

Fairview School District

Student Handbook



2023-2024

Important Notice

At the beginning of the school year, parents sign a contract information form in five places indicating that they have read and understand the following items:

- ***Permission to seek treatment for students in an emergency***
- ***This online student handbook has all pertinent information about rules and procedures for the school***
- ***Permission for students to move about the campus and attend off campus board-approved field trips***
- ***The Extracurricular Activities Parent Guide (online)***
- ***The Ethics Statement: These signatures indicate awareness of and willingness to comply with all school rules. This includes possible consequences for violation of those rules***

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Fairview Mission

- Empowering all students to achieve their personal best in a community dedicated to excellence in academics, athletics, the arts, and acts of service.

Fairview Vision

- Together with our community, we respect and embrace the uniqueness of each student in the pursuit of their personal success. We strive to inspire and motivate our students to live honorably, act responsibly, and demonstrate resiliency as contributing members of society.

Academic Standards

The Fairview School District recognizes the value of the Pennsylvania Academic Standards as a foundation to a great education. All of the curricula delivered to our students are aligned to these standards. We do not feel that additional standards are warranted as these represent a composite of a quality education. We intend to continue to use the PA Academic Standards as a framework of our curricula and program for the duration of this Strategic Plan.

Objectives

- To assist students in achieving their potential in all academic areas.
- To encourage academic achievement and responsible behavior through self-discipline and high expectations.
- To encourage the efficient use and refinement of communication skills.
- To develop students' knowledge, skills, and attitudes that are required for college and career readiness.
- To provide students with opportunities to develop into responsible citizens in their personal, family, and community lives.
- To foster in students a respect for and a willingness to understand and appreciate others.
- To provide students with opportunities to develop leadership skills.
- To help students understand the problems of the changing world and to cope with them effectively.
- To guide students in setting realistic goals while in school and to help them establish a direction for the future.
- To establish in students an appreciation of learning and a realization that education is a lifelong process.
- To establish in students an appreciation of creative expression in the arts and humanities.
- To develop in students their special talents in the sciences, mathematics, and technology.
- To encourage students to realize and develop their unique talents in a broad range of healthy leisure-time activities.
- To develop concepts that encourage an emotional and physical sense of well-being that results in a desirable and safe lifestyle.
- To introduce, develop and strengthen concepts of safety that can be applied on campus, in the community, and beyond.
- To strengthen communication between the school and community.

Title IX Statement

- Fairview School District is an equal opportunity district and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

Ethics Statement

- The Fairview School District is a community of students, teachers, administrators, staff, Board of Directors, parents, and Fairview residents. Together, our mission is to empower ourselves to realize our potential for excellence, character growth, and responsible citizenship. Understanding that this mission can be achieved only through the cooperative efforts of the whole, we must foster an environment where integrity, honesty, and responsibility prevail. Let us, then, pledge to do what is right and good because we respect others and ourselves.

The Fairview School Community Ethics Pledge

As a member of the Fairview school community, I pledge to conduct myself at all times with honor, integrity, and pride in myself, my family, my school, and my community. As a person of honor:

- I will respect academic honesty in all my scholastic efforts. I will at all times strive to reach the highest academic achievement of which I am capable. I will not cheat, plagiarize, represent the work of others as my own, or allow others to copy my work.
- I will respect others in all of my words and actions. I will treat teachers, staff, students, and community residents as I would want them to treat me. I will respect others' privacy, and I will not deprive them of their right to be happy and successful in the school community.
- I will respect property. I will take pride in my campus and preserve its appearance. I will treat the property of others as private.
- I will respect myself in everything I do. I understand that my academic work, my conduct with others, my attitude toward property, my personal honor, and the honor of my school community are my personal responsibility to report violations of the honor code.
- I will do the right thing because it is right.

Should I break this pledge, I recognize that consequences will follow.

Administration and Board of Education

| | |
|------------------|------------------------------------|
| Donald Stark | Superintendent |
| Justin Zona | Director of Curriculum |
| Keith Nies | Special Education Supervisor |
| Luke Beall | High School Principal |
| Sarah Palm | High School Assistant Principal |
| Steven Ferringer | Middle School Principal |
| Michael Hering | Middle School Assistant Principal |
| Ben Horn | Elementary Principal |
| Julie Skelly | Elementary Assistant Principal |
| Lyndsay Foriska | Athletic Director |
| John Feketi | Director of Grounds and Facilities |
| Tony Iapalucci | School Psychologist |
| Shelby Malone | School Psychologist |
| Brian Junker | Director of Technology |
| Scot Layman | Webmaster / Technology Technician |
| Kelly Bryant | Board Member |

| | |
|---------------|-----------------|
| Mark McManus | Board Member |
| Eric Hayes | Board Member |
| Pam Liccardi | Board Member |
| Catherine Fox | Board Member |
| David Mahoney | Board Member |
| Jim Lyons | Board President |
| Fran New | Board Member |
| Lori Sobin | Board Member |
| Molly Jones | Board Secretary |

Fairview School District Support Personnel:

| | |
|-------------------|--------------------------------------|
| Stephanie Fedei | Learning Support Aid Coordinator |
| Robert Nemirovsky | Education Tech Support Technician |
| Abby Thomas | School Nurse/Community Health Worker |
| Jonathon Valentin | Database Analyst / Central Registrar |

Elementary School Support Personnel:

| | |
|--------------------|-----------------------|
| Craig Lewis | School Counselor |
| Andrea Heberle | Attendance Secretary |
| Lisa Best | Principals' Secretary |
| Jill Raftis | Nurse Assistant |
| Peggy Stossmeister | Head Custodian |

Middle School Support Personnel:

| | |
|-------------------|------------------------|
| Hannah Kovacs | School Counselor (M-Z) |
| Angi Beall | School Counselor (A-L) |
| Jaclyn Harmon | Attendance Secretary |
| Alysa Frith | Principals' Secretary |
| | School Nurse |
| Mary Beth Michael | Head Custodian |

High School Support Personnel:

| | |
|-----------------------|----------------------------------|
| Kimberly Jensen | School Counselor (A-L) |
| Amy Vilushis | School Counselor (M-Z) |
| Carianne Carstater | School Guidance Office Secretary |
| Kelli Cross | Library Secretary |
| Krissy Dongre | Attendance Secretary |
| Ann-Marie Hullenbaugh | Principals' Secretary |
| Roberta Bacik | School Nurse |
| Ryan Brezinski | Head Custodian |

Activity Fee

Students are required to pay a yearly activity fee in order to participate in Athletics and other extracurricular activities. This fee is to help defray the costs for FSD activities and is only charged once per year, regardless of the number of activities in which the student participates. Checks should be made out to the Fairview School District.

FES: Not applicable

FMS: \$35 activity fee should be paid to the FMS office.

FHS: \$55 activity fee should be paid to the FHS office.

Academic Integrity (Cheating and Plagiarism)

[Board Policy #207](#)

The Fairview School District is committed to encouraging strict standards of academic integrity to help students develop intellectually, creatively, and ethically. Honesty in all assignments is considered essential to the maintenance of such standards. *Academic Integrity* is the pursuit of scholarly activity free from fraud and deception. *Academic Dishonesty* includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, to tampering with the academic work of other students. The person who gives another person answers on an exam, or writes a paper for another student, is equally guilty of academic dishonesty with the person for whom the answers or paper are provided.

Plagiarism is the presenting of ideas or statements of another writer without crediting the original source. Plagiarism includes the use of artificial intelligent sources such as ChatGPT. Discipline for any of the above violations will be as follows:

- Disciplinary referral to the building administrator.
- Incidents of academic dishonesty within a course will follow a progressive academic consequence system:
 - For a **first offense**, the student will be required to redo the paper, project, assignment, or test for half-credit. Should the student fail to complete the assignment, he/she will receive no credit.
 - Subsequent offenses of academic dishonesty will result in the lowering of the marking period grade by eight (8) percentage points per offense.
- Incidents of academic dishonesty within a given year will follow a progressive disciplinary system:
 - For a **first offense**, the student will be assigned a detention.
 - For a **second offense**, the student will be assigned all-day detention.
 - For a **third offense** of academic dishonesty, the student will receive up to three (3) days of In-School Suspension (ISS) or All-Day Detention (ADD).
 - The **fourth offense** will result in up to ten (10) days of out of school suspension (OSS).

- A **fifth offense** will result in a meeting with the Superintendent. The Superintendent will determine an appropriate consequence, which may be a recommendation of expulsion of the student to the Board.

FES: No additional stipulations.

FMS: No additional stipulations.

FHS: Discipline under this policy is progressive throughout their high school career.

After-School Rules

Students are not permitted to remain after school unless they are involved in an approved, adult-supervised activity. Students staying after school should go directly to their designated area or to a supervised area of the building. Any student violating these rules will face disciplinary consequences.

FES: Students should report directly to their assigned activity following announcements.

FMS: Supervision for middle school students is provided in the cafeteria until 4:00 PM. Students may not leave and come back into the building’s supervised area or activity with parent/guardian’s permission.

FHS: Supervision for high school students is provided in the cafeteria until 4:00 PM. If a student is participating in an activity starting after 4:00 PM, they are not permitted to stay.

Alcohol, Drugs and Substances

[Board Policy #222 and #227](#)

The Fairview School District is committed to education, prevention, and intervention with regard to the use of alcohol, drugs, and other illegal substances. The district prohibits the use, possession, or distribution of any alcohol, other drugs, or substances during school hours, on school property at any time, and/or at any school activity or extracurricular activity. The district will administer random searches with drug dogs throughout the year as a preventative measure. The administration will proceed as described for the following eight (8) situations.

| Situation #1 - Suspected use | |
|--|---|
| Incident | Discipline |
| A student is suspected of possible alcohol, drug, or other substance use, but there is no violation or physical evidence while on school property or involved in a school activity or extra-curricular activity. | An intervention conference by the SAP team will be held if data collected indicates a need. |
| School Actions | |

- The student is informed of available help, including the SAP team.
- Data will be collected to determine if there are behavior or performance indicators of problems from drug, alcohol, or substance use.
- Parents will be notified about observable behavior issues only.
- A staff member shall remain with the student while the student, his/her locker, automobile with parents' permission, and other possessions will be searched by school personnel. The administrator will ensure that two professional school employees are present, along with the student, during a locker search.

Situation #2 - Student volunteering information

| Incident | Discipline |
|---|--|
| A student volunteers information about personal use or a friend's alcohol, drug, or other substance use and requests help. | <ul style="list-style-type: none"> • Referral shall be made to the SAP team. • The student is strongly encouraged to have an assessment. |
| School Actions | |
| <ul style="list-style-type: none"> • The student is referred to a school nurse, counselor, or SAP team member. • The faculty member requests advice from the SAP team. • Data will be collected to determine if there are behavior or performance indicators of a problem from alcohol, drug, or substance abuse. • In instances of personal use, the student is encouraged to contact the parents. • The administrator or designee will contact the parent regarding behavior and performance indicators from the data collected by the SAP team. | |

Situation #3 - Use on school property/school event

| Incident |
|---|
| A student possesses, uses, or is under the influence of alcohol, other drugs, or substances while attending school or as a participant or a spectator at a school activity or extracurricular activity, whether or not held on school property. |
| First Offense - Cooperative |
| School Actions |

The administrator is summoned.

- The faculty or other staff members provide an anecdotal report of the incident.
- Referral shall be made to the SAP team.
- The student is strongly encouraged to have an assessment.
- A staff member shall remain with the student while the student, his/her locker, automobile with parents' permission, and other possessions will be searched by school personnel. The administrator will ensure that two professional school employees are present, along with the student, during a locker search.
- Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that random, periodic sweeping searches of lockers will be conducted by school officials.
- The parent shall be notified, and an immediate parent conference shall be arranged.
- The parents shall be informed that the police have been called by the building administrator. The substance shall be confiscated, sealed, labeled and sent for analysis at an appropriate laboratory.

Discipline

- The student shall be suspended for three (3) days out of school.
- A SAP team referral will be made by the administration.
- The student must have a drug and alcohol assessment, and all recommendations made by the assessing personnel must be completed until discharged or the student will be suspended for an additional five (5) days out of school and a superintendent's hearing will be scheduled. Attempts to circumvent or delay this assessment process will result in an immediate superintendent's hearing.

First Offense - Uncooperative

NOTE: Uncooperative means that the students shows resistance or refusal, either verbal, physical, or passive, nor complies with the reasonable request or recommendations of school personnel. Defiance, insult, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the SAP team.

School Actions

If on campus, see First Offense - Cooperative.

If off campus...

- The advisor, chaperone, or other responsible district representative shall be notified.
- The district representative shall provide an anecdotal report of the incident.
- The student and/or her/his possessions, automobile with parent's permission, shall be searched. The administrator will ensure that two professional school employees are present, along with the student, during a locker search.
- Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that random, periodic sweeping searches of lockers will be conducted by school officials.
- The parent shall be notified and asked to come to the location of the activity to accompany the student home.
- During an extended field trip, the parent may give permission for the district administrator to act on the parents' behalf or to make arrangements for the transportation home for the student at the parents' expense.
- The parents shall be informed that the police have been called by the building administrator or the advisor.
- The substance shall be confiscated, sealed, labeled and sent for analysis at an appropriate laboratory.

Discipline

- The student shall be suspended for five (5) days out of school.
- A SAP team referral will be made by the administration.
- The student must have a drug and alcohol assessment, and all recommendations made by the assessing personnel must be completed until discharged or the student will be suspended for an additional five (5) days out of school and a superintendent's hearing will be scheduled. Attempts to circumvent or delay this assessment process will result in an immediate superintendent's hearing.

Situation #4 - Use on school property/school event second and subsequent offense

Incident

A student possesses, uses, or is under the influence of alcohol, other drugs, or substances while attending school or as a participant or a spectator at a school activity or extracurricular activity, whether or not held on school property.

Second and Subsequent Offenses

- The student shall be suspended for ten (10) days out of school.
- A formal board hearing, with conditions for return, including but not limited to a drug and alcohol assessment and follow up of recommendations until discharge, shall be held.
- The SAP team will be notified.

School Actions

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| <p>The administrator is summoned.</p> <ul style="list-style-type: none"> ● See First Offense - Cooperative (#3) |
| Discipline |
| <ul style="list-style-type: none"> ● The student shall be suspended for ten (10) days out of school. ● A SAP team referral will be made by the administration. ● A formal board hearing with conditions for return, including but not limited to a drug and alcohol assessment and follow-up of recommendations until discharge, shall be held. Attempts to circumvent or delay this assessment process will result in an immediate superintendent's hearing. |

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| Situation #5 - Distribution |
| Incident |
| <p>A student is distributing/passing, sharing, and/or selling alcohol or other drugs or substances while attending school, or as a participant or a spectator at a school activity or extracurricular activity.</p> |
| School Actions |
| <ul style="list-style-type: none"> ● See First Offense - Cooperative (#3) |
| Discipline |
| <ul style="list-style-type: none"> ● The student shall be suspended for seven (7) days out of school if cooperative, ten (10) days out of school if uncooperative. ● A SAP team referral will be made by the administration. ● A formal board hearing with conditions for return, including but not limited to a drug and alcohol assessment and follow-up of recommendations until discharge, shall be held. Attempts to circumvent or delay this assessment process will result in an immediate superintendent's hearing. |

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| Situation #6 - Possession |
| Incident |
| <p>A student is found in possession of drug paraphernalia.</p> |
| School Actions |
| <ul style="list-style-type: none"> ● The administrator is summoned. ● See First Offense - Cooperative (#3) |
| Discipline |

- Suspension of the student shall be determined by administration
- A SAP team referral will be made by the administration.
- If there is evidence of a further violation, discipline shall be provided in the appropriate situational category.

Situation #7 - Medical Emergency

Incident

A student has a drug, substance, or alcohol-related medical emergency, including but not limited to situations involving symptoms of overdose, staggering, slurred speech, incoherence, or dazed appearance.

