at school or any school function in connection to or with any district sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As maybe required by law, law enforcement officials shall be notified.

SEARCHES OF MOTORIZED VEHICLES, LOCKERS AND STUDENTS

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- | | |
|---------------------|---------------------------------|
| + Firearms | + Contraband |
| +Ammunition | +Stolen Property |
| +Explosives | + Illegal controlled substances |
| +Dangerous Weapons | +Alcohol |
| +Flammable material | +Tobacco |
| +Poisons | +Inhalants |

Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspects that the contents of the motorized vehicle may present a threat.

Anyone having or using squirt guns, water balloons, water bottles, smoke bombs, or the like, will receive detention or be suspended from school. Those items are not allowed in school or on school grounds.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The custodian of records may make certain directory information available without parental/guardian or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents/guardian have the right to object to the release of the information within a specified reasonable time period. Directory information for this District includes the following information about the student: The student's name, picture; major field of study; participation in recognized activities and sports and related information; grade placement; and honors and awards received.

A parent or eligible student may review and inspect the student's educational record upon request to the administrator authorized to safeguard that record. A list of the type and location of any educational record maintained by the Fairview Area School district will be available for inspection. The right to challenge, hearing and written explanation will be explained to each parent or eligible student as he reviews the record.

A parent or eligible student may challenge the content of the record on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. The matter will be reviewed informally at the building or department level. If the matter is not settled it may be formally challenged. A formal challenge procedure will be provided upon request.

Student information (name, address and telephone number) may be released to the public including the military, unless a signed written request from the parent/guardian expresses the desire to withhold the information. Student pictures, articles of their athletic accomplishments, academic success and/or extracurricular activities may be published.

SCHOOL EVENT RULES

1. Students are not to leave the building once admitted. If they do leave, they will not be allowed to return under any circumstances.
2. Students are not to wander throughout the building, and must stay in the assigned area.
3. Students under seventh grade will be admitted only if they are with parents, a brother or sister.
4. Students under ninth grade will not be admitted to dances with the exception of the annual 8-12 grade dance.
5. Students attending athletic events must remain in the gym during games leaving only at half time and between games. They must not congregate in the gym entrance.
6. Students fooling around, or engaged in general horseplay, will be asked to leave.
7. Students who have been drinking alcohol will not be admitted.
8. Students who wish to bring visitors must obtain a pass from the high school office.
9. Students who have dropped out of Fairview Area Schools will not be granted a guest pass for dances.
10. Chaperones may be required to supervise a school activity.
11. Decorating activities must be scheduled with the custodian.
12. Organizations that use the building must clean up school premises.

DANCE RULES

1. School dances are an extension of the school day and all school rules will apply.
2. Attendance at a dance is a privilege to participate. Students that are suspended or absent from school may not attend a dance that night.
3. Students must be appropriately dressed (semi-formal Homecoming Dance) for the dance or they will not be admitted to the dance.
4. Students will not be admitted to a dance if the sponsor/chaperones have evidence that a student may be under the influence of alcohol or drugs.

5. Students may not bring in their own beverages to the dance. They will be confiscated and returned at the end of the night.
6. Admission price to the dance and any concessions sold will be the responsibility of the class or organization that is sponsoring the dance.
7. There are two (2) incandescent lights that are to remain “on” during a dance. These lights will allow chaperones to identify people instead of seeing silhouettes.
8. The class or organization that is sponsoring the dance will be responsible for decorations and cleanup at the end of the dance. Arrangements with the custodial staff may be necessary.
9. Students are to remain in the building during the dance. If they leave the building, they will not be able to come back into the dance. **The sponsor or chaperone must have a list of students and check off students as they enter the dance. Students under 18 may not leave the dance early without permission from the parent.**
10. Students are not to be wandering the building during a dance. They may not go past the double doors in the hallway.
11. Students involved in horse-play may be asked to leave the dance.
12. Students must have guest passes signed by the lead teacher before a guest may enter the dance. Guests must have graduated less than one year ago. Guest passes are available in the high school office and must be signed during the school day. This form also requires the signature of the visitor’s Principal.
13. Dances held after a basketball game will not allow students to enter the dance until the game is over.
14. Students are not to be sitting on top of lunch tables. They are designed to sit at, not hold weight on top of them.
15. Students involved in undesirable behaviors in and out of the school may be disciplined according to the school handbook when school resumes.

RULES FOR RIDING THE BUS

Buses are operated for student convenience. In order to ensure safe transportation to and from school each day, students must observe the rules and regulations.

1. In general, the rules on the bus are the same as the rules in the classroom.
2. Students are to take seats and remain in them until time to get off, unless directed otherwise by the driver.
3. Students will not lean out windows or wave their arms out of windows.
4. All students must have bus permits to board any bus other than their assigned bus or if they wish to get off their assigned bus at a stop other than their own. Students must bring written permission from their parent or guardian to obtain a bus permit. The permits may be obtained from the office.
5. Students will help keep the bus clean and orderly.
6. Students are to wait in an orderly manner, off the roadway, before boarding the bus.
7. Students who live across the roadway from the bus stop must cross in front of the bus on **signal from the driver.**
8. Unsafe and undesirable conduct such as damage to the interior or exterior of the bus, throwing of objects, (including snowball, etc.) will not be tolerated.
9. Rules of conduct are posted in each bus. Failure to follow the rules can result in the loss of riding privileges. Students who break rules will receive a warning notice which must be signed by parent(s) / guardian before riding privileges will be restored. If students receive a second notice, the parent must meet with the bus driver to determine the results of the behavior. This may be to remove the student from the bus for an extended period of time. Should students receive a third notice, they will receive a suspension from the bus. The length of suspension will be determined by the bus driver and the transportation supervisor.
10. Suspension from the bus will occur for repeated or serious misbehavior. Parents will be notified of suspensions and will assume responsibility for transporting the student to and from school. Parents must meet with the transportation supervisor before a suspended student rides the bus again. Each time a

student is suspended from the bus, the number of days may increase. If you have questions regarding this matter, please call the transportation supervisor @ 848-7004.

