

FAIRVIEW MIDDLE SCHOOL

2017-2018

Grades 6-8

STUDENT HANDBOOK

Mission Statement

The Mission of Fairview Area Schools is to provide a safe and nurturing environment that enables and inspires all students to achieve academic excellence, mature emotionally, and progress socially so they may become independent, responsible citizens.

Vision Statement

Fairview Area Schools will engage students, their families, and the community in its culture of academic excellence and genuine caring that unlocks, builds, and protects their futures.

1879 East Miller Road
Fairview, Michigan 48621
Web site address: www.fairview.k12.mi.us
Telephone: 848-7009
Fax: 848-7070

Table of Contents

Attendance Policy.....	17
Bicycles.....	12
Books and Supplies.....	9
Bullying/Harassment.....	12
Cell Phones/Electronic Cell Devices	10
Computer Use.....	11
Dance / Events.....	13
Directory.....	3
Discipline Classroom.....	16
Discipline & Violent Acts Policy.....	15
Dress Code.....	14
Eligibility for Extracurricular.....	18
Emergencies.....	15
Emergency Closing Procedure.....	20
Family Educational Rights and Privacy Act	19
Field Trips.....	10
Food.....	13
Honor Roll.....	8
Illness.....	12
Instructional Program.....	6
Interscholastic Athletics.....	18
Leaving the Building.....	12
Lockers.....	9
Lunch Period Conduct.....	13
Media Center.....	11
Parent Involvement.....	6
Planners.....	9
Possession, Use, or Distribution of Tobacco, Drugs or Alcohol.....	15
Prescribed Medication.....	13
Public Display of Affection.....	14
Promotion and Retention.....	8
Report Cards.....	7
Rules for Riding the Bus	11
Rules of Conduct for Extracurricular.....	19
School Hours.....	7
School of Choice.....	7
Searches.....	15
Securing Privacy.....	10
Student Safety.....	6
Student Council.....	13
Teacher Contact Information.....	4
Telephone Use.....	9
Truancy.....	17

Fairview Area Schools Directory

Address: 1879 East Miller Road 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

President	Anne Tompkins
Vice President	Janice Handrich
Secretary	Diana Danhoff
Treasurer	Merianne Tappan
Trustee	Jon Ford
Trustee	Amber Larrison
Trustee	Brent Wickham

Administration

Superintendent /K-12 Principal	John Sattler	jsattler@fask12.org
Counselor/Lead Teacher 9-12	Rick Handrich	rhandrich@fask12.org
Teacher/Lead Teacher K-8	Amy Clouse	aclouse@fask12.org

Athletics

Athletic Director	Rick Handrich	rhandrich@fask12.org
-------------------	---------------	----------------------

Central Office Staff		
Finance Director	Mary Jo Green	mjgreen@fask12.org
Payroll Secretary	Tammy Gadowski	tgadowski@fask12.org
K-12 Secretary	April Evans	aevans@fask12.org

Teachers		
Kindergarten	Stephanie Bishop	sbishop@fask12.org
1 st Grade	Josh Cahoon	jcahoon@fask12.org
2 nd Grade	Kami Winton	kwinton@fask12.org
3 rd Grade	Katherine Breed	kbreed@fask12.org
4 th Grade	Jon Barnes	jbarnes@fask12.org
5 th Grade/K-5 P.E./M.S. Health	Kristy Raymond	kraymond@fask12.org
5 th Grade/K-8 Music	Amy Cobb	acobb@fask12.org
K-5 Special Education Teacher	Pam Handrich	phandrich@fask12.org
Title I/Lead Teacher	Amy Clouse	aclouse@fask12.org
Title I Teacher	Holly Tompkins	htompkins@fask12.org
Title I Intervention Coach	Naomi Clouse	nclouse@fask12.org
M.S./H.S- Social Studies	William Palek	wpalek@fask12.org
M.S. English/Lit./H.S. Performing Arts	Robert Porth	rporth@fask12.org
M.S. Math/Science	Marc Winton	mwinton@fask12.org
M.S. Special Education Teacher	Brenda Kauffman	bkauffman@fask12.org
H.S. Virtual Learning	Steve Gusler	sgusler@fask12.org
H.S. Eng./Special Education Teacher	Bobbi Ross	bross@fask12.org
M.S./H.S. English	Shawn Esch	sesch@fask12.org
H.S. Math/Science	Brent King	bking@fask12.org
H.S. Science/Physical Education	Troy Ross	tross@fask12.org