School Actions

- The school nurse shall be summoned immediately.
- Standard medical emergency procedures shall be followed.
- Additional medical help shall be secured, if necessary.
- The student shall be transported to an appropriate medical facility at the parents' expense, if necessary.
- The principal shall investigate the incident which may include a search of the student, locker, and other possessions.
- The parents shall be notified that there is a health problem or medical emergency.
- The police shall be notified only in cases where the safety of the medical emergency victim or the school population is at risk.
- Any substances discovered will be turned over to the appropriate medical personnel for identification, and a report of the substance shall be requested.

Discipline

- Reference Situation #3 and #4
- A SAP team referral will be made by the administration.
- The appropriate situational category shall be followed. (Excerpt from [Policy #227](#))

Situation #8 - Extracurricular Events/Activities/Dances

Incident

Drug or alcohol involvement at dances or other extracurricular events.

School Actions

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| <ul style="list-style-type: none"> • Students violating rules at dances or other extracurricular events will be ejected and will be suspended from attending future non-formal dances or extracurricular events by the administration. • Students who have violated drug and alcohol policy at a school function will also be prohibited from participating in that year's homecoming and prom. • Students who violated drug and alcohol policy at the prom will also be prohibited from participating in the graduation ceremony. • This is in addition to other events from which they may be banned as per rules pertaining to suspensions. |
| Discipline |
| <ul style="list-style-type: none"> • Reference Situation #3 and #4 • A SAP team referral will be made by the administration. • The appropriate situational category shall be followed. (Excerpt from Policy #227) |

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|---|
| Tobacco/Nicotine/Vaping Devices |
| <p>The Fairview School District prohibits the use of tobacco/nicotine/vaping devices in school buildings, in school buses, and on school property owned by, leased by, or under control of the Fairview School District. Tobacco/nicotine/vaping devices shall be defined as possession of a lighted or unlighted cigarette, cigar, pipe, or any other tobacco or nicotine products or vaping devices.</p> |
| Consequences |
| <p>Students caught violating the rules on the use tobacco/nicotine/vaping devices shall receive the following consequences:</p> <ul style="list-style-type: none"> • 1st Offense - \$50.00 fine plus court costs + extended detention • 2nd Offense - \$50.00 fine plus court costs + suspension • 3rd Offense - \$50.00 fine plus court costs and school board hearing for possible expulsion for the remainder of the year. |
| Excerpt from Policy #222 |
| <ul style="list-style-type: none"> • Electronic cigarettes (those that emit only vapor in place of smoke) are also prohibited and will be treated as a tobacco product unless it is determined that some other illegal substance is included, in which case law enforcement may be called. • The device will be confiscated and held to be presented to the District Judge as evidence. It will be returned only to the parent following legal disposition of the case. |

AmeriCorps Volunteers

The Fairview School District partners with AmeriCorps to secure volunteers in each building. The volunteers work closely with students to support their academic success and school experience by engaging in tutoring, mentoring, and monitoring students. The AmeriCorps members facilitate academic and behavioral support services on an as-needed basis in the areas of reading and math, small groups, and additional supervisory roles.

Assemblies

We ask that students move quickly to the assembly and take their seats with their assigned homeroom and seating area. Students who do not follow proper behavior will be removed from the assembly and could lose future assembly privileges.

Athletics-Extracurricular Activities/Sports Program/Physical Exams

[Board Policies. #122. #122.1. #123](#)

FMS and FHS: Student athletes wanting to continue their athletic and academic careers at Division I or Division II institutions, must register and be cleared by the NCAA Clearinghouse. For more information, visit www.ncaa.org.

P.I.A.A. Eligibility Requirements:

- The information contained here highlights and summarizes the major eligibility requirements students must meet in order to participate in interscholastic athletics. It does not list every rule or every detail. Unless otherwise indicated, each requirement applies to grades 7–12.
- The principal of the school is responsible for certifying the eligibility of all students representing your school in interscholastic athletics. If you have any questions concerning your athletic eligibility, either present or future, you should see your school principal, who has a complete copy of all the P.I.A.A. eligibility rules. Your principal may also obtain from the appropriate P.I.A.A. District Committee a formal ruling as to your athletic eligibility.

Age

- Students may not have reached their 19th birthday by June 30 immediately preceding the school year (15th birthday where interscholastic competition limited to Grades 7 and 8; 15th birthday where limited to grades 7 through 9).

Attendance

- You must be regularly enrolled in your school and in full-time attendance there.
- You are eligible only at the school in which you are enrolled.
- If you are absent from school during a semester for a total of twenty or more school days, you will lose your eligibility until you have been in attendance for a total of sixty school days following your twentieth day of absence. See additional notes about attendance and participation in activities in the attendance section.
- Consent of parent or guardian
- You are eligible only if there is an official PIAA certificate signed by your parent or guardian consenting to your participation in the particular sport involved.

Physical Examination

- You are eligible only if you have had a physical examination by a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant before you begin to practice for your first sports season of the academic year. These physical exams are not provided by the school district. Physicals must be completed after June 1 for the current school year.
- All athletes must be cleared by the Head Athletic Trainer, Nicole Parker, before they are permitted to participate in any form of physical activity in their sport. If students are, subsequent to submission of physical form, injured and receive medical treatment from a

licensed physician of medicine or osteopathic medicine, they are only cleared to participate when the document Section 8: Re-Certification by Licensed Physician of Medicine or Osteopathic Medicine has been returned to the district.

Transfer policy

- If you transfer from one school district to another, you are eligible immediately at the new school when the following conditions are met:
 - When you live with your natural or adoptive parents in the new school district.
 - When you live with a court-appointed legal guardian in the new school district, upon approval by the PIAA District Committee.
 - When you transfer between public and private schools, or between private schools, where the two school districts overlap, under the following circumstances.
 - The transfer is from a junior high/middle school to a high school upon completion of the highest grade in the junior high/middle school.
 - The transfer is to a high school at the beginning of the lowest grade in the high school.
 - If you transfer from one school to another, in whole or in part, for athletic purposes, or if you were recruited, you will lose your athletic eligibility for one year. This requirement applies even if you would otherwise be eligible at the school to which you transferred. Most students who are not eligible immediately will be ineligible for one year from the date of transfer.

Period of Attendance and Participation and Grade Repetition

- You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eighth, you will be ineligible as a senior.
- You may participate only one season in each sport during each school year.
- A junior high/middle school student may not participate in any sport for more seasons than there are grades in his school above sixth grade.

Outside Participation

- You will lose your eligibility in a sport for the remainder of the season if, while a member of your high school team, you participate in an athletic contest as an individual or a member of another team in the same sport during the same season, unless your school principal waives this rule by sending an appropriate letter to the PIAA executive director before you begin the outside participation.
- If you participate as an individual or a member of a team in a non- school athletic program, while enrolled at a school which has a team in that sport, you will be eligible for the playoffs in that sport only if you are a bona fide member of your school team for at least 75% of its regular season.

Academic and Curricular Requirements

- Student participants are expected to maintain a passing grade in all their subjects at all times. More specifically, participation in school- related activities shall be dependent on the student's maintaining an ongoing average of at least 60% in all subjects. Because eligibility for participation is defined in this manner which stresses maintaining an ongoing grade of 60%, eligibility must be determined by cumulative grades and must be monitored more frequently than just each marking period. Therefore, for purposes of this policy, the eligibility of student participants shall be checked weekly and shall be based on academic averages, cumulative to the beginning of the marking period. Initial

eligibility for participation in a school-related activity shall depend on the overall average obtained in the last full marking period preceding the commencement of that activity. If at any time you fail to meet these eligibility requirements, you will lose your eligibility for the following week (Sunday through Saturday). Note: A student whose final grade for two courses is lower than 60% will be ineligible for the first 10 school days of the following semester.

Monitoring procedures

- Starting with the second week of each semester and at weekly intervals thereafter, participants in school- related activities shall receive eligibility checks. Reports with the names and grades of each student who has a D or F grade average for a course at 12:00 (noon) on Friday. A student who is receiving failing grades cumulative to the beginning of the marking period in at least two courses or the equivalent during a given week shall be subject to the following sequence:
 - During the first week with a failing grade in at least two courses, the student shall be placed on eligibility inactivity at which time the head coach(es)/activity advisor(s) shall help that student develop a schedule and provide reasonable support for the necessary remedial work, the student is still permitted to practice but not attend, dress for, or participate in any school-related activities.
 - During the second consecutive week with failing grades in more than one subject, regardless of whether the subjects are the same as those affected in either the first week, the student shall be placed on eligibility suspension at which time the head coach(es)/activity advisor(s) shall schedule, support, and assume responsibility for supervising the necessary remedial work during the time that the student is on eligibility suspension and during this week the student may not practice, or attend, dress for, or participate in school- related activities.

Each step in this procedure shall be applicable on the Monday immediately following notification of the student participant. Eligibility monitoring and notification shall be the responsibility of the principal or his designee.

Special note for end of both semesters:

- A student whose final grade for two courses is lower than 60% will be ineligible for the first 10 school days of the following semester.
 - Example: A student getting a failing grade in math and science for the spring semester would not be able to participate in the extra-curricular activity for 10 days at the start of the following school year.

Citizenship/Behavioral Expectations

- Eligibility shall depend on school citizenship and behavior as well as academic standing. All suspensions shall eliminate the suspended student from participation in all school-related activities for the duration of the suspension; and, in the cases where the suspension is a full school day or multiple of a full-day suspension, the elimination from participation shall also include before and after-school activities on the days of suspension. The required application of other school policies and/or regulations by the principal or the assistant principal may also dictate specific periods of ineligibility such as temporary suspensions from a team/activity or dismissal from a team/activity.

All-Star Contests

- Underclassmen will lose their eligibility in a sport for one year if they participate in an all-star contest in that sport.

For all varsity athletes:

- To qualify for possible postseason athletic honors and all-star competitions, a student must finish the season as an active member in good standing with the team and school.

Out-of-season participation

- Almost all PIAA sports have a defined season. If your team conducts practice and/or plays in a contest after the concluding date for the PIAA season in a sport, you will lose your eligibility for one year in that sport. District 10 is firmly committed to the belief that athletic competition is a vital part of our educational program.
 - All league schools agree that:
 - No alcoholic beverages are permitted at any athletic event.
 - Players, coaches, and fans are asked to refrain from the use of foul and abusive language.
 - The throwing of objects onto the field or floor is strictly prohibited.
 - Home and visiting spectators are asked to remain in their respective areas.

Stadium Rules:

- Students are prohibited from bringing backpacks to the student section at stadium events.
- Spectators are asked not to loiter in the lavatories or areas behind or near the grandstands.
- Students should remain in the stadium until completion of the game.
- Students who leave the stadium before the completion of the game may not re-enter.
- Proper respect should be shown during the playing of the National Anthem.

Gymnasium Rules

- Entry and exit to the gymnasium should be made when the game is not in progress.
- Lobby and refreshment areas are open to the public between games and during half time.
- No drinks in the gym.
- Students who leave the building before completion of games may not re-enter.

Pennsylvania law requires that students have physicals their junior year of high school. These may be done by the family physician. Physical exams are also required before the first practice session for all sports, cheerleading, and band. These must be performed by a medical professional of the family's choosing. It is the recommendation that you acquire this annual physical and have the required forms completed prior to the 1st fall practice which is usually in mid-August. The school does not offer physical exams on site for athletic purposes.

Attendance

[Board Policy #204, 204.1](#)

Regular attendance is one of the most important factors for a successful education and is required by the Pennsylvania School Code until the student reaches the age of eighteen. Below are the important aspects of our attendance policy:

- Parents are allowed to excuse their child from school for a total of eight (8) absences, throughout the course of a school year.

- The day a student returns to school after an absence, an excuse, signed by the parent or guardian, must be returned to their child's teacher. Failure to submit an appropriate excuse note within three (3) days will result in the absence being declared unexcused and unlawful.
- Attendance at school is required by the Pennsylvania School Code until a student reaches age eighteen.
- According to the Public School Code of the Commonwealth of Pennsylvania, Title 22, Chapter 11, Sections 24, 25, and 26, the only legal reasons for being absent include:
 - Personal illness
 - Death in the immediate family
 - Quarantine
 - Religious holidays approved by the Department of Education
 - Educational trips – limited to 8 days per year. Educational trip requests must be submitted via this [form](#).
 - Natural disasters or severe weather conditions
- A student will be responsible for making up the work he/she has missed as required by the teacher. Students have at least one day to complete missed assignments for each legal absence (exceptions may be made if a long-term assignment has a pre-established due date). If a student is absent from school for an extended period of time (3 or more days), the teacher(s) will provide work for him/her if requested to do so. This process will be coordinated by the guidance department or front office. Students may not be penalized for their participation in any school sanctioned extracurricular activity. However, students have the responsibility to go to teachers and get work that they will be missing and find out what will be happening in the class(es) that they will miss and in the first class when they come back. The student should work out a schedule for making up missed work in advance of leaving. Parental appeals for a student's unexcused or illegal absence may be addressed to the administration and will be considered if made within three (3) days of the illegal absence notification. Any such 'special dispensation' can only be given once per year. The procedures for providing homebound instruction to qualified students is also the responsibility of the guidance department as directed by the principal. (Excerpt from [Policy #204.1](#))
- **Homework Requests:** When a student is ill, a student or parent may refer to *Schoology* for homework assignments. It will require twenty-four (24) hours notice to have the assignments prepared by the staff. Keep in mind—homework is a continuation of a learning process developed in the classroom and carried on by pupil, teacher, and parent.
- *No student may participate in or attend any extracurricular activity or interscholastic sporting event on a day when the student is absent from school. This includes students who are on suspension, in or out of school. Also, students absent or suspended on Friday may not participate in the subsequent Saturday's activities. No student may participate in practices, rehearsals, etc. on the day they are absent or suspended from school.*

Attendance Letters:

As we track student attendance, per policy, we will notify parents, once one of the following statuses are reached:

- **6-DAY LETTER:** A letter will be sent informing parents once a student has been absent a total of six (6) days (both legal and/or unexcused/illegal) at any point during the school year. Educational trips with prior approval and/or doctor's excused absences will not be considered in this category. This letter is designed only to inform parents of the total days absent.
- **8-DAY LETTER:** Once a child has accumulated a total of eight (8) parent excused days, a doctor's excuse will be required to deem any future absence legal. An Official Notification Letter will be sent home.
- After the Official Notification Letter, future unexcused/unlawful absences may result in legal action taken by the local magistrate. The consequences of the legal action may include a hearing and/or monetary fine based on 1333, Article XIII of the Pennsylvania School Code. We will also hold a meeting to create a School Attendance Improvement Plan per state compulsory attendance laws.
- **ILLEGAL DAYS:** Illegal days are days of absences when an allowable parental or doctor's excuse was not obtained. Once a child accumulates two (2) illegal absences, parents will receive notice regarding their child's illegal absences. Students accumulating three (3) illegal absences will receive a Notice of Illegal Absences. The Notice of Illegal Absences is an official warning pertaining to future unexcused/unlawful absences. After the Notice of Illegal Absences, any future illegal absences will result in legal action taken by the local magistrate. The consequences of the legal action will include a hearing and may include a monetary fine based on 1333, Article XIII of the Pennsylvania School Code.

Arriving Late or Leaving Early:

A student arriving late to school will be considered tardy. Please refer to the chart below. Tardy minutes accumulate toward full day absences.

| | Tardy | ¼ Day Absent | ½ Day Absent | ¾ Day Absent |
|-------------|-------------------|------------------------|-------------------------|-------------------------|
| FES: | After 9:10 | 1-90 minutes | 91-180 minutes | 181-270 minutes |
| FMS: | After 8:20 | Absent 1 Period | Absent 2 Periods | Absent 3 Periods |
| FHS: | After 8:20 | Absent 1 Period | Absent 2 Periods | Absent 3 Periods |

Educational Trip Policy:

The school district may excuse a pupil from school attendance in order to participate in a non-school district sponsored educational tour or trip if the following conditions are met:

- Permission for educational trips must be requested via [this form](#).
- If the trip is approved, students must obtain all classwork and assignments in advance.
- Per FSD Board Policy, the maximum number of days for such trips is eight (8) per school year. These days will be recorded as excused absences.
- Missed work should be turned in within two school days upon the student's return to school

Attendance and Participation in Activities:

- No student may participate in any extracurricular activities, practices, or interscholastic sporting competitions...
 - If he/she leaves school prior to 2:14 p.m.
 - If he/she does not arrive at school by 11:00 a.m.
- The only formal exceptions to this rule are:
 - If he/she has a valid excuse signed by a medical professional and submitted to the administration or coach on the day of the event.
 - Even with a medical excuse, students will be ineligible if they do not complete a half day of school. (e.g. A student arriving at 1:30 p.m. with a medical excuse but has not been in school until this time is still ineligible to participate in events.)
 - Student is taking the driving test for a license. (Proof from PENNDOT must be submitted in advance).