11. If it is determined a bus cannot travel on a road because of road conditions, a student will not be picked up that day.

INTERSCHOLASTIC ATHLETICS

In order to participate in interscholastic athletics, middle and senior high school boys and girls must comply with the following eligibility rules:

1. Current MHSAA eligibility rules shall apply unless a local rule is more restrictive.
2. No student shall compete in any interscholastic athletics who has been enrolled in grades 9-12 inclusive, more than 8 semesters or who has been enrolled grades 7-9 inclusive more than 6 semesters (2 per grade).
3. Any interscholastic athletic must have a physical examination and a completed emergency form on file. Each participant must purchase medical insurance before practice starts.
4. Students may wear, take or use athletic equipment during practice, competition or with permission of a school authority. Other use of this equipment may result in disciplinary action up to and including permanent suspension.
5. Athletes will remain as squad members for the full season. If a student chooses not to complete the season, he/she will NOT be eligible to compete in any events the following athletic season. Changing or leaving sports after the season has started may be done only with the consent of the coach and athletic director.
6. As a representative of his or her school, a Fairview athlete is expected to maintain proper citizenship in and out of school. Actions detrimental to the school are subject to review by the Athletic Board and may result in suspension from the squad.
7. The coach may establish additional rules. Athletes should know what is expected of them and dedicate themselves, as athletes, to contribute their best to the team effort.
8. The Athletic Board consists of the high school principal, the athletic director, and one varsity coach appointed by the superintendent.
9. Alcohol and tobacco use, first offense, will result in a loss of 25% of the season. Second offense during the year results in loss of extra curricular activities.
10. Students use of drugs may result in loss of extra curricular activities for the entire year.

HIGH SCHOOL ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The personnel of Fairview Area Schools wishes to encourage participation in extracurricular activities as a means to aid students in developing into well-rounded individuals. However, such participation is a privilege, secondary to acquiring a solid education. For this reason, the following regulations have been established.

1. Participation and attendance at all activities governed by these regulations are as follows: basketball, baseball, softball, volleyball, cross country, soccer, track, drama and plays (except speech class plays), music festivals, cheerleading, Knowledge Bowl and school honors programs. Additional extra-curricular activities may be added
2. All students will be assessed every nine weeks at report card time.
3. Students receiving an E on their report card will be deemed ineligible. Ineligible students will be reassessed after four weeks and their eligibility will be re-determined at that time. Students deemed eligible after the 4-week period will remain eligible for the remainder of the card-marking period. Ineligible students may be dropped from the activity.
5. All passing students will be eligible to participate for the nine week period.
6. Students with an incomplete may be ineligible to participate until all work has been made up and they have a passing grade.

7. Students who fail to attend **all classes on the day of an event and on the following day**, unless they have a prearranged absence or a doctor's excuse, forfeit the opportunity to participate in the next scheduled contest.
8. Students accumulating discipline slips may lose the privilege to attend extracurricular activities at the principal's discretion.

PERSONAL RULES OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

Students must comply with rules for their own welfare and because they represent the school on and off the athletic field. It is considered a privilege to participate in extra curricular programs at Fairview. These regulations apply to all students.

1. The use of alcohol, tobacco products in any form, and non-prescribed drugs is especially unacceptable for members of the student body. The student who indulges in these unacceptable activities in any form or frequency is subject to discipline ranging from reprimand to permanent suspension from school. Coaches are urged to consult with the athletic director and the high school principal prior to taking major disciplinary action involving athletes. The athletic board reserves the right to review any and all suspensions and to nullify the disciplinary action of a coach.
2. Students involved in undesirable behaviors in and out of school may be disciplined in the way they represent Fairview in any extra-curricular activity.
3. Students must be socially and academically eligible in order to receive any school honors.

EMERGENCY CLOSING PROCEDURE

When delaying or closing school becomes necessary, the following radio and TV stations will be notified:

TV	RADIO	
WWTW-channel 9, Cadillac	WAVE – 107.7	WATZ – 99.3
WBKB-channel 11, Alpena	WUPS – 98.5	WPHN – 90.5
WPBN-channel 7 & 4 Traverse City	WAVC - 93.9	WJKC – 104.7
WFOX-channel Fox 33	WLXT – 96.3	WKBK – 106.7
WGTU-channel 29	WCML – 91.7	WGRY – 100.3

We will also use an Alert system. The contact information is taken directly from student records. Please make sure to keep all information up to date.

Good communication is a key to school success. Parents are encouraged to keep in close contact with the teachers. Time is set aside each day for teachers to meet or talk with parents. If you have a concern regarding your child, please contact the teacher by phone or e-mail. If you and the teacher are unable to resolve the situation, please contact the principal. In the event that you cannot reach agreement with the principal, an appeal to the superintendent is appropriate. The Board of Education will hear concerns that are not resolved by the superintendent.

FAIRVIEW AREA SCHOOLS

HIGH SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

We have read and understand the Fairview Area Schools' High School Student Handbook. We agree to comply with the handbook and will discuss questions and concerns with the lead teacher. We understand that the handbook is subject to review by the Board of Education and the Superintendent and may be changed.

This form must be turned in at the beginning of the school year. Please complete this form and return to the high school office. If you have more than one child in the high school, you may list their names and turn in one form. Failure to return this form within the first two weeks of school will result in students losing computer privileges.

Names:

Grade:

Signature of Parent/Guardian

Date

Signature of Student

Date