<u>Paraprofessionals</u>		
Lynn Layman	Cindy Troyer	Pat Crane
Solomon Handrich	Mel Haskin	Renee Nutt

Maintenance/Custodial	
Director of Maintenance	Rich Ellis
Custodian	Tammy Babcock
Custodian	Jerry Babcock
Custodian	Frieda Oaks
Food Service	
Supervisor	Mary Schrock
	Shondra Hoover
	Alicia Hall
Transportation	
Driver	Lynn Handrich
Driver	Jenny Oliver
Driver	Dave Kauffman
Technology	
Director	Mark Trim

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 OF CHOICE

Fairview Area Schools are a school of choice district.

The schools of choice provisions in Section 105 and 105c of the State School Aid Act allow local school districts to enroll nonresident students and count them in membership without having to obtain approval from the district of residence.

Section 105 permits local school districts to enroll students who reside in other local school districts within the same intermediate school district.

Section 105c allows enrollment of students who reside in school districts located in contiguous intermediate school districts.

Local school districts may also participate in cooperative education programs with other local or intermediate school districts that permit them to enroll and count each other's resident students.

The requirements of Sections 105 and 105c do not govern cooperative education programs.

SCHOOL HOURS

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

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.

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
- CR—Credit
- NCR—NO Credit

PROMOTION AND RETENTION

Promotion or retention is the responsibility of the classroom teacher, administration and the superintendent according to the guidelines set by the school board policy 7600R. Parents may appeal the retention of a student to the superintendent.

Middle School students may be retained for failing to earn 20 points in the academic year. Points are earned in the following manner: 2 points for each academic class passed each semester; 1 point for each semester of exploratory passed. Example:

Class	Grade	Points Earned
Exploratory	C-	1
English/Writing	D+	2
Literature	C-	2
Social Studies	B-	2
Civics	E	0
Math	E	0
Science	B-	2

There are 13 points available. This student earned 9 of the 13.

A student would need a total of 20 or more points to be promoted to the next grade, so this student would need to earn at least 11 points the next semester.

Students may recover credits and be promoted to the next grade by successfully completing summer school, if available.

HONOR ROLL POLICIES

1. Students must have earned at least a 3.0 grade point average.
2. Students cannot receive a grade lower than a C.
3. The Honor Roll will be determined at the end of each nine-week marking period.
4. The first and second semester Honor Roll will be determined on the semester grades.

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. Parent/guardian is to sign planner in space provided.
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.

PARENT RESPONSIBILITY

1. Read, review, sign and date the planner each evening.
2. Discuss successes and concerns with child.
3. See that all assignments are completed before your child leaves for school each day.

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 is authorized to inspect lockers periodically. It is the responsibility of the student to keep the locker clean and orderly.

1. Do not store valuables in lockers. The school cannot be responsible for stolen materials.
2. Do not change lockers without permission from the high school office.
3. Do not tamper with others' lockers.
4. Locker combinations will be available on the student's' first day of school.
5. Combination locks are available for gym use.

TELEPHONES

Classroom and office phones will be used by students at the discretion of the classroom teacher, high school secretary or principal. Necessary messages will be taken by the office and delivered to classrooms. Unless the message is of a serious nature, students will not receive calls during class.

CELL PHONES AND ELECTRONIC DEVICES

Students may not use electronic devices such as Ipods, cell phones, pocket computers or any others during the school day.

Students, upon the request of and with permission of their parent(s)/guardian(s), may be in possession of a cellular telephone, pager/beeper or other communication device. Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such devices shall be kept in a secure place or turned over to the home-room teacher for the day.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet.

Violation of this policy will be subject to confiscation of the device, or disciplinary action such as detention, suspension or expulsion.

1st offense: confiscation of the device and item held by the teacher until the end of the following day.

2nd offense: confiscation of the device and item held until parent picks it up from the teacher at the end of the following day.

3rd offense: confiscation of the device and item held until parent picks up from the teacher and a full day of suspension issued.