Early Dismissals/Late Arrivals

- When leaving early for a medical/dental appointment, excuses are due upon return.
- Students are expected to return to school after their appointment.
- Any non-medically excused minutes from school will accumulate toward parental excused days.

Students becoming ill during the school day must:

- See the nurse and/or office and be officially excused and released before leaving the building.
- Parents will be notified.
- Failure to do this by the student will result in an illegal absence

FHS: It is the parents'/guardians' responsibility to assure their child attends school on a regular basis. Failure to meet this responsibility will result in legal action based on the Pennsylvania School Code.

In addition:

- A student who is absent from a given class (without a doctor's excuse) more than ten (10) times will receive no credit for the course. Absence due to participation in school sanctioned activities is not counted for this.
 - Also, students will receive no credit for a course if they are illegally absent more than three (3) times. Such lack of credit for courses could prohibit a student from moving on to a given class (for failure to complete a prerequisite) or to qualify for graduation.
- Students who have more than ten (10) unexcused/illegal absences or tardies per year will not be permitted to go to prom and seniors in this category would also be unable to participate in the graduation ceremony. Note: If these seniors fulfilled all other requirements they would receive their diplomas the day after the commencement ceremony.

- Please note that students who do not bring in an excuse for an absence within the three (3) day limit will not be able to receive credit for any work assigned (such as homework, quiz, or test) on the day of that absence.
- A student who is excessively absent or tardy (any combination over 15 days unexcused) will lose parking privileges for the remainder of the year. Lunch detention will be assigned to those students having more than (10) tardies, plus the usual consequence of after school detentions.
- Skip Days – Any day in which there is more than 25% of a given grade of students absent, all absent students will be required to get a medical excuse for the day. Failure to do this would result in an illegal/unexcused absence.
- Attendance problems will lead to a hearing with the District Magistrate per Pennsylvania School Code.
- The attendance officer will maintain student excuses on file for a period of no fewer than five (5) years in the Central Administration Building.
- Falsified excuses shall result in disciplinary consequences.

Other Absence from Class

- Students should be out of class as seldom as possible. Passes should be issued only when necessary for one of the following reasons:
 - The student has been instructed to report to the main office, to guidance or to the nurse.
 - The student is being sent by the teacher to the library or elsewhere for reasons closely related to his class work.
 - The student experiences an emergency, such as sickness or injury. The student must report to the main office or nurse and may not go home before consulting with and being released by these individuals.
 - The student is expected to have a hall pass during all times that they will be in the halls. Failure to have an appropriate hall pass will result in the student being sent back to the teacher/class. Frequent problems in this regard will lead to loss of hall privileges. A teacher may utilize a system that limits the total number of times that students may be excused during their classes.

Consequences for Excessive Tardiness

- The first three (3) unexcused tardies will be recorded and no disciplinary consequences will occur.
- Parents are allowed three (3) parental excused tardies. Any subsequent tardies will be considered unexcused without a note from a doctor.
- For the 4th through 6th unexcused tardies a student will be assigned an Administrative Detention to be served from 3:00 p.m. to 3:30 p.m.
- All students accumulating 7 through 10 tardies will be assigned an Extended Administrative Detention to be served from 3:00pm. to 4:00pm.
- Students will be assigned either to the Refocus Room or Lunch Detention for each tardy over 10 (depending on space availability and other factors)
 - Time missed for unexcused tardies over 10 counts toward unexcused absences.
- Students accumulating more than eight (8) tardies in a semester will lose his/her driving privileges for the remainder of the school year.

- Continued tardiness could also result in further loss of privileges to the student within the school, including participation in special events such as homecoming and prom, sporting events, parking privileges, and possible referral to the District Justice.

Class cutting and lateness to class

- The term “class cut” refers to a student’s unexcused, illegal absence from a class. This rule includes leaving a classroom without permission from the teacher.
 - 1st Offense: Student will be assigned after-school detention. The amount of time to be served will be double the amount of time which the student was away without permission.
 - Additional Offenses: Assigned appropriate after-school detention(s)/in- school suspension(s) based upon the frequency of previous cuts. Parent(s) will be contacted for each occurrence.

The administration reserves the right to consider special mitigating circumstances with regard to this rule. Also, students must abide by OSS–Refocus Room restrictions as outlined in the Behavior section of this handbook. Any student who is suspended or placed in an Alternative Educational setting may not be on district property at any time and is ineligible to participate in extracurricular activities during his/her placement. (Includes excerpts from [Policy #204](#))

Book Bags

Students may use book bags to carry books to and from school; however, these book bags must be placed inside their lockers or cubbies for the duration of the school day. Students will not be allowed to carry their bags to class during the school day. This includes any bag that is large enough to hold books. Students are prohibited from bringing bags into the student section at athletic events.

Bullying/Cyberbullying [Board Policy. #249](#)

Fairview School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits all forms of bullying.

Bullying means an intentional electronic, written, verbal or physical acts, or a series of acts directed at another student or students. Bullying includes cyberbullying. Cyberbullying means an intentional electronic acts or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students. Bullying and Cyberbullying which occur in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student’s education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

A school setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Fairview School District encourages students who have been bullied to **promptly** report such incidents to a staff member and/or administration. Such complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are founded. Confidentiality of all parties shall be maintained. Each student shall be responsible to respect the rights of all others and to ensure an atmosphere free from bullying. Don't retaliate against bullying then it becomes a feud. Bullying does not stop on its own, report it early to have the greatest chance of ending quickly.

Consequences for Violations: A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but is not limited to:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Exclusion for school-sponsored activities
- Detention, Suspension, or Expulsion
- Counseling and/or therapy outside of school
- Referral to law enforcement officials Excerpt from [Board Policy, #249](#)

Bullying policies are posted in each classroom and reviewed with students annually.

Bus Information/Bus Conduct/Buses (Transportation Policy) [Board Policy, #218 and 810](#)

The Fairview School District provides all students with the ability to ride a bus; however, riding is considered a privilege that can be revoked at any time. The bus garage handles all routing and bus stop designation. All questions should be directed to the bus garage at 814-474-3171.

Procedure for bus stops:

- No parents or guardians are ever allowed to board the bus, per state law.
- Understand where the bus stop is for morning and afternoon stops; students should arrive at the bus stop five (5) minutes before the scheduled time of arrival by the bus and be prepared to wait up to ten (10) minutes after the stopped time in case the bus is late.
- The bus driver has a roster on the bus that shows the stop for each student.
- Each student should make sure they are getting off the bus at the correct stop.
- If a bus driver attempts to drop a student at the wrong stop, have the student ask the driver to check the roster.
- If the driver, or student, feels as if the stop is not suitable, a request needs to be submitted to the bus garage for review. If the change is approved the bus garage will notify the student's parent/guardian as well as the driver.
- In severe weather or where there is an issue in the area, the driver may not drop the students if they feel it is not safe. The driver will obtain permission on the alternate stop location, via communication with the bus garage.
- The parents should follow up with the bus garage if there is not a good explanation for the alternate stop.

Procedure for Students: Students riding the bus should observe and adhere to the following:

- Students should be on time at their designated bus stop and wait until the bus comes to a complete stop before attempting to enter.
- Students need to remain in their assigned seats.
- While on the bus, students should keep heads and hands inside the bus at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school buses.
- Taking pictures, video recordings, or audio recordings of other students with iPads or cell phones are prohibited.
- Bus riders should never tamper with the bus.
- Do not leave books, lunches, or other articles on the bus.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Bus riders are expected to be courteous to fellow pupils and to the bus driver.
- Do not throw anything out of the bus windows.
- Be absolutely quiet when approaching a railroad crossing

Bus riding is a privilege that can be revoked.

School buses and school vehicles may be equipped with cameras and audio-recording devices that may provide audiotape of individuals on the school bus or school vehicle for the purpose of discipline and security.

Parents are urged to appreciate the disciplinary action taken and to discuss this issue to prevent further occurrence. It is understood that bus drivers will promote positive student bus behavior and attempt to correct student infractions of this policy with verbal instructions. Further student violation of the basic code of behavior will result in disciplinary actions through written reports.

FIRST BUS INCIDENT REPORT: A reprimand will be given to the student by an administrator. Parents may be notified depending on the infraction.

SECOND BUS INCIDENT REPORT: The principal will meet with the individual and inform them that riding privileges may be suspended for one (1) day. Parents will be notified.

THIRD BUS INCIDENT REPORT: The principal will meet with the individual and inform them that riding privileges may be suspended for three (3) days. Parents will be notified and a bus improvement plan will be determined.

FOURTH BUS INCIDENT REPORT: The principal will meet with the individual and inform them that riding privileges may be suspended for five (5) days. Parents will be notified and a conference will be held to determine a plan.

FIFTH BUS INCIDENT REPORT: The principal will meet with the individual and parents to discuss if bus privileges will be revoked for the remainder of the year or a specific determined amount of time.

Cafeteria

[Board Policy 246](#) & [Board Policy 808](#)

The Fairview School District offers an optional lunch program to all students and has a computerized system that tracks each student's purchases in the district's cafeterias. Every student in the district will have their own personal cafeteria account based on their 5-digit Student ID. To access your child's account and add money, please go to www.schoolcafe.com/FairviewSD.

IMPORTANT NOTE: To obtain your child's 5-digit Student ID, please contact the appropriate school office.

Any eligible student may apply for the free or reduced-price meal program. These applications will be made available in homerooms or students may request one in the office. This information is kept strictly confidential. If your child/children qualify for free or reduced price lunches, please be assured that this information is securely contained within the system and the meal will be processed just as it is for all other students.

We encourage parents to deposit money into their child's account through the website listed above or by sending money in an envelope. When sending in a check or money, please place it in a cafeteria envelope with all information completely filled out. If you do not have a cafeteria envelope, please write your child's ID number on your check or if sending cash write their ID number on a slip of paper and enclose it with the cash in an envelope. **NEVER SEND MONEY TO SCHOOL THAT IS NOT SEALED IN AN ENVELOPE.**

Please notify the cafeteria if you are concerned about your child's food allergies. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray. If more serious food allergies exist, please contact the school nurse.

If you have any questions, please contact our Food Service Coordinator at 814-474-3292.

The National School Lunch Program prohibits lunches purchased at fast food restaurants from being brought to school and served to children where school lunches are provided. Therefore, do not bring fast food to school for your student. **Delivery of food to the office for student's lunch during the school day is prohibited (i.e. fast food, DoorDash, Uber Eats, etc.)**

Students creating a disturbance during lunch in any way including throwing food or beverages, and/or not assuming the responsibility of cleaning their area or leaving the cafeteria without permission will be assigned to lunch detention for a period of time determined by the administration. They may also be given additional consequences. Students caught stealing food or beverages or forcing another student to buy them cafeteria items will be fined \$20.00 and forced to pay back the value of the stolen items. Students committing such thefts will also be given lunch detention for a minimum of one (1) week.

Code of Conduct

[Board Policy #237](#)

The primary goal of the school is to offer its students the best education possible. This goal may only be achieved when student behavior and the general school atmosphere allow for teachers to teach and students to learn without disruption or inappropriate behavior.

In order to achieve this goal, a well-defined set of behavioral limits and consequences have been established throughout the district. The objective of a behavior policy is the reinforcement of positive behavior. Students must accept and acknowledge that they have a choice between appropriate and inappropriate behavior. When a student chooses to exceed the defined limits, he/she must accept the disciplinary consequences of that choice. Disciplinary consequences are not punishments, but the earned result of inappropriate behavior. The goal of any disciplinary action is the correction of unacceptable behavior. As parents, we ask that you support the school and request that you address any inappropriate behavior brought to your attention from the school.

Consequences/Discipline

- The Pennsylvania Department of Education recommends that schools provide for a progressive disciplinary code, which includes appropriate levels of consequences for inappropriate behavior patterns. As the misbehavior increases in intensity, frequency, and seriousness, the options and responses become more formal, more restrictive, and involve more administrative action.
- The administrative staff reserves the right to use either lower level responses with higher level infractions or higher-level options for lower level infractions in exceptional situations where the action is substantiated and justified by the student's behavior history and/or the seriousness of the offense. The goal of progressive discipline is to deter the student from committing any type of infractions. The following discipline code adheres to the PDE recommendation. Our approach is to provide students with clearly defined expectations as to what is acceptable behavior followed by fair and consistent enforcement of the rules.

Note: Teachers will submit a written report for every infraction, even if only a warning is given or 'retraining' occurs (with no referral for administrative action). These are kept in a database and comprise the student's discipline record.

Examples of Disciplinary Infractions

- Absenteeism (Excessive)
- Abusive, offensive, or profane language
- Assault (General/Sexual)
- Bomb threats
- Bullying (including cyber- bullying, phone taunts, text messages, etc.) (Initial instance)
- Cheating
- Computer violations
- Dishonesty
- Disrespect / Insubordination
- Disruption/Disorderly conduct
- Distribution of alcohol or drugs
- Distribution of offensive materials
- Distribution of pictures/videos/images without student consent
- Dress code violation
- Excessive public displays of affection
- False fire alarms or improper use of fire/safety equipment

- Fighting/endangering others/intent to harm others (Minimum of three (3) days OSS plus removal on day of incident); If students have been involved in fighting, they are to be immediately isolated from other students until their suspensions take effect.
- Forged documents
- Harassment (General/Sexual)
- Hazing
- Inappropriate touching
- Inappropriate/offensive materials in a project, presentation, etc.
- Interruption of instruction or the learning of others
- Lying
- Misuse of a hall pass
- Offensive language/profanity
- Persistent insulting/intimidating behavior
- Possession, use, or distribution of alcohol or drugs (See drugs and alcohol section)
- Possession, use, or distribution of weapons, explosives or incendiary devices
- Repeated failure to carry out directions
- Taking and/or recording images/videos/pictures of another student without her/his consent--digital pictures, video recording, and audio recording are only permitted with permission for FSD staff for school-related purposes.
- Tardiness (Excessive)
- Terroristic threats
- Theft
- Threats toward a student or staff member
- Throwing food or other items
- Trespassing
- Truancy – Cutting/skipping of any required school event (class(es), assembly, detention, pep rally, the whole or any part of the school day), including skip days involving a number of students – additional penalties for convincing others to miss school)
- Use of prohibited items
 - Chains
 - Inappropriate magazines or other literature
 - Laser pointers
 - Lighters or matches
 - Video games
 - Weapons
 - Drugs, alcohol, prescription medications, over-the-counter medication (The last two are kept with the nurse)
 - Tobacco products
 - Toys (including water guns and water balloons)
 - These items cannot be in their possession, in their lockers, or anywhere on school grounds. Book bags may be brought to school but must be left in lockers. See book bag section.
- Vandalism

Possible Consequences:

- Warning / Counseling/Retraining
- Parent contact
 - Parent conference may be requested at any level of disciplinary consequence
- Loss of privileges (i.e. recess, bus riding, field trip, etc.)
- Lunch detention

- Teacher detention
- Administrative detention
- Extended detention
- Other restrictions on hall/assembly/extracurricular/computer privileges
- All day detention
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Restitution for theft/vandalism damages
- Behavior contract
- Community service
 - Community service hours are to be performed on district property and be supervised by district personnel
- Police notification
- Superintendent's hearing
- Alternative Education placement (See note at end of behavior section)
- Expulsion

Notes about disciplinary consequences:

- Warning/Counseling/Retraining
 - A conversation is held with every student who commits an infraction in which the student is counseled about his/her behavior. A reminder is given to refrain from this type of conduct. Sometimes, in the case of a first offense, for example, this is the extent of the consequences that are applied.
- Parent Contact
 - For administrative detentions and above, parents will be contacted by telephone or email. All cases involving the assignment of a disciplinary consequence will be documented in writing via email or mail to the parents. This communication should outline the inappropriate behavior and the consequences which were given. A copy of this document is put in the student's individual file.
- Detention (Teachers, Administrative, or Extended)
 - Parents will be notified in advance of the consequence.
 - Teacher detention is held at the teacher's convenience (a.m. or p.m.).
 - Serving after-school detention takes precedence over all other school activities. Furthermore, students may not be excused from an after-school, teacher-assigned detention to participate in extracurricular activities. Detentions may be rescheduled only with approval in advance by the teacher or administrator.
 - Students who work outside of school hours will be expected to make arrangements with their employers to attend detention on the day assigned.
 - Students may be excused from detention for medical or dental appointments but will be required to serve the detention on the next day. Such excuses must be presented to the administration prior to the day the student is to be excused. Verification of the appointment by the doctor's office will be made.

- Transportation home (or to school if before-school detention) will either be the responsibility of the parent or the student could possibly be able to take a bus home from the elementary school.
 - Missing a detention without an excuse approved by the teacher or administrator will result in an additional day of detention. Subsequent failure to attend will result in Refocus Room assignment.
 - Detention rules are as follows:
 - Failure to attend will result in a Refocus Room assignment.
 - Students must bring schoolwork to complete (recreational reading will be permitted subject to teacher approval of the material).
 - No food or drink will be permitted.
 - No personal electronic devices are permitted.
 - No sleeping or idle time.
 - Talking with other students will not be permitted.
- **Failure to abide by the regulations will result in further disciplinary measures.
- Behavioral Contract
 - Behavioral contracts will be used at any level when previous consequences have not resulted in a change in behavior and following all returns from an Alternative Education placement.
 - All-Day Detention (ADD), In-School Suspension (ISS), or Refocus Room
 - The third Behavior Detention or more serious offenses will result in an All-Day Detention, In-School Suspension or Refocus Room. ADD, ISS and the Refocus Room are alternatives to Out-of-School Suspension. Students will be assigned ADD/ISS or Refocus by the principal or assistant principal for inappropriate conduct. Failure to comply with the rules or procedures in these environments will result in additional consequences, which may include more days of ADD/ISS, Refocus or Out-of-School Suspension. If Out-of-School Suspension is given because the student is unwilling to conform to ADD/ISS and Refocus procedures, a successful day of ADD/ISS or Refocus may be served upon the student's return. Parents will be notified through a "Notification to Parents" letter and/or a phone call if ADD/ISS, Refocus or OSS is assigned.
 - **Any student serving an ADD, ISS, OSS, or Refocus Room may not participate in any after school events or extracurricular activity on the same day.**
 - The program services will include, but not be limited to, the following:
 - Individual/group supportive services including: informal counseling, conflict resolution, peer interaction, and self-monitoring techniques
 - Individualized student behavior modification plans
 - Social skills instruction
 - Individual academic tutoring
 - Refocus Room Rules
 - Report to the Refocus Room as per your referral.
 - If you are assigned to the Refocus Room for the whole day, report there at 8:20 a.m.
 - Late arrivals or early dismissals will be made up the following day.

- Absences require a doctor's excuse and student will be reassigned at a later date.
 - No talking unless receiving help or instruction from a teacher or if given permission by the monitors.
 - Remain seated.
 - All assigned work must be completed.
 - Work not done satisfactorily must be redone; additional work may be assigned.
 - Students must bring appropriate materials.
 - Students are not allowed to sleep or to have idle time.
 - No electronic devices permitted.
 - Computer use is limited to classroom assignments.
 - Escorted restroom breaks will be provided at discretion of the monitors.
 - Students will be escorted to the cafeteria to acquire their lunch, but will eat in the Refocus Room.
 - No other food or drink is permitted.
 - Any infraction of these rules or failure to cooperate with the monitors or be productive will result in additional assigned Refocus Room time.

- Out-of-School Suspension (OSS) From School
 - Students may be excluded from school for a period of one (1) to ten (10) days (per incident) by action of the principal or assistant principal.
 - Suspension will be considered in the most serious cases or when all other possible consequences have failed to change the student's behavior. The decision will be made by the administration based upon the severity, frequency, and type of infraction or inappropriate behavior that has occurred. Parents will be notified in writing of the suspension.
 - The purpose of OSS is to take the student out of the regular school setting for an appropriate reason, ensure the teachers, administration, parents, and students address the problem, and to gain improved behavior. Upon the student's return, he/she will be required to spend a day in the Refocus Room and meet with the guidance counselor and administrator to transition back to the regular school program.
 - Any threat and/or act of violence by a student will require an OSS consequence with a minimum of one day of Refocus Room assignment upon his/her return. Furthermore, the student must agree to professional counseling by our own counselors or a private outside professional. This counselor must sign off a form that the student is able to return to school. Administrators may revise something pertaining to this consequence due to mitigating circumstances.
 - All suspension cases will be handled in compliance with the due process provisions of Chapter 12 of the Regulations of the State Board of Education of Pennsylvania, the Policy of the Fairview School District, and the procedural guidelines of the Behavior Code.
 - **Any student serving an ADD, ISS, OSS, or Refocus Room may not participate in any after school events or extracurricular activity on the same day.**

- Alternative Education placement

- While this is something that is generally reserved for serious infractions, it could also be used for a student whose misbehavior is chronic and exceedingly disruptive and has not responded to numerous strategies to deal with it. Alternative Education placement is the last resort prior to expulsion. Consequences must be appropriate and should increase with the seriousness and/or frequency of infractions.
 - Any student who is placed in an Alternative Educational setting **may not be on district property at any time and is ineligible to participate in extracurricular activities during his/her placement.** (Excluding excerpts from [Board Policy #204](#)).
- Superintendent's Hearing
 - After a student has been suspended four (4) times, he/she and his/her parents or guardians will be required to attend a hearing with the Superintendent of Schools.
 - Serious infractions may result in a Superintendent's hearing upon the first incident.
- Expulsion
 - Expulsion means exclusion from school for a period exceeding ten (10) school days and may mean a permanent removal from the school rolls. This consequence may only be imposed by a vote of the Board of Education. The high school administration will request a formal hearing before the Board only in the following situations:
 - When all available disciplinary consequences have proven ineffective, and the student's disruptive behavior persists.
 - When a single violation of the behavior code is significant enough that the student's continued presence in the school would be disruptive to the educational process or would pose a potential danger to the health, welfare, or safety of students or staff.
 - When a student has been suspended out-of-school five times, an expulsion hearing will be requested.

After a student has been suspended four (4) times, he/she and his/her parents or guardians will be required to attend a hearing with the Superintendent of Schools. At this hearing, the superintendent will review the student's discipline record. A decision made cooperatively by the parents and appropriate district personnel will ascertain either that the student will be assigned to an available Alternative Education Program for a minimum of forty-five (45) days, or the student will return to the regular school environment. If the latter is chosen, it will be with the understanding that a possible hearing before the Board of Education will occur should another disciplinary procedure be assigned.

Hearings

- If and when a student is accused of an action which would result in suspension of more than three (3) days or expulsion, the student and his/her parents or guardians have the right to an informal meeting in the case of suspension, or a formal hearing in the case of an expulsion, and to all the appropriate elements of due process. The following is a list of due process requirements, which must be observed in such cases:
 - Informal Hearings (for cases involving Full Suspension)

- Notification of the reason(s) for suspension must be given in writing to the parents or guardian of the student(s) involved and to the student himself.
- Sufficient notice of the time and place of the informal hearing must be given.
- The student has the right to cross-examine any witnesses.
- The student has the right to speak and produce witnesses on his own behalf.
- The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event, for which the student is being suspended, to demonstrate that there is a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardians to meet with the principal to discuss ways in which future offenses can be avoided.
- Formal Hearings (for cases involving Expulsion)
 - Notification of the charges must be sent in writing and by certified mail, to the parents or guardian, and to the student
 - Sufficient notice of the time and place of the hearing must be given
 - The student involved has the right to an impartial tribunal
 - The student involved has the right to be represented by counsel
 - The student involved has the right to be presented with the names of witnesses against him and with copies of the statements and affidavits of those witnesses.
 - The student involved has the right to demand that any such witnesses appear in person and answer questions or be cross- examined.
 - The student involved has the right to testify and produce witnesses on his own behalf.
 - A record must be kept of the hearing, either by a stenographer or by tape-recorder. The student is entitled, at his own expense, to a copy of the transcript.
 - The proceeding must be held with all reasonable speed.
 - If the student is dissatisfied with the results of the hearing, the case may be then taken to the appropriate state court.
 - Parents of a student expelled from Fairview High School have thirty 30 days in which to notify the District (from date expelled) if they (parents) cannot place the student in another educational institution.
 - If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

Disciplinary action will be withheld pending the results of the appeal. (Includes excerpts from [Policy #218](#))

Removal from NHS and/or student council and from consideration for prom or homecoming court for certain offenses.

- Any drug, alcohol, bullying (including cyber incidents), vandalism, theft, or violence (including terroristic threats) offense that takes place during school hours, on-campus at other hours, or on any school extra- curricular event shall result in the violator being removed from National Honor Society and/or Student Council. Offenses that are committed outside the above circumstances may also result in removal from these organizations, but they would require actions as per the organization's own rules. Students who committed these types of offense would also not be considered for Homecoming or Prom Court.

Problems arise because students have articles which are hazardous to the safety of others, cause damage to property or a need for cleanup, or that interfere in some way with the daily school process.

Students may not have:

- Chains
- Inappropriate magazines or other literature
- Laser pointers
- Lighters or matches
- Video games
- Weapons
- Drugs, alcohol, prescription medications, over-the-counter medication (the last two are kept with the nurse)
- Tobacco and nicotine products
- Toys (including water guns and water balloons)
- Skateboards, Rollerblades, and Roller Shoes (i.e. Heelys)

These items cannot be in their possession, in their lockers, or anywhere on school grounds. Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than holding hands, walking arm-in-arm, or a brief hug. Any sitting on one another's lap, long embraces, caressing, or kissing is unacceptable. In all cases staff will confront the couple and direct them to cease the behavior.

Corporal Punishment

- Corporal punishment, namely, physically punishing a student for an offense may not be administered to discipline students.
- Reasonable physical force may be used by teachers and school authorities in the following situations:
 - To quell a disturbance
 - To obtain possession of weapons or other dangerous objects.
 - For the purpose of self-defense.
 - For the protection of persons or property.

Communication/Publications

Fairview School District prioritizes clear, accurate, and timely communication. If you feel you are not receiving pertinent information, please reach out to your child's teachers or administrators, as needed. The Fairview School District uses Schoology as our primary means of communication. All parents are encouraged to create and use their parent Schoology account.

Other forms of communication will include:

- Fairview Website and App
- Student handbook

- Email
- School/District-wide phone calls or text messages
- District calendar
- Open houses and orientations
- Meetings

Students, parents, and organizations may request that a publication (such as posters, booklets, leaflets, photos, etc.) be posted or distributed somewhere on campus. This request must be submitted in advance of the date of posting/distribution and include:

- The name of person or group printing material
- Purpose of publication
- A sample of what will be posted/ distributed
- Nature of publication
- Two weeks advance submission of material
- Conformity to legal, ethical and moral standards
- Date of distribution
- Time of distribution

School administration may decide to prohibit the posting or distribution of a particular publication. The purpose of this restriction is to prevent the possible interruption of the educational process or intrusion upon the rights of others. Nothing may be posted without the signature of an administrator.

Confidential Communications: Information should be received from a student in confidence by a school counselor, school nurse, or school psychologist. In public or private schools, while in the course of that person's professional duties, is privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or—if still a minor—the student's parents. However, such information may be revealed without the student's consent to the student's parents, to teachers, or to the principals.

An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which the recipient is under legal duty to report to the authorities.

Concussion Testing

1. Each year student-athletes and their parents must sign an acknowledgment of receipt and review of a concussion and traumatic brain injury informational sheet before participating in any sports activity. This sheet is part of the PIAA CIPPE (physical).
2. Each year every coach (paid or volunteer) must complete the Concussion management certification course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Sports Associations, or another provider approved by the Department of Health. Completed course certificates must be submitted to the Fairview School District Athletic Director before they can begin coaching.
3. Any student who has been identified by a game official, Fairview School District coach, certified athletic trainer, licensed physician, licensed physical therapist or other Fairview School District official to exhibit signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.
4. Fairview School District coaches need to make sure student-athletes follow up with Fairview School District Athletic Trainer, either as soon as it happens or as soon as possible following a head injury. Fairview School District coaches need to contact Athletic Trainer via text or phone call if a head injury happens at an away event.
5. Fairview School District student-athletes will be evaluated by Fairview School District Athletic Trainer and required to take a diagnostic concussion test as needed to monitor progress. A baseline diagnostic test will be administered to students/athletes at the discretion of the Athletic Trainer.
6. Fairview School District student-athletes are required by state law to see appropriate medical professionals before returning to participation. Appropriate medical professionals include any doctor with training in concussion evaluation and management. Fairview School District Athletic Trainer will make recommendations for doctors with appropriate training when student-athletes need to be seen following a head injury.

Students in the Fairview School District who are believed to have suffered a concussion/TBI should be directed to contact the Fairview School District Athletic Trainer. This recommendation can come from parents, coaches, school nurses, peers, or administration. The Athletic Trainer will conduct an initial evaluation and set up a time to have the student take a computerized cognitive test. A referral to see a doctor trained in concussion management will be given. Athletes will be held out of all practices and games as per Pennsylvania state rules established in 2012. Student-athletes will be required to follow established guidelines before returning to play (see below). Non-athletes will be treated on an individual basis depending on the complexity of the student's concussion/TBI.

Further information about concussions/TBI can be found at www.cdc.gov/concussions

Concussion: Return to Play Guidelines

Gradual return to play cannot begin until the athlete is symptom-free. If the athlete is still experiencing symptoms at rest, with normal daily activities or while concentrating and thinking they should not begin the following progression.

Symptoms to watch for and question about:

| | | | |
|------------------------|-------------------|--------------------------|-------------------|
| Headaches | Nausea | Fatigue | Visual Problems |
| Balance Problems | Vomiting | Dizziness | Drowsiness |
| Mental “fogginess” | Sadness | Nervousness | Noise Sensitivity |
| Light Sensitivity | Numbness/Tingling | Difficulty Concentrating | |
| Difficulty Remembering | | | |

Symptoms should be questioned during and after each step of the return to play progression. If symptoms return (during, after or later in the day) the progression should be stopped. Athletic Trainer and/or physician should be notified before continuing.

Gradual Return to Play Plan:

- Step 1: Low-level physical activity – 10 minutes on a stationary bicycle. Question the athlete during and after the activity about any symptoms. Wait 24 hours before moving on to step 2.
- Step 2: Moderate physical activity – 20 minutes of jogging and sport-specific drills. (10yd run from stance, 20yd grapevine, backpedaling 10 yds turn and run 10 yds, run passing routes) Remember to question the athlete about any symptoms during and after. Wait 24 hours before moving on to step 3.
- Step 3: Non-contact practice: At this point, the athlete should be able to participate in all parts of practice that do not involve full contact play or drills. Continue to question the athlete about symptoms and wait 24 hours to move on to step 4.
- Step 4: Full contact in a controlled practice. Remember to question the athlete about symptoms during and after. If all continues to feel normal the athlete can continue participating in practices.
- Step 5: Full return to games and practices.

Copyright
[Board Policy #814](#)

The board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the “fair use” doctrine.