SECURING YOUR PRIVACY

In a technological world, it has become very important to safeguard your passwords, combinations, and identity. In light of this, we recommend you discuss the following with your child:

1. Do not share your locker combination with any other student, including your friends. Due to costs of I-pods, calculators, athletic shoes and equipment, Kindles, etc..., giving out your locker combination makes you susceptible to theft.
2. Keep your lunch code secure
3. Keep your username and password for powerschool
4. If someone learns your computer password, change it
5. If any of these codes are compromised, report it at once

FIELD TRIPS

Extra 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 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. Field trips are an extension of the classroom, therefore all school rules apply on field trips as well.

MEDIA CENTER

The Media Center will keep a list of students who may not check out library materials until they have met their obligations. A student whose name is on the list may lose all library privileges, at the discretion of the Media Center staff 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. 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.

TRANSPORTATION STUDENT REGULATIONS 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. Students are to take seats and remain in them until time to get off, unless directed otherwise by the driver.
2. Students will take rear seats first unless directed otherwise by the driver. The driver has authority to assign seats.
3. Students will usually ride three in a seat. They are not to stand.
4. Students will not lean out windows or wave their arms out of windows.
5. 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.
6. Students will help keep the bus clean, sanitary, and orderly.
7. Students are to wait in an orderly manner, off the roadway, before boarding the bus.
8. Students who live across the roadway from the bus stop must cross in front of the bus, on signal from the driver.
9. Unsafe and undesirable conduct such as damage to the interior or exterior of the bus, throwing of objects, (including snowballs, etc.) will not be tolerated.
10. Rules of conduct are posted in each bus. Failure to follow the rules can result in the loss of riding privileges.
11. 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, both the parents and students must meet with school officials to determine whether riding privileges will be suspended indefinitely, or whether the violation will be corrected and riding privileges can then be restored. Should students receive a third notice, they will receive a suspension from the bus. The length of suspension will be determined by the principal.

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 @ 848-7002.

BICYCLES

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

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. A parent or legal guardian must sign out the student with the central office. Failure to follow this policy will result in a detention or possible suspension.

ARRIVING ON CAMPUS

Once middle school students arrive on school property by private transportation or school bus, they are to enter the building and report to breakfast or the middle school hallway. No middle school student is to leave the property for any reason unless picked up and signed out by a parent/guardian.

PREPARING FOR CLASSES

All students are to bring planner, pencil, textbooks and any other supplies requested by the teacher to each class. No backpacks or oversized bags are allowed in the classrooms; they must remain in lockers. Coats, jackets, and blankets must be left in lockers too.

ILLNESS

Students who become ill during the school day should first explain to their classroom teacher and use the classroom phone to call their parent/guardian. When the parent/guardian arrives you will be called down to the office to sign out.

BULLYING/HARASSMENT

Bullying/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 in route 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. Please refer to the anti-bullying policy located on our website www.fairview.k12.mi.us.

MIDDLE SCHOOL ACTIVITIES

1. Grades 6-8 may host up to three middle school events per school year.
2. Grades 6-8 will not attend any high school dances.
3. No guests are allowed at Middle School dances.
4. Dances are scheduled for 7:00 pm – 9:00 pm. Any changes to these times must be approved by administration prior to the event.

MIDDLE SCHOOL STUDENT COUNCIL

1. Two representatives from each grade, 1 male and 1 female, will be elected by each grade in September.
2. Representatives shall serve for a term of 1 year.
3. The 8th grade representatives elected by the 8th grade class shall serve as President and vice-president. Grades 6-8 will vote to determine which representatives hold which office.
4. Middle School Student Council will meet the 2nd and 4th Thursday of each month before school.
5. Representatives must remain eligible academically.

LUNCH PERIOD CONDUCT

The lunch period is thirty minutes long.

1. Students may bring their own lunches or purchase hot lunch.
2. Students who are found off campus will be disciplined.
3. All classrooms are closed to students during the lunch period unless arrangements have been made with classroom teachers.
4. The gym and library will be open during lunch period if possible.

SNACK SHACK

There is a snack shack available during the middle school and high school lunch hours.

FOOD IN THE CLASSROOM

Food and beverages are not allowed in the classroom. Periodically teachers may deviate from this rule with permission from the principal.