Curriculum and Scheduling

[Board Policy, #106](#)

FES: The Fairview School District provides a comprehensive curriculum that is aligned to state standards. Assignment of students to classes is a high priority in our elementary school. The classroom assignment involves many factors focusing on the following guidelines:

1. Educational factors (academic, social, emotional, physical) will be the primary determinants in student placement decisions.
2. Attention will be given to heterogeneous balance in each classroom regarding: the number of boys and girls, the total number of students, and their learning needs.
3. The professional staff will help with student placements, however, the final placement decisions will be approved by the principal.
4. Parents are welcome to complete a parent involvement form to provide information. Any input that you provide will serve as another source of information, regarding your child's placement. **You may NOT request specific teachers.** Care is given to each child's placement, whether or not written information is submitted by the parent.
5. After placement decisions are made, factors such as fluctuating enrollment, changes in teacher assignment, possible teacher transfer/resignation/ retirement, schedule of classes and/or additional educational information could alter an assignment.

Our main goal is to address the needs of all children through a fair and consistent placement process. We appreciate the cooperation and help of parents in implementing these guidelines.

FMS: A detailed Planned Course is developed for each class delivered at the middle school. The planned course is an abstracted outline of the district's approved curriculum and provides the parents and teachers with an overview of the course, objectives, content, methods of evaluation, expected levels of achievement and adaptations for special needs' children.

Course of Studies

The following courses are required for the 5th, 6th, 7th, and 8th grades:

- Grade 5—E.L.A., Science, Social Studies, Pre-Course I Math, Lifetime Health & Fitness A/B, Visual Art, Music/Chorus, Media Literacy Skills, STEM
- Grade 6— E.L.A., Social Studies, Course I Math, Course II Math, Lifetime Health & Fitness, Computer Science, Media Literacy Skills, Technology and Engineering, Visual Arts, Music
- Grade 7—E.L.A., Science, Social Studies, Course II Math / Pre-Algebra, Lifetime Health & Fitness A/B, Music, Career Exploration, Technology and Engineering, Media Literacy Skills
- Grade 8—E.L.A., Science, Social Studies, Pre-Algebra/Algebra I, Lifetime Health & Fitness, Computer Science, Visual Arts, Technology and Engineering, Family Consumer Sciences Exploration, Business

FHS: The courses offered at Fairview High School allow students to choose from the following broad areas of study. They are listed in order from more fundamental to most challenging. The heaviest workload is with the Advanced Placement curriculum.

The Technical Curriculum: Requires students to spend a half day at the Erie County Technical School while in grades ten (10) through twelve (12). Students are also enrolled in courses at Fairview High School for half of the day.

The College Preparatory Curriculum: Prepares students for advanced study at two (2) or four (4) year post-secondary institutions.

The Honors Program: Meets the needs of high-achieving students of the secondary school in preparation for study at four-year institutions.

The Advanced Placement Program: Provides the high-achieving students an opportunity to enroll in a college-level course while still in high school. Students in this program may opt to take the appropriate AP exam at the end of the course, potentially receiving college credits with a successful score.

Early Admission to College: Exceptional students may want to consider early admission to college. Students accepted by a four-year college or a community college at the completion of their junior year will receive a Fairview High School diploma upon satisfactory completion of their first year of college work. Please see counselors early in the junior year to discuss the senior year option. See special opportunities section in the handbook about the Regional Choice Initiative (RCI), dual enrollment, and the available brochure about this program.

The Special Education Program: Students involved in the special education program receive services needed via the development of the Individualized Education Program (IEP). Graduation requirements for these students are discussed and can be adjusted to meet student individual needs through the IEP process. Scheduling of classes and needed accommodations are addressed individually, if needed. Students in special education programs are permitted to continue their education until the age of twenty-one. If this option is selected as appropriate, the graduation diploma will be withheld until schooling is completed with the Fairview school system. Discussions regarding this option will begin during the IEP process early in the student's senior year.

Students will begin scheduling early in spring for the following school year. Guidance counselors will meet with the students in a group and individual setting to explain the overall scheduling process including any requirements pertaining to their grade level. Special programs such as Technical School and RCI will be discussed. Students will be asked to review the course requests with their parents, who will be required to sign the document. Students have a period of 5 class days to request to add-drop classes at the start of the semester. These requests may or may not be granted depending on the reasons, student academic and behavior history, and seat availability. Furthermore, the administration will closely monitor the student's progress and conduct in the class and may take subsequent action on the student's behalf.

Course Progression:

- Schedules will follow the prescribed course progressions as determined by the respective departments.

Override Policy:

- Course progression and enrollment will be determined by course prerequisites and, when applicable, student choice.
- If students do not meet the grade percentage prerequisite for a course, parents have the option of completing a Parental Override form when a course grade is within one (1) point of the prerequisite.

Special Class Opportunities

Independent Study Contract

- A student may request to complete a course under the individual direction of a teacher if the course is already included in our Course of Studies. A written contract agreement will be completed between the student and the teacher with approval of the parents, counselor, and principal. Students will not automatically be granted approval for an independent study. Students will not be permitted to receive credit unless a detailed plan of action is outlined to the principal. Course credit will be received when the teacher designates that all contracted work is completed.
- Independent study will be granted after approval from the principal, department head, teacher, and school counselor. Credit will count toward graduation and the grade received will count toward class ranking.

Note: The principal must approve all requests for independent study contracts. Students will not be permitted to exceed recommended credits per year to gain advantage in class rankings. Only one AP or Honors level class may be taken via independent study per student per year. Required classes may not be waived to take Independent Study.

The Service Contract (see teacher assistant requirements)

- A junior or senior may request to assist in the operations of the school day, i.e. library assistant, audio visual assistant, lab assistant, or yearbook or newspaper assistant, under the direction of an approved staff member. A written contract agreement will be completed between the student and the advisor with approval of the parents, counselor, and principal. Course credit may be earned when the contract is completed, yet students may elect to serve the school without electing to receive credit or a grade. Service contract credit will count towards graduation credits. Students' grades will be Pass or Fail and will not affect GPA. The past year the assistantship program has expanded to dovetail with our intergenerational initiative. This means that many of the placements are in the elementary and middle schools a period a day to interact with the younger students. This allows the high school students an opportunity to be positive role models and provide valuable support to the teachers in those buildings. In so doing these students also get an extended and up-close view of what a teaching career is all about and may help them with their career searches.

Work Experience Opportunity

- This program is for seniors who are employed during the school day and would like the opportunity to work during school hours. To be eligible they must be able to complete 29 credits by the end of their senior year and to have not had any attendance and/or disciplinary issues or have failed or be failing any classes during the senior year.
- In order to qualify for work experience, the student's employer must provide a letter requesting that the student be released during the school day. The parent must also provide a permission letter. Once granted permission for work release, proof of continued employment is required in the form of a paycheck stub shown to guidance every other week.

- If a student's employment status changes either through being laid off or fired, or if the student decides s/he no longer wants to work, the student will be required to return to Fairview High School and complete the credits through cyber course(s).
- The maximum number of periods the student can be on work release is two per day. Work experience is only available during the second semester. Although this experience can be very valuable for the student, no school credits are earned for it.
- Decisions regarding work experience eligibility are at the discretion of the administration.

The guidance office will periodically contact the place of employment to make sure the student is still employed. Students may not be employed by parents unless it is a "legitimate" business. Official pay stubs are required for any work position for our state auditors.

Dances

FES: Not applicable

FMS:

- All school rules are in effect during dances.
- FMS students only. No guests are allowed.
- When students arrive at the activity, they must enter and stay inside until the activity is over or until their parent comes to pick them up. If a student leaves early, the parent must come to the door and get him/her since we will not have supervision in the parking lot for students who might want to wait for their ride prior to the end of the activity.
- We do not allow students to walk or ride bikes home after an activity since it is often dark. Although walking to the activity is permitted, we encourage parents to drop their children off rather than allow them to walk.
- Students should have rides planned prior to the activity. Students should plan to leave at the end of the activity. A telephone is available in case of emergency.
- Students may not participate or attend after school events or extracurricular activities on the same day of serving an All-Day Detention, In-School Suspension or Out-of-School Suspension.
- Students who cannot behave appropriately may be asked to call their parents for a ride home. They may be asked not to attend the next school activity, or they may get banned from activities at FMS for the remainder of the school year. The expectation is for everyone to have fun and be safe.
- Students are expected to comply with directions of teachers and non-teacher chaperones.

FHS:

- All school rules are in effect during dances.
- Dress for all dances must be appropriate. Guidelines about this will be given well prior to the event.
- You must follow school attendance policies in order to be able to participate in a school dance. See attendance section for specifics.
- Students in grade 8 or younger may not attend Fairview High School dances at any time for any reason.
- Guests who are attending dances as dates of Fairview High School students must be under 21, show a valid I.D., submit the dance guest form, and abide by Fairview High School rules.
- Students are reminded to review rules on drug and alcohol and tobacco.

- Students who are discovered to have used and/or distributed drugs and/or alcohol prior to their arrival and/or at the school shall be ejected from the dance and referred to the police as per policy.
- Once a dance begins, students may not leave and reenter (without permission and an escort to and from the vehicle).
- Chaperones must be present at all times and approved by the administration. There must be female and male adult chaperones present at all dances.
- The Junior/Senior Prom: Only Juniors and Seniors and their guests may attend. All guests must be under 21 years of age, be pre-registered (having submitted a copy of a valid I.D. and the guest paperwork) and in 9th grade or higher. Guests will also need to present their I.D. at the dance sign-in.

Directory Information

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. FSD identifies directory information including name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. FSD may disclose directory information to third parties without consent given this public notice of the types of information designated as directory information. Parents and/or eligible students have the right to restrict the disclosure of such information. The request must be done yearly, in writing, and sent to the FSD Data Coordinator, Jonathon Valentin.

Dress Code

[Board Policy. 221](#)

Our district vision seeks to develop, among other things, students who embrace diversity, are honest, respectful, and mindful of the needs of others. All of this requires students to respect both themselves and others. While Fairview High School encourages and supports individuality, our dress code aims to foster a safe, positive, and healthy environment. Dress or grooming that is overly distracting and therefore disruptive to the educational process is prohibited.

- Students should wear clothing that is well-suited for a school environment--clothing shall not be transparent/mesh.
- Students are not permitted to wear hoods.
- Clothing, drawings, tattoos, and accessories that display or promote negative messages are not permitted. These could include, but are not exclusive to, drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, caricatures, sexual innuendo, offensive words, or threatening graphics, or any word(s), display(s), graphic(s), or symbol(s) which has or is reasonably expected to cause disruption in the educational environment or creates a hostile educational environment.
- In shops, labs, and food areas, health and safety regulations will determine any specialized dress code. See note about dance attire under dances. All clothing decisions are at the discretion of the administration.

Students must at all times be dressed in a manner that is conducive to a businesslike, scholastic atmosphere. Dress or grooming which is overly distracting to others and therefore disruptive to the educational process is prohibited.

Consequences:

- Violators will obtain appropriate clothing before returning to class.
- Students who do not comply with request to use appropriate dress, or who habitually violate the code shall receive disciplinary consequences including being sent home subsequent to parental notification
- In shops, labs, and food areas, health and safety regulations will determine any specialized dress code. See not about dance attire under dances. All clothing decisions are at the discretion of the administration.

FES: Hats are not permitted for students to wear inside during the school day.

FMS: Hats are discouraged.

FHS: No additional information

Driving/Parking

[Board Policy #223](#) & [Board Policy #223.1](#)

FHS ONLY: The following regulations for students who drive to school are to be strictly enforced:

- Each year the student driver must register each vehicle that will be driven to school during normal school hours. Registration forms may be obtained via a Google Form. Proof of current driver's license is required. Also, proof of insurance and the parent/guardian's signature is required.
- If the student's license is revoked or the insurance is canceled, the parent or guardian is obligated to notify the school authorities.
- Student drivers must park in the south high school parking lot during the school hours only in a lined off parking space only in rows #2 and above. Parking in faculty parking areas in the first two rows or the visitor area by the sidewalk closest to the building is a direct violation. Students are not permitted to park in the lot by the field house.
- Driving from the school grounds during school hours is not permitted without authorization.
- Exceeding 10 m.p.h. or carelessly driving on school grounds is not permitted and will result in loss of driving privileges.
- Excessive tardiness to school will result in a loss of student driving privileges.
- All students are to enter and exit the north parking lot. All students exiting the north parking lot must turn left on the Fairview School District main road and proceed to the stop sign at McCray road. No students are to exit the north parking lot via a right turn. Students driving CANNOT exit until all buses are dismissed.
- Students will not be permitted to have access to their vehicles during the school day, except with express permission from the high school office.
- The parking permit tag must be hung from the rearview mirror in whichever car the student drives to school.
- Students with short term parking needs for one day or up to a week may receive a temporary parking pass in the main office. Note: the student must follow all the student parking regulations.
- Replacement of lost permit tags can be purchased for \$5.00 at the main office.
- Recreational driving of motor scooters and snowmobiles on school property is in violation of Board policy.
- As a condition of granting driving and parking privileges, the student and his parent or guardian must consent to a search of the vehicle by school personnel upon reasonable suspicion that the vehicle contains illegal alcohol or other drugs, weapons, or other

contraband prohibited from possession on School District property. Withdrawal of such consent will result in immediate and permanent loss of driving and parking privileges.

- No student may drive to classes held for high school students at the Fairview Middle School, unless a form signed by the parent/guardian is accepted by the office. Buses are provided for these transfers.
- Any violation of the school regulations can lead to temporary or permanent suspension of driving and parking privileges.
- Improperly parked vehicles may also be towed at the expense of the owner.

Early Morning Arrival

FES: Students are not permitted inside the building until 8:55

FMS: Students are not permitted inside the building until 7:25

FHS: If you arrive at the school before 8:00 a.m. you must report to the office and then to the assigned teacher; if students arrive before 8:00 a.m. and are not seeing teachers, they will report to the cafeteria.

Electronic Devices

[Board Policy 237](#)

Electronic devices are devices with or without voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data. Examples of electronic devices include iPads, other tablets, smartphones; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players; radios, PDAs; digital cameras; laptop computers, lasers, headphones, and other current and future similarly developed devices and may be school district-issued or those devices which are student owned.

Cell Phones/Camera Phones

- Camera photography, video recording and audio recording with the use of a student cell phone is prohibited at all times in all district buildings.
- Students may only have their cell phones on inside the school building for two (2) reasons:
 - They have been authorized by a district employee to turn the cell phone on for a specific purpose, or
 - They have been commanded by a district employee to turn it on for a specific reason (crisis, critical incident, etc.).

FES and FMS: The use of personal communication devices by students during the school day in district buildings is prohibited.

FHS: Students shall be permitted to possess cell phones during the school day. All student cell phones must be silenced once the students enter the building. Cell phones are not to be visible or used during the school day.

Laser Pointers, Telephone Pagers, Beepers

These items are not allowed on school property, on buses and other vehicles provided by the district, and at school-sponsored activities. Exceptions can be approved by building administration (ex. medical conditions).

Laptop Computers/Personal Digital Assistants

These items are allowed for classroom or instructional-related activities. Students shall not be permitted to download files or other information from any electronic or mechanical devices to any school district device. These devices are not permitted to have a wireless, unfiltered connection to the Internet.

Personal Electronic Devices

Students may use their personal electronic devices with the school district's network and with the students' cellular service. Parent(s)/Guardian(s) are responsible for their child's use of their cellular service. Students need to get permission from school personnel to use personal devices.

If personal electronic devices are loaned to or borrowed and/or misused by non-owners, the owners of the personal electronic devices are jointly responsible with the non-owner for the misuse and/or violation of school district policy, regulations, rules, or procedures. The district shall not be liable for the loss, theft, damage, unauthorized use or misuse of any electronic device brought to school by a student.

Students are prohibited from attaching a non-district owned wireless access point, wireless router, or wireless bridge to the district owned network. Students are prohibited from establishing a "mobile hotspot" for themselves or otherwise permitting other users to use their personal electronic device as a technological means to gain access to Internet resources or websites.

Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device. The confiscated item shall not be returned until the end of the next school day or a parent can come and retrieve the device from the office on the day of the violation.

FES: All personal electronic devices must remain turned off and in the student's backpack.

FMS: All personal electronic devices must remain turned off or silenced in the student's locker.

FHS: Students can keep personal devices on their person, but cannot use them during class.

First Violation:

- The cell phone shall be confiscated. They shall not be returned until the end of the following school day. This return may occur directly to the student or may require a parent meeting, depending on the circumstance. Note: If the day that the phone is confiscated falls before the weekend or vacation, the device will be returned to the parent.

Second Violation:

- In addition to the above consequences, the student shall receive an after-school detention, and the device must be returned only after a parent conference.

Third and Subsequent Violations:

- In addition to the confiscation of the device, the student shall receive an in-school suspension, and the device shall be returned only after a parent conference. Note: Confiscated cell phones' content is not reviewed except to identify the owner or in the event a violation of some type has allegedly occurred in which the cell phone was used.

Elevator

FHS ONLY: The elevator may be used by students with medical conditions that prohibit their using the stairs. Students who need to use the elevator may have another student accompany them to assist them with carrying their materials. Additional students are not permitted in the elevator and students are reminded to treat the elevator with care. Students needing the elevator should obtain a FOB from the front office.

Eligibility

FES: Not applicable

FMS: Mentioned in participation in activities: No student may participate in or attend any extracurricular activity or interscholastic sporting event on a day when the student is absent from school. This includes students who are on suspension, in or out of school. Also, students absent or suspended on Friday may not participate in the subsequent Saturday's activities. No student may participate in practices, rehearsals, etc. on the day they are absent or suspended from school. ***Student participation in extracurricular activities, field trips, assemblies, etc. will be restricted following a student accumulating four conduct strikes in a grading period.*** PIAA mandates that students must be receiving a passing mark in at least four (4) one credit courses (or its equivalent) as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the following Sunday through Saturday. The academic courses that are reviewed for athletic eligibility include: Math, Science, ELA, Social Studies, and Wellness. You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least ten (10) school days of the next grading period, beginning on the first day that report cards are issued.

FHS: Students are expected to maintain passing grades. Failure to do so will result in restrictions pertaining to the school day and extracurricular privileges (see and explanation of this in the athletics/sports section). A list is produced each week. Students on the list cannot attend field trips that cause them to miss classes they are failing.

Emergency Fire/Tornado Drills/Safety Drills

[Board Policy #805](#)

Emergency drills of all kinds are an important safety precaution. They are required by law and must be held at regular intervals. Evacuation plans are posted in each room. Students are to

study the plans so that they are familiar with them. Some drills require students to shelter in place. In the case of a tornado, the plan may call for students in a given room to *stay* there.

For more information on state requirements pertaining to school safety, [click here](#).

Exchange Students

FHS ONLY: In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the board may admit exchange students to FHS. Such students must have appropriate valid immigrant/student visas (Type J-1). Foreign exchange students do not pay tuition as long as they have the proper visa and reside in the district with a host family. Ability to communicate in English is a key requirement. The host family and agency must accept full responsibility for the student and provide the district with a written statement attesting to this fact.

A student enrolled in the Fairview High School must be a representative of a formal exchange program approved by the principal or his/her designee. All documentation must be presented and scheduling must take place prior to the opening of school. As part of the enrollment process the exchange student and his/her host family representative must meet with the principal to discuss life at the high school, and to make arrangements as to what the student will do at the school relating to courses taken, whether they will be for grades or credit only, and whether the student will be seeking a diploma.

There will be no more than three (3) exchange students admitted to Fairview High School in any school calendar year.

Exchange students may receive a certificate of attendance if requested. A transcript will be issued indicating completed courses and earned grades. Exchange students may receive a diploma if the high school principal determines that past academic performance, in conjunction with coursework completed while at Fairview High School, meets graduation requirements. All exchange students will abide by the rules and regulations set forth in the Fairview High School student/parent handbook. All families will receive a copy of the handbook.

Field Trips, Sports and Other Activities Away from the School Building [Board Policies, #121, #210, #218](#)

FES: Parents sign off at the beginning of each year a blanket permission for their child to participate in all walking field trips and any field trips held off campus. Parents will be notified of field trips through Schoology.

FMS and FHS: Conduct on field trips and off-campus activities should maintain appropriate behavior. Inappropriate behavior may result in suspension of field trip privileges for the remainder of the school year. Students who have disciplinary obligations to fulfill (detention, ADD, ISS, or OSS) may not attend field trips until that obligation is fulfilled. All school regulations apply during all field trips.

Students on extended field trips in or out of the country must follow the rules of the district. Students leaving their assigned room or location while on a trip may result in a series of ADD, ISS or OSS. Students who violate school rules or are a discipline problem may forfeit any other scheduled field trips for the remainder of the school year.

When administration of medication is required while on field trips, sport activities, competitions, or any other school-related activity away from the building, in the absence or unavailability of the school nurse, the following procedure shall be observed:

- A written consent form ([AP210.3](#)) signed by the parents/guardians of the student authorizing non-medical school personnel to give the medication to the student shall be provided in advance of the activity.
- The school nurse or parent/guardian shall provide the appropriate dosage of medication to the professional employee of the district who will be supervising or chaperoning the field trip or out-of-building activity. The school nurse or parent/guardian shall give the original container which includes the student's name, dosage amount, and specific written instructions as to the time of administration to the responsible adult.
- Professional employees or other staff of the district will witness the student take the medication at the designated time, make a written record of the same, and return the written record to the school nurse. During field trips or other out-of-building activities, the professional employee or other district staff shall maintain all medication for students to be administered during the course of the field trip in a secured container, and shall maintain the container in their possession during the field trip, sports activity, or other out-of-building activity to prevent theft of the medications.

Students must be passing all classes to attend field trips.

Final Exams

FHS ONLY: Final exams may be cumulative from the beginning of the course. Final exams or projects are required for all students to complete as part of the curriculum of the Fairview School District. Students may be exempt from the final examination at the discretion of the teacher. Final exams represent 1/9 of the course grade.

Fundraising and Activities Fund

All fund-raising activities must be approved by the group sponsor and the administration in advance and according to board policy. There is a [form](#) available in the school office that must be submitted that includes details of the proposed campaign/activity. Students who accept fundraising products or agree to participate in school-sponsored fundraising activities are responsible for those items. Thefts and losses do not relieve the student of this responsibility.

Grading and Testing/Grades/Grade Level

[Board Policy, #213](#)

The following grading procedure is adhered to by teachers in the Fairview School District. The method (including tests, quizzes, labs, reports, projects, homework, etc.) of determining any particular grading period will be a matter of individual teacher choice. All methods of assessment must be set up on a point value basis. Throughout a nine-week grading period, the teacher will maintain a record and then calculate an over nine-week grade. The method must be equally and fairly applied to all pupils. The teacher must be ready to explain the method of arriving at a mark and must be ready to relate it to the district's classification of percentages. The grade classification of percentages for all subjects are as follows:

| | |
|------------|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-59 | F |
| Incomplete | I |

A mark recorded on the official report card may not be changed without the permission of the teacher or principal. All final marks must be determined by using the pre-described method. All percentages will be recorded on the student's report card.

A teacher must explain to his/her class the course requirements. It should be done within the first week of class. The purpose of this is to alleviate any possible misunderstanding by the pupils. Any student not completing a special requirement may receive an "I" for incomplete work on his/her report card regardless of actual course marks. A student who receives a quarter grade of "I" has a maximum of two weeks after the completion of the nine weeks to fulfill the requirements. If the student does not satisfy the requirements, the teacher will change the quarter grade to the earned value. In all instances, the "I" must be removed by the teacher.

The subject matter teacher who records an "I" on the student's card is responsible for reporting the correct grade to the office as soon as possible after the two-week period has passed.

Note: Grade percentages may require "Rounding." When this is the case, grades must be at the .5 level or higher to be rounded up.

Note: FES Special courses will be on a different grading scale, M = Meets Expectations & N = Needs Improvement.

Graduation

FHS ONLY: Aside from successful completion of at least 29 credits including all required core courses, and passing the required keystone exams (or district alternative), the Board requires that each student also complete and present a graduation project. Students must submit this project for credit in the Post-Secondary Planning course.

Requirements for Seniors:

The Board requires that each candidate for graduation shall have earned twenty-nine (29) credits. Course requirements for graduation from high school will be the successful completion of credits in the areas listed below:

| | |
|-----|--|
| 4.0 | English |
| 4.0 | Social Studies (American Studies, World History, Government/Economics, department options) |
| 4.0 | Math |
| 4.0 | Science (Environmental Science, Biology, Chemistry, Physics) |
| 2.0 | World Language |
| 1.5 | Wellness |
| 1.0 | Financial Literacy / Post-Secondary Planning |
| 8.5 | Electives |

Total Credits: 29

Anyone attaining a level of summa cum laude will be invited to speak at the commencement ceremony, with an option to decline. If the number of possible speakers exceeds five (5), then the speakers will decide among themselves who will speak. If no consensus can be reached a random selection will be implemented. One additional speaker will be selected by students as well as the senior class president. All student speakers must exhibit satisfactory attendance and behavior as determined by the administration and speeches must be preapproved for appropriateness.

For specific courses and requirements see the Program of Studies.

In order to graduate, students must meet ACT 158 requirements. Students who do not achieve proficient or advanced on the Keystone exams could be scheduled into remediation courses/programs in their respective departments or will need to meet other ACT 158 requirements.

Guidance/School Counseling Services

[Board Policy #112](#)

School counseling services are an integral part of the educational program and are available to all students within the school. Counselors assist all students with academic, personal, and social barriers so they may perform as well as possible in the school environment. Please reach out to a school counselor if you have any questions or concerns.

Hall Pass

FES: No specific statement

FMS and FHS: Students will appropriately use the SmartPass and follow the individual protocols of their teachers.

Harassment

[Board Policy #248 and 248.1](#)

Sexual or General Harassment is prohibited by law. Harassment may include, but is not limited to, the following:

- Verbal attacks or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Obscene or sexually-oriented jokes
- Inappropriate gestures or body language
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, involvement in activities, or other aspects of one's education.

Sexual harassment also includes, but not limited to, the following:

- Intimidating or hostile acts that are not sexual in nature if they are directed toward students merely because of their gender. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

General harassment can include, but is not limited to, the following:

- Unwelcome and offensive slurs
- Jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin, age or handicap/disability which are so severe or pervasive in nature that they create, or pose a realistic threat of creating, an intimidating, hostile, disruptive or offensive educational environment.

Procedures - The District will act positively and promptly to:

- Investigate alleged harassment claims
- Effectively remedy claims when an allegation is determined to be valid.
- The question of whether a particular action or incident occurred and whether it is prohibited behavior requires a determination based on all available facts.
- Given the nature of this type of discrimination, the District also recognizes that false accusations of any type of harassment can have serious effects on innocent employees and students.
- Therefore, false accusations may result in disciplinary action.
- We all share the responsibility for protecting the rights of students. This responsibility also extends to harassment by non-employees, such as contractors, vendors or visitors. Any student in the District who engages in conduct which constitutes harassment shall be subject to discipline, up to and including expulsion.
- Any student in the District who is subjected to harassment by a District employee, another student, or a third party, shall have the right to file a complaint under this policy.

Retaliation Prohibited - The School District prohibits retaliatory behavior against any complaint or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights, or privileges.

Hazing
[Board Policy #247](#)

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or membership in or affiliation with any educational program or any school-sponsored activity of the District.

Endanger the physical health shall include but not be limited to:

- Whipping
- Beating
- Branding
- Inappropriate calisthenics
- Exposure to the elements
- Forced consumption of any food, alcoholic beverage, drug, or controlled substance
- Other inappropriate activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include but not limited to:

- Extreme mental stress
- Prolonged sleep deprivation
- Forced prolonged exclusion from social contact
- Forced conduct
- Forced conduct which could result in extreme embarrassment
- Other forced activity which could adversely affect the mental health or dignity of the individual.
- Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.
- The Board does not condone any form of initiation or harassment, known as hazing, as part of any educational program or school-sponsored activity. No student, teacher, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.
- The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.
- The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

- Students, administrators, teachers, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.
- The district shall annually inform students, teachers, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of publication in handbooks; presentation at an assembly; oral instructions by the teacher, coach or sponsor at the start of the season or educational program or other school-sponsored activity.

No pranks are permitted that are liable to cause any sort of damage to property, disrupt school operations, cause injury or offense, or require cleanup.

Consequences: Payment for damages, help with any cleanup, and for seniors who commit pranks at the end of the year - inability to participate in the graduation ceremony. Serious acts may require police involvement. There is administrative discretion to consider mitigating circumstances pertaining to consequences.

Health Services/Nursing Information

[NURSING INFORMATION Board Policy #209, 209.1, 209.2, & 210](#)

General Nursing Information:

The school nurse is the staff member responsible for protecting and promoting the health of all students. She works closely with teachers, administrators and parents to maximize each child's potential to learn and grow. Parents should share information and concerns regarding their child's health to assist the nurse in providing quality care. In addition to health screenings, the nurse provides health education and counseling, manages communicable diseases, and promotes a supportive relationship between the school and community. Special services include assistance with food or clothing and referrals for vision and medical services.

The health status of a child directly affects the child's educational performance. Therefore, when a child is registered for kindergarten, the school nurse begins compiling a confidential health history. This record is maintained throughout the child's school career.

Parents are urged to share with the school nurse any additions or changes to the health history. Each fall, a digital medical update form will be sent home to returning students so the nurse can remain current on medical concerns.

School Health Communicable Diseases:

Control of communicable diseases is an important part of maintaining the health of school children. Students, who have been diagnosed by a physician or are suspected by the school nurse to have certain communicable diseases, will be excluded from school. A student, who has been excluded from school due to symptoms of the following diseases, may return to school without a physician's excuse if they remain out of school following these guidelines:

- **Chicken Pox** - Blisters must be dried; no drainage.
- **Respiratory Streptococcal (strep) Infections** - (including scarlet fever) 24-hours after starting antibiotics.
- **Head Lice** - until judged non-infective by the school nurse.

- **Infectious Conjunctivitis (pink eye) and/or Impetigo Contagiosa** - 24 hours after starting antibiotics.
- **Scabies** – a physician’s excuse must accompany a student's return to school.
- **COVID-19** - follow the district guidelines for COVID-19 related issues.

School Health Exams:

Per state regulation, we require various medical examinations at various times throughout the course of your child’s schooling. Below is an outline of what is expected:

Dental Examinations: Pennsylvania law requires that children attending school receive a dental examination in grades K or 1, 3, and 7. It is recommended that these examinations be done by your family dentist, since he/she can best evaluate your child’s health and assist you in obtaining necessary treatments and corrections. Children not examined by a private dentist will be examined by the school dentist.

Physical Examinations: Pennsylvania State Law requires children attending school to receive a physical examination at the following stated intervals: The original entry (kindergarten or first grade), sixth grade, and eleventh grade. It is recommended that examinations be done by your family physician. A family physician can best evaluate your child’s health and assist you in obtaining necessary treatments or corrections. When your child is due for a physical you will receive notification along with a form for your physician to fill out. Children not examined by a family physician will be examined by the school physician.

School Health Immunizations:

Pennsylvania state law requires the following immunizations be completed before a child may enter school:

- 4 Doses of **tetanus*** (one dose on or after the 4th birthday)
- 4 Doses of **diphtheria***
- 4 Doses of **pertussis**
- 4 Doses of **polio** (oral) or 4 Doses of **IPV**
- 2 Doses of **measles****
- 2 Dose of **mumps****
- 2 Dose of **rubella** (German measles)**
- 3 Doses of **hepatitis B**
- 2 Dose of **varicella** (chicken pox) or history of the disease (immunity)

*Usually given as DTP, DtaP, DT, or TB

**Usually given as a MMR

When your child receives any immunization, please obtain a copy of the record from your doctor and submit it to the school nurse so that they may be recorded on the health record.