PRESCRIBED MEDICATION

Prescribed medicine may be administered through the office when the proper forms have been completed. Forms are available through the office. **DO NOT KEEP MEDICATIONS IN YOUR LOCKER.**

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, bandanas and sunglasses cannot be worn during the school day.
3. Dresses/Skirts and shorts must be at least fingertip length.
4. The following are not permitted:
 - A. Clothing that inappropriately exposes the body or undergarments such as but not limited to: low cut pants; halter tops, spaghetti straps shirts, shirts with revealing necklines, 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. Wallet chains, spiked accessories, and choke chains
5. When a student's dress in the classroom causes a disruption to the educational setting, they will be removed from the class and parents will be contacted about the issue. The student will be told that they may no longer wear the article of dress that is causing the problem in the class.

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.

PERSONAL HYGIENE

Expectations:

- Timely showers
 - Deodorant or antiperspirant daily
 - Clean undergarments
 - Clean clothing
 - Appropriate hand washing
 - Daily tooth brushing
- **If personal hygiene becomes a problem, a student may be asked to shower and change their clothes at school or a parent or guardian will be notified to pick up their child. Parents please note and address hygiene with your child.**

PUBLIC DISPLAY 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

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.

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 +Explosives +Dangerous Weapons +Flammable material
- +Poison +Contraband +Stolen Property
- + Illegal controlled substances or controlled substances or other intoxicants

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.

CERTAIN EMERGENCIES

It is understood that exceptional circumstances may arise in certain cases. The principal 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.

DISCIPLINE AND VIOLENT ACT POLICY

Factors to Consider Before Discipline

Public Act 360 of 2016 adds section 1310d to the revised school code. Except for students who are being expelled for possessing a firearm in a weapon free school zone, section 1310d requires school officials to consider all of the following factors before suspending or expelling a student under sections 1310, 1311 (1), 1311 (2), or 1311a:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed;
5. Whether the violation or behavior threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed; and
7. Whether a lesser intervention would properly address the violation or behavior committed.

MIDDLE SCHOOL CLASSROOM DISCIPLINE PROCEDURE

Positive Consequence:

Incentive: for no more than 1 letter in the week, this will be given out on Mondays.
Bigger incentive given for no loss of weekly incentives for one month, given on Monday after the 4th week.

Negative Consequences:

For all students with 2 or more discipline marks for the week, no behavioral incentives earned and must serve lunch detention.

These are the issues resulting in discipline marks:

- A. Not working
- B. Talking/not paying attention
- C. Disrespectful to staff/students
- D. Distracting others
- E. Lack of preparation (ie...no book, pencil, other supplies, or homework not completed)

If students receive two discipline marks in one day = lunch detention.

If students receive three discipline marks in one day=discipline slip to office, for a discussion of behavior with the principal or lead teacher.

If students receive 2 discipline slips in one day, they are sent home. Must spend one day in ISS before returning to class.

3 discipline slips in a nine-week marking period= In School Suspension

4 discipline slips in a nine-week period=Out of School Suspension.

Lunch detention:

Bring lunch tray or sack lunch

Sit without talking in classroom

Missing lunch detention:

one lunch detention added to total

2 missed detentions= Discipline Slip

3 missed detentions= ISS or after school detention

Students with chronic discipline issues will result in:

Being sent home for the day or ISS

Honor Roll Incentive:

Surprise from the teachers for anyone making the honor roll every time for the year (with cut-off 1-2 weeks before semester 2 ends)

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.

1. No student should arrive at school before 7:45 A.M. unless they are reporting for a zero-hour class; i.e. choir, sports practice, etc.
2. Attendance will be taken at the beginning of each class period in grades 6-8.
3. Parent/guardians of a student under age sixteen will be notified when the child is chronically tardy or absent without valid excuse.

Regular Class Attendance

- A. All absences with the exception of "school event" will count toward the total of absences during the marking period.
- B. 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.
- C. Three tardies will count as an absence.

TRUANCY

The truancy procedure will be initiated when a child misses 6 days in a semester (All absences are counted regardless of the purpose of the absence).

Written notices will be sent to parents. Fairview will be using the Oscoda County protocol for truancy. Per protocol the Superintendent will refer students missing 10 or more days per semester to the truancy officer for further proceedings under Michigan law.