[CLICK HERE FOR THE PENNSYLVANIA DEPARTMENT OF HEALTH’S IMMUNIZATION REQUIREMENTS](#)

School Health Medications:

If at all possible, medication should be administered at home. Medications will be administered during school hours only when failure to take such medicine would jeopardize the health of a

student and he/she would not be able to attend school if the medication were not made available. All medications are dispensed from the nurse's office. Students are not to carry medication with them during school hours. In order for school employees to dispense medication, the following requirements must be met:

For Prescribed Medication: We must receive authorization from the physician and the parent/guardian stating what the medication is, what it is for, the dosage, and the time it is to be given. We must receive the medication in a current, properly labeled prescription bottle or original container.

For Non-Prescribed Medication: We must receive written parental permission stating what the medication is, what it is for, the dosage, and time to be given. Medication must be properly labeled and in its original container. Each change in medication (dosage, time, or kind) throughout the year requires a new authorization signed by both parent/guardian and physician when applicable. Forms must be renewed annually. Students will be responsible to report to the nurse's office to receive their medication at the proper time.

Medications Away from the School Building: When administration of the medication is required in accordance with this policy while on field trips, sports activities or competitions, or other school-related activities away from the school building, in the absence or unavailability of the school nurse, the following procedure shall be observed:

1. A written consent form ([AP2103](#)), signed by the parents/guardians of the student authorizing non-medical school personnel to give the medication to the student, shall be provided in advance of the activity.
2. The school nurse or parent/guardian shall provide the appropriate dosage of medication to the professional employee of the district, who will be supervising or chaperoning the field trip or out-of-building activity. The school nurse or parent/guardian shall give the original container, which includes the student's name, dosage amount, and specific written instructions as to the time of admission, to the responsible adult.
3. Professional employees or other staff of the district will witness the student take the medication at the designated time, make a written record of the same, and return the written record to the school nurse. During field trips or other out-of-building activities, the professional employee or other district staff shall maintain all medication for students to be administered during the course of the field trip in a secured container, and shall maintain the container in their possession during the field trip, sports activity or other out-of-building activity to prevent theft of the medications.

To have medication taken at school, please note following;

- Medication to be taken in school should be kept to a minimum. The time schedule, if at all possible, should be arranged so that the medication can be taken at home.
- When medicine has to be taken during school hours, it must be brought to school in a current, appropriately-labeled container with the student's name, type and dosage of medication.

- There must be written detailed orders from a physician and parent/guardian indicating the name of the drug, what it is for, dosage, and the times the medication is to be taken.
- Medication must be in the original container for out of school events.
- Parents are encouraged to arrange a conference with the school nurse to discuss the use of any medication in school.
- All medication must be turned in to the school nurse and will be stored in a locked area. Students are not to carry medication with them during school hours.
- Any prescription medication given to a student will be recorded in the health record of the student with all pertinent details.
- The nurse or principal or assistant principal may dispense certain over-the-counter medications with written and specific parental permission.

Homeless Students

The McKinney-Vento Homeless Assistance Act can help provide school stability for your child if you do not have a permanent home and are:

- Staying with friends or family because you lost housing.
- Living in a shelter, including transitional programs.
- Staying in motels because you cannot get your own home.
- Living on the streets, in a car, van, tent or other non-permanent structure.

If you find yourself in this situation, please contact Dr. Erik Kincade, Fairview School District Homeless Liaison at 814-474-2600, ext. 6210.

McKinney-Vento Information Pages:

<https://www.education.pa.gov/K-12/Homeless%20Education/Pages/default.aspx>

Homework

[Board Policy, #130](#)

FES: Homework is an important and integral part of our educational program. The purpose of our homework is to practice previously learned material, promote automaticity and/or to solidify concepts. Other homework experiences may include reading a book for information, doing a project, interviewing a resource person, visiting a local historical site, writing a story or a research report, or watching an educational program. These kinds of assignments enhance the instruction occurring in the classroom and aid in classroom discussions.

Also, as part of our homework routine, we ask that students read at home. If you need help selecting books for independent reading homework, please contact your child's teacher or our school librarian.

Our teachers will expect that homework assignments will be completed promptly and teachers will reach out to inform parents when homework is not turned in consistently or if returned homework falls below expectations. Parents can monitor homework assignments through their Schoology accounts. Homework will not exceed ten percent of the total quarter grade. Our school has set guidelines to denote the amount of time homework should last each night. Though there may be a day or two where a child's homework exceeds the times listed below, if your child is consistently exceeding those time frames, please contact your child's teacher.

On average, student work loads should not exceed the following (Not Including Reading):
Kindergarten: 10-15 minutes per day **First Grade:** 15-20 minutes per day **Second Grade:** 20-30 minutes per day **Third Grade:** 30-40 minutes per day **Fourth Grade:** 40-50 minutes per day

FMS: Recognizing the fact that homework is an important part of the student's education, the following guidelines have been established:

- Teachers should have a fairly accurate idea of how long each evening's assignment will take the average student. The length should be reasonable. (i.e. In grade eight, an average of 1 1/2 hours total time homework for all academic subjects.) The amount of homework assigned should be monitored by the academic team via weekly meetings.
- Specific limitation in relation to homework is as follows:
 - Regular daily homework will not be assigned over holidays or spring break (long-range assignments excluded).
 - Regular daily homework over weekends should be limited (long-range assignments excluded).
 - If a child has been absent, the student will be given a number of days equivalent to the days missed to complete work.
 - Request for homework for absent pupils is to be completed as soon as possible and given to the office on the day following the request if this information is not available on *Schoology*.

Purposes

- To promote good study habits.
- To develop self-direction and responsibility for working independently.
- To aid in the mastery of a skill.
- To initiate creativeness.

- To stimulate learning.
- To reinforce knowledge.
- To inform parents of the work going on in the classroom and provide an avenue of cooperation.

Teacher Responsibilities

- Make the purpose of the assignment clear.
- Provide direction that will enable students to proceed on their own.
- Be aware of other demands on student's time.
- Evaluate and review all homework.
- Communicate to the student, at the beginning of the course, the method of evaluation of homework and its impact on the grade.
- Use homework as a learning tool.
- Provide alternate procedures for students to get help or make-up missed assignments.
- Provide a means to make parents aware of students not completing homework.
- Post homework assignments on *Schoology* daily.

Student Responsibilities

- Budget time to complete assignments made.
- Arrange to make up missed assignments by contacting the teacher upon return to school.
- Ask for further explanation if original directions are not completely understood.
- Initiate the request for help when needed.
- Be familiar with each teacher's method of evaluation and requirements for homework.

Parent Responsibilities

- Become familiar with the school's philosophy and guidelines.
- Communicate with the teacher when problems occur (via email or a phone call).
- Encourage and seek to motivate the student to fulfill his/her homework responsibilities.
- Provide an area when homework can be completed.
- Establish a regular time for homework.
- Avoid distractions during homework/study time.
- Help your child with homework tasks and show your interest in successful completion. Do not do the work for your child!
- Check *Schoology* on a regular basis to monitor progress and establish communication with the teacher.

When a student is ill and the absence is anticipated to last longer than two (2) days, a parent may request homework assignments. It will **require twenty-four (24) hours notice** to have the assignments prepared by the staff. When a student is ill, a parent may also refer to *Schoology* for homework assignments.

FHS: Students should show responsibility and complete their assignments properly and on time. Failure to do so will negatively affect the grade and limit their mastery of the material. Each department will have its own stipulations as to homework assignments and the percentage of the grade that it will constitute. For specific information about homework policies by department see the Program of Studies.

Students with Disabilities

All students, including students with disabilities, need to participate in appropriate homework activities. The teacher must adhere to the accommodations and modifications that have been agreed upon for the student by his/her Individual Education Plan (IEP).

iPad Insurance

[Board Policies. #237. #815. #815.1. #815.2. #815.3](#)

The Fairview School District is offering an opportunity to parents who wish to enroll in a self-funded insurance pool that will cover the cost of accidental damage of a district-provided device.

Terms and Conditions

The Fairview School District is offering an opportunity to parents who wish to enroll in a self-funded insurance pool that will cover the cost of accidental damage of a district-provided device.

Terms and Conditions

You will be responsible for protecting your assigned device from loss or damage. If an accident should occur, the Fairview School District will waive your responsibility for the financial loss.

Insurance Coverage

The following will be covered under the policy:
accidental damage
fire or natural disaster

Excluded Losses

Certain conditions not covered by this damage waiver include:

- Any dishonest, fraudulent, malicious or criminal acts
- Any loss to software, data, documents, music, video, recordings or other personal information that the student has placed on the device
- Additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged
- Any use not in accordance with School District policies and procedures

Library Media Center

All buildings in the Fairview School District support a library program for opportunities for students to select books for check out. All checked out books are the responsibility of the students. After thirty (30) days, lost or damaged books become the responsibility of the student and his/her family to pay for its replacement.

Lost and Found

All buildings maintain a lost and found collection. Periodically, the lost and found collection will be donated to a local charity.

Lost & Damaged School Materials

Textbooks, workbooks, library books and iPads issued by teachers are the student's responsibility. If a student destroys or loses any of these items and/or other district materials, a replacement cost will be charged to the student's family.

Lockers/Locker Use and Searches

[Board Policy, #226](#)

The school will provide students with lockers and a lock. Only the lock provided by school authorities should be placed on assigned lockers, and students may only use their assigned locker. Students may not use lockers during class unless given permission from their class teacher. The administration will periodically check unassigned lockers, removing all materials. Students must request locker changes through the secretary in the main office. Students should bring their own lock for use on gym lockers to prevent theft.

Lockers should always be locked when not in use. Students should not give their combination number to anyone else or leave money or valuables in their lockers. Lockers are not safes. The school cannot be responsible for lost or stolen valuables.

Students are expected to keep their lockers clean and neat. When they leave the school in a withdrawal or at the end of the year, lockers must be emptied out and cleaned. This includes locker room lockers.

Search and Seizure

- Students are advised that lockers are the property of the school district and may be searched at any time by the administration.
 - Courts have ruled that school administrators or their designees have the right to search student lockers, desks, vehicles of all types, as well as the student. This right of inspection is inherent in the authority granted to school boards and administrators and is exercised to assure parents that the school officials are pursuing their in loco parentis relationship with their students. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of Board power in the interests of the health, welfare, and safety of all school students.
 - School authorities retain the right to search a student's locker and seize any illegal materials.
 - Any illegal material found in the student's locker during a search may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.
 - The administration will inform any student whose locker is to be searched that such a search will occur and that he/she has a right to be present at the search.
 - The administrator will ensure that two (2) professional school employees are present, along with the student, during a locker search. Students shall not expect privacy regarding items placed in school lockers because school property is

subject to search at any time by school officials and that random, periodic or sweeping searches of all lockers may be conducted by school officials.

All lockers must be emptied by the end of the last week of school or the belongings will be donated to charity.

Media Notification Statement/Media Policy

[Board Policy #815.1](#)

Our students, educational programs, school events, and community-oriented activities are sometimes made the subject of recording by video tapes, audiotape, photography or the like for use as instructional and informational tools. The district will allow students to be recorded, interviewed, and/or photographed for legitimate public purposes. Throughout the school year students may be interviewed, and/or photographed by newspapers, television stations, and district communication office personnel or their designees and these items may be publicly displayed. We will permit this to occur unless parents have placed a written objection on record with the school principal. Any written objections must be filed at the beginning of the school year. If parents do not file a written objection, their silence will serve as an implied consent.

Mental Health Services

[Board Policy #820](#)

Fairview School District is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

- **EDUCATION**—age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage school resources and refer friends for help.
- **EMPLOYEES**— including administrators, teachers, support professionals, and advisors, secretaries, and coaches, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.
- **PREVENTION METHODS** utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.
- **EARLY IDENTIFICATION** of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Behavioral Health Issues/Disorders

- Depression
- Substance abuse or dependence
- Previous suicide attempts
- Self-injury

Personal Characteristics

- Hopelessness/Low self-esteem
- Loneliness/Social alienation/isolation/lack of belonging
- Poor problem-solving or coping skills
- Impulsivity/Risk-taking/recklessness

Adverse/Stressful Life Circumstances:

- Interpersonal difficulties or losses
- Disciplinary or legal problems
- Bullying (victim or perpetrator)
- School or work issues
- Physical, sexual or psychological abuse
- Exposure to peer suicide

Family Characteristics

- Family history of suicide or suicidal behavior
- Family mental health problems
- Divorce/Death of parent/guardian
- Parental-Child relationship

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

Methods of Response to Suicide or Suicide Attempt utilized by the district include, but are not limited to:

- Identifying and training the school crisis response/crisis intervention team.
- Determining the roles and responsibilities of each crisis response team member.
- Notifying students, employees, and parents/guardians
- Working with families.
- Responding appropriately to the media.
- Collaborating with community providers.

Immediate Help

This level of resources is intended for mental health emergencies. If you or a family member is in need of immediate mental health - self-harm, suicidal thoughts, suicidal, severe depression - help because you are concerned about the family member's safety, you should initiate these resources.

- [**Crisis Center at UPMC Western Behavioral Health at Safe Harbor**](#)
Address: 2560 W. 12th St. Erie, PA 16505
Phone: 814-456-2014 or 1-800-300-9558
- Hospitals - If you are experiencing an emergency or Crisis Services has recommended hospitalization, there are several places to turn to for services.
 - [What to expect when you go to a mental health hospital](#)

If you are in need of hospitalization, here is what you could potentially experience

- [**LECOM Behavioral Health at Millcreek Hospital Emergency Department**](#)
Address: 5515 Peach St, Erie, PA 16509
Phone: 814- 868-8344
- [**UPMC Western Psychiatric Hospital**](#)
Address: 3811 O'Hara St. Pittsburgh, PA, 15213
Phone: 1-877-624-4100
- [**Clarion Psychiatric Center**](#)
Address: 2 Hospital Dr, Clarion, PA 16214
Phone: 800-253-4906
- [**Belmont Pines Hospital**](#)
Address: 615 Churchill Hubbard Rd, Youngstown, OH 44505
Phone: 330-759-2700

Additional Help

To find additional counselors in our area, the [CCBH Provider Search](#) and [Psychology Today](#) are great ways to search for mental health providers.

- Family Doctor - If you have built a good rapport with your family physician, they are also a great resource if you are beginning to see mental health concerns in your student and an important member of your care team to consult.
- Additional Erie County Resources
 - [Hotlines, Links, and Guides](#)
 - [Erie County Resources Guide](#)
 - Updated May 2022
- School-Based Assistance - Fairview School District Student Assistance Program

- The Student Assistance Program is a team made up of school and local mental health and drug and alcohol agency personnel. We do not diagnose, treat, or refer your student for treatment. The goal of the program is to help families access school and community services for their students. Agency liaisons will assess your student and provide you with the information needed to make the choice(s) that best fit your needs and wishes.
- [Make a referral](#)

National Honor Society

FHS ONLY: The NHS admissions process is as follows:

- Toward the end of the school year an informational meeting is held with potential NHS applicants to explain the process. This group is determined strictly by weighted GPA and includes some students who may not yet have attained the target GPA for entry.
- In July, all upcoming juniors and seniors who finished the academic year with a weighted GPA of 3.75 or higher receive an invitation to apply for NHS. Note: A student must have been a student at Fairview High School for one semester before being eligible unless the principal from one's previously attended school recommends a new student for membership before he or she completes one semester. At this time, students are encouraged to begin getting involved in volunteer work in the school through organizations such as the Community Service Club, Student Council, SADD, and the Green Team. Volunteermatch.org is a website that lists many Erie based community volunteer opportunities. Students should keep track of all of their volunteer work and extracurricular activities so they can compile a detailed resume. All such work/activities must be put on the proper form and have a signature of the advisor/coach as verification. This form should be submitted to the NHS advisor.
- All necessary forms and information (including rubrics) are available on the FHS National Honors Society Schoology group/page.
- Students are asked to complete their side of the Evaluation Forms making notes of all activities and providing any necessary explanation. They will then give these forms to five of their teachers, (or other school staff) within an announced time period in September. The evaluators, using the information on these forms, will assign a value of one through five in each of the five categories: scholarship, leadership, service to school, service to community, and character. A rubric with clear definitions is attached to this document to help the evaluators and students understand the system. The teachers/administrators/support staff will return the forms directly to the NHS advisor.
- The applicant is also required to write an essay and participate in a brief interview.
- Failure by the student to submit all materials by the announced deadline will result in ineligibility for the year in question.
- The Point System for NHS Membership Consideration

| | |
|--|----|
| Application – on time | 5 |
| Application – Neat and thorough | 10 |
| Essay | 20 |
| Scholarship 3.75 GPA and other factors | 25 |

| | |
|------------------------------------|------------|
| Character | 20 |
| Leadership | 20 |
| Service to School | 20 |
| Citizenship – Service to Community | 20 |
| Interview | 20 |
| Score | 160 |

- A cut-off score is determined by the committee, the scores are tallied, and the students' overall scores are ranked from highest to lowest. Only students whose scores are above the cutoff are admitted.
- New members will be inducted during a fall ceremony.
- All NHS members will be reminded that their involvement with NHS does not end with the induction ceremony. Students must earn the right to an NHS graduation cord by continuing with a certain number of hours of community service during their membership period.
- The decision process must remain confidential and materials are discarded after the induction ceremony.
- As per the bylaws of the NHS, the principal is responsible for finding members of the selection committee of teachers but is not a voting member of this committee. The advisor and principal will respond to any complaints about the process.
- Our sincere interest is to get all deserving candidates into our NHS. We encourage juniors who are not selected to reapply next year when they receive an invitation. There is no guarantee that all applicants will be brought into National Honor Society. To provide some idea of what has happened before during this phase, this past year there were fifty-seven students who met the weighted 3.75 GPA standard and applied. Forty of those students were admitted and 17 were not.

Dismissal:

- Students may be dismissed from the National Honor Society for not maintaining the standards of scholarship, leadership, service, and character. Students will be given a warning, unless it is a flagrant violation of school rules or civil laws, for which immediate action may be taken.
- The faculty committee will rule on dismissal. A student will have the opportunity to present his or her case to the council. A written notice of the decision of the council will be sent to the student and his or her parents. See specific notes at the end of the behavior code section.

Students and parents must understand that admission to the National Honor Society is not determined solely by GPA or academic success. There are eight components other than scholarship that affect a student's admittance into NHS, including service, character, and leadership.

Please contact [Mr. Barbour](#) if you have any questions about the NHS.

Non-Sufficient Funds/Fees
[Board Policy. #627](#)

The district regularly engages in financial transactions with students and their parents/guardians, retired employees, and other individuals and organizations. These financial

transactions may include the payment to the district of financial obligations through personal checks. The Board recognizes that there may be occasions when a personal check may be returned from the bank because of insufficient funds or any other reason. In these instances, the district should have a means to recover such funds and the costs associated with dishonored checks.

In order to carry out the purpose of this policy, the Board authorizes the Business office to:

- Set a service charge that is commensurate with fees charged to the district by banks for dishonored checks. The Business Manager is further authorized to include in the service charge the cost to the district associated with collecting funds from such checks. Notice of the amount of the service charge shall be provided, in writing, to parents at the beginning of each year.
- A service fee of \$15 will be charged on all returned checks to Fairview School District.
- Prior to the beginning of each school year, the Business Manager may increase the amount of the service charge depending on fees currently charged to the district by banks for dishonored checks.
- Notices will be displayed at each location where checks or monies are accepted, including but not limited to, the district's Administration Building and each school's respective office.
- Where the payer cannot be reached by phone by the respective school office or department, the Business Office shall send a letter by first class mail to the name and address of the signature person on the check if the cost of doing so is reasonable in comparison to the amount of the returned check. A copy of the returned check and this policy shall be included. The district shall allow ten (10) days for the check, along with service charge, to be made good.
- If the ten (10) day period elapses without restitution for the check and the service charge or arrangements for the restitution are not made, a private criminal complaint for bad check writing may be filed with the Erie County District Attorney's Office.
- If checks are returned more than two times by the same payer, the district reserves the right to require future payment in cash, money order, or certified bank check.
- The Business Manager may waive the service charge for those individuals who can demonstrate a legitimate hardship in paying such a charge. Evidence of such a hardship may include a student's eligibility for free or reduced lunches.

Parent – Teacher Conferences

Parent/teacher conferences can be vital to a student's progress. Conferences with one teacher or more can be arranged through the guidance office at all schools. We ask that unless it is an emergency, that parents call to make an appointment at least 48 hours in advance.

FES: Parent-Teacher conferences are scheduled each year after the first marking period.

Participation in Activities

[Board Policy #122 & 123](#)

FES: No specific statement

FMS and FHS: Attendance and Participation in Activities

- No student may participate in any extracurricular activities, practices, or interscholastic sporting competitions...
 - If he/she leaves school prior to 2:14 p.m.
 - If he/she does not arrive at school by 11:00 a.m.

- The only formal exceptions to this rule are:
 - If he/she has a valid excuse signed by a medical professional and submitted to the administration or coach on the day of the event.
 - Even with a medical excuse, students will be ineligible if they do not complete a half day of school. (e.g. A student arriving at 1:30 p.m. with a medical excuse but has not been in school until this time is still ineligible to participate in events.)
 - Student is taking the driving test for a license. (Proof from PENNDOT must be submitted in advance).

The administration reserves the right to consider special mitigating circumstances with regard to this rule. Also, students must abide by OSS–Refocus Room restrictions as outlined in the Behavior section of this handbook. Any student who is suspended or placed in an Alternative Educational setting may not be on district property at any time and is ineligible to participate in extracurricular activities during his/her placement. (Includes excerpts from [Policy #204](#))

Promotion and Retention

[Policy #215](#)

Promotion and Retention

We all want to keep student failures to a minimum. Moreover, parents need to be informed of any instances of a student not doing work of acceptable quality. The basic rule, however, is to keep all stakeholders well informed of serious academic problems. Teachers will contact parents if students are in danger of failing a course.

FES: Student academic concerns are addressed at conferences and frequently throughout the school year. Promotion and retention considerations will be addressed on an individual basis based on multiple indicators through team meetings.

FMS: Students must pass all courses to be promoted to the next grade level.

FHS: Students need to successfully complete 29 credits to graduate. Students begin accumulating credit toward graduation in ninth grade. Every effort will be made to remediate the student’s difficulties before she/he fails a class. If the student fails a class, he/she may either retake the class or take it in summer school if it is offered.

| Student Grade | Minimum Earned High School Credits |
|---------------|------------------------------------|
| Freshman | Below 5 |

| | |
|-----------|----|
| Sophomore | 5 |
| Junior | 13 |
| Senior | 21 |

Summer School

Courses in math, ELA, social studies, and science, (and possibly other subjects depending on need), usually will be offered as remedial and credit recovery classes for students in summer school. Registration for these courses is done through the guidance department.

Recess Information

FES ONLY: Children are given the opportunity, weather permitting, for fresh air and exercise during the school day. Please dress them accordingly. Boots, hats, snow pants and gloves are necessary during the winter months. Recess will be inside if the **wind chill factor** falls below 20°. **All children are to go outside when weather conditions permit unless a note is written to the teacher stating that a child must stay indoors because of illness.**

IMPORTANT NOTE: Though the temperature may be above 20 degrees, the playground may be off limits due to the conditions of the playground.

Playground Rules:

Our common playground rules are as follows:

- If someone asks to play, you must let them join.
- Be Safe: No pushing, hitting, kicking, rock throwing or rough play.
- Play fair.
- Ask a teacher before entering the building. Check in and out.
- Slide down feet first. Only one person on a slide at a time.

If a child encounters a problem, witnesses bullying, or any other inappropriate behavior, we ask that they report it to the recess aid on recess duty at that time and their classroom teacher. If a parent is aware of a situation, please report it to ensure the safety and well-being of all students.

Regional Choice Initiative (RCI) and Dual Enrollment

FHS ONLY: All students must also exhibit good attendance with no more than five absences the previous semester. Students who were in ISS/OSS the previous semester will not be eligible to attend RCI. Edinboro University and Gannon University determine the classes they will offer at the Technical school site. They and other local universities will also accept students on their campuses under this RCI agreement for additional classes.

Please review the Grades section for course weighting and credit policies for RCI and dual enrollment classes. Pre-approval is required for RCI and dual enrollment courses to be counted as core course graduation requirements (only science courses with labs will be considered). Students who receive failing grades or have attendance issues (see below) are prohibited from taking future RCI and/or dual enrollment courses.

Attendance Policy of RCI/Dual Enrollment Classes

- Students attending RCI and/or dual enrollment classes are required to attend those classes. Regardless of an individual professor's policy, if you attend classes at Fairview School District you are expected to attend RCI/dual enrollment classes that same day.
- The IU will send an email to Mrs. Jensen if a student misses 3 RCI classes. Mrs. Jensen will forward that email to the parent. She will also check to see if the RCI student attended Fairview classes on the days of the missed RCI classes. If the student was absent from Fairview and it is a legal absence from both schools, there is no problem. If a student did attend Fairview classes, the student will be disciplined for skipping the college class(s).
- If we become aware that a student skipped a college class, s/he will receive the consequence for skipping a high school class. According to district policy, students who skip a class will be required to serve one minute of detention for each minute of the skipped class. Therefore, a student who skips two RCI classes will be required to serve 150 minutes of detention. These detentions are usually served after school.
- Also, students who are caught skipping RCI/dual enrollment classes the first semester will not be permitted to take RCI/dual enrollment classes the second semester. If they are juniors when they skip the classes, they will not be permitted to take RCI/dual enrollment classes their senior year.
- Students must submit to the FHS Counseling Office their final course grades for credit within two school days of final grade posting.

Refocus Room

The Fairview School District partners with Keystone Smiles AmeriCorps or Bethesda service to provide additional student support in all three buildings. This includes informal counseling, conflict resolution, peer interaction, self-monitoring techniques, behavior interventions, de-escalation space, and academic interventions.

Report Cards

[Board Policy, #212](#)

FES: Every 45 days, a report card will be sent home denoting your child's progress in their courses. Please contact your teacher if you have not received your report card. Please notify your child's teacher if you need an extra report card sent to another address.

Additionally, parents can monitor their child's progress through our Schoology system.

FMS: Report cards will be generated by our computer system each nine-week period. They will be available in Schoology, each grading period, for grades 5, 6, 7, and 8. However, if you would like to see details about your student's progress/grade status at any time, you may visit our online student management system, Schoology.

FHS: Report cards can be accessed at the end of the four marking periods throughout the school year through PowerSchool. However, if you would like to see details about your student's progress/grade status at any time, you may visit our online student management system, Schoology.

Report cards will be published directly to the district information online system Student Information System (SIS). THEY ARE NOT MAILED HOME. For those households that do not have a computer or printer, a paper copy can be issued by communicating with the secretary of the guidance department.

School Cancellations and Delays/Emergency Closing Procedures/Snow Days

The Superintendent must decide if conditions warrant a change in the normal schedule. When extreme weather conditions are forecast, the decision could be made the preceding evening in order to give parents additional time to make necessary arrangements for their children. Under normal circumstances, the process of gathering relevant information begins at approximately 3:30 a.m. Every effort is made to make decisions regarding delays and cancellations by 5:30 A.M.

Every time a decision to delay or cancel school is made, all media outlets are notified. The district website (www.fairviewschools.org) will also display the status of the delay or cancellation. Please obtain information from these sources. Additionally, the District utilizes a phone notification system, which will call a home and cell phone in order to notify families of a delay or cancellation. Finally, families may choose to follow the District on social media and Schoology.

Parents always have the responsibility for making decisions that are in the best interest of the health and safety of their own children. This includes decisions about sending a child to school when conditions are questionable.

School Security Officer

The School Security Officer will provide services throughout the Fairview School District. In conjunction with administration, he or she could make appropriate referrals to juvenile authorities or other governmental agencies. He or she will investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. The addition of security cameras and gates have provided a meaningful and needed level of safety, but the value of these measures are only realized by the human element afforded by a School Security Officer. The School Security Officer completes the network of safety structures recently implemented to protect our students.

He or she can establish and maintain a close partnership with all school administrators in order to provide for a safe school environment. Assisting administrative efforts to enforce Board policies and procedures could certainly prove to be a great service to all stakeholders. The officers can help ensure school administrators safety by being present during school searches, which may involve weapons, controlled dangerous substances, or in such cases, the student's emotional state may present a risk to the administrator. He will be able to assist administration in emergency crisis planning and building security matters. We would rely on the School Security Officer to train school personnel in handling crisis situations, which may arise at the school.

The School Security Officer will be visible within the school community, attend and participate in school functions and build relationships with the school's staff, as well as with students and parents.

The School Security Officer will work closely with teachers in designing and presenting law-related topics and the role of police in our society. He can also work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.

Schoology

The *Schoology* Application is a Learning Management System that provides a one-stop location for students and parents to view class updates, assignments, announcements, and grades. *Schoology* organizes and makes assignment due dates accessible in an understandable format.

The *Schoology* Calendar allows for students to view and download homework assignments, links to classroom activities, and course resources. It also enables students to do long term planning regarding assignments with future due dates.

Schoology even contains the option of developing group communication tools so that students can receive information about activities they are involved in outside the classroom, like clubs, band, and athletics. The messaging feature in *Schoology* is to be used for school related activities only.

Schoology is an application that the students have downloaded on their iPads. For convenience, parents can download the *Schoology* application to their iPhone or android phone. *Schoology* also comes in a web-based format at fairview.schoology.com. It is recommended the web-based version be used.

Please contact your school for login information.

Searches/Search and Seizure [Board Policy. #226](#)

Students are advised that lockers are the property of the school district and may be searched at any time by the administration.

- Courts have ruled that school administrators or their designees have the right to search student lockers, bookbags, desks, vehicles of all types, as well as the student. This right of inspection is inherent in the authority granted to school boards and administrators and is exercised to assure parents that the school officials are pursuing their *in loco parentis* relationship with their students. Such a search is not an “illegal” search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of Board power in the interests of the health, welfare, and safety of all school students.
- School authorities retain the right to search a student’s locker, bookbag, person, etc. and seize any illegal and/or inappropriate items.
- Any illegal and/or inappropriate items found in the student’s possession during a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

- The administration will inform any student whose locker or bookbag is to be searched that such a search will occur and that he/she has the right to be present at the search.
- The administrator will ensure that two professional school employees are present, along with the student, during a locker or bookbag search. Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that random, periodic, or sweeping searches of all lockers may be conducted by school officials.

Student Services
[Board Policy, #113](#)

The Fairview School District offers services for students with disabilities designed to meet the needs of all students. All three buildings within the district have services to meet the needs of our students in need of special education.

These services include:

- Learning Support
- Autistic Support
- Speech and Language Support
- Vision Support
- Occupational Therapy
- Physical Therapy
- Deaf & Hard of Hearing Support
- Life Skills Support

Opportunities are available for students with moderate to severe disabilities to participate in the regular education environment to the maximum extent possible as determined by the IEP team. Special Education paraeducators provide support in all school environments as determined by the IEP team.

To contact the Special Education Department, please call (814) 474-2600, ext. 6215, email Keith A. Nies at nieskeith@fairviewschool.org, or write to:

Fairview School District Special Education Department
Central Administration Office
Attn: Dr. Keith A Nies
7466 McCray Road
Fairview, PA 16415

Services for School-Age Students with Disabilities

FSD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for

infants and toddlers may be found at the Center for Disease Control (CDC) website at <http://www.cdc.gov> or The National Dissemination Center for Children with Disabilities (NICHCY) website at <http://nichcy.org>. For additional information regarding the signs of developmental delays or other disabilities, please contact the Supervisor of Special Education at 814-474-3075 or the School Psychologist, Tony Iapalucci at iapaluccitony@fairviewschools.org

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and reviewed by an educational team (Support Team, Student Assistance Program Team). When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, the classroom teacher, the school psychologist, and the Supervisor of Special Education.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or Supervisor of Special Education @ 814-474-3075.

Services for Protected Handicapped Students

In compliance with the state and federal law, FSD will provide to protect handicapped students services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related services or accommodations are