INTERSCHOLASTIC ATHLETICS

Middle School students are eligible to participate in Fairview Middle School's athletic program. Athletic opportunities are available in basketball, track, cross country, and cheerleading. In order to participate in these programs, middle school students must comply with the following rules:

1. Current MHSAA eligibility rules will apply unless the school rule is more restrictive.
2. Students may participate for only four semesters during middle school.
3. Student athletes must have physicals on file before the first day of practice.
4. Students may wear, take or use athletic equipment and uniforms during practice, scrimmages and contests or with permission from the school. Other use of this equipment may result in disciplinary action being taken.
5. Student athletes are representatives of the school and are expected to maintain proper citizenship in and out of school. Actions detrimental to the athlete and or the school will result in disciplinary action being taken.
6. Coaches may establish rules in addition to the school's rules. Athletes should know what is expected of them and dedicate themselves to the team's goal.
7. Questions about the sport should be directed to the coach and then to the athletic director. Their decisions may be appealed to the Athletic Board. The Athletic Board is made up of the athletic director, lead teacher and one varsity coach appointed by the superintendent.
8. Alcohol and tobacco use will result in losing 25% of the season for the first offense. A second offense will result in the loss of all athletic opportunities for the remainder of the school year. Illegal drug use will result in the loss of all athletic opportunities for the school year.
9. Students developing a chronic behavior problem in the classroom may be ineligible based on the number and type of discipline slips received by the office.
10. Students use of drugs may result in loss of extracurricular activities for the year.
11. Student athletes must be passing all classes. Eligibility will be determined weekly. A student failing a class will be placed on probation. They have one week to get their grade up to a passing level. Student athletes receiving failing grades for four weeks in a row may be dropped from the sport.
12. Students must be in attendance the day of a contest and the day after a contest. Student athletes violating this policy will be ineligible for the next contest.

ELIGIBILITY

Student athletes must be academically eligible. Athletes will be passing all classes in order to participate in athletics. Eligibility will be taken weekly on Monday mornings. Students passing all their classes are eligible for athletic contests. Students receiving a failing grade in any class will be placed on probation for one week. If a student is still failing a class at the end of the probationary week, he or she becomes ineligible for one week. On the following Monday if the student is passing that class, they are immediately eligible for the next week. Student athletes that are ineligible for four weeks in a row may be dropped from the sport. If a student fails a marking period, they are ineligible for the first four weeks of the next sports season. Middle school students that fail one or more classes at the end of the spring semester will be ineligible for the first four weeks of the following fall sports season. Eighth grade students that fail one or more classes at the end of the spring semester will be ineligible for the following fall athletics in

their freshman year of high school. Students that have failed a class will remain ineligible until they are passing all classes. **Eligibility is considered a reward for good grades and participation in athletics is a privilege.**

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 extracurricular 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 extracurricular activity.
3. Students must be socially and academically eligible in order to receive any school honors

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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.

EXTRA-CURRICULAR USE OF THE BUILDING

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. **Middle School students will not be admitted to High School dances.**
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 and parents are notified.
8. Students who wish to bring visitors to school events must obtain a pass from the high school office.
9. Chaperones may be required to supervise a school activity.
10. Decorating activities must be scheduled with the custodian.
11. Organizations who use the building must clean up school premises.

EMERGENCY CLOSING PROCEDURE

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

TV

WWTV-channel 9, Cadillac
WBKB-channel 11, Alpena
WPBN-channel 7 & 4 Traverse City
WFOX-channel Fox 33
WGTU-channel 29

RADIO

WAVE – 107.7 WATZ – 99.3
WUPS – 98.5 WPHN – 90.5
WAVC - 93.9 WJKC – 104.7
WLXT – 96.3 WKBK – 106.7
WCML – 91.1 WGRY – 100.3

Each family is urged to become familiar with the Code of Student Conduct at Fairview Area School. If you need additional copies, please stop by the high school office and pick them up.

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. Included is a listing of teacher conference times and phone numbers. Please try to call a teacher during their conference to make an appointment.

Handling issues that arise:

Please note:

1. If you have a concern regarding your child we ask that you contact the teacher by phone or e-mail.
2. Please do not contact the lead teacher if you haven't addresses the situation or the teacher in question.
3. 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 lead teacher.
4. In the event that you cannot reach an agreement with the lead teacher, an appeal to the superintendent is appropriate. The Board of Education will hear concerns that are not resolved by the superintendent.

This handbook is subject to review and may be changed at any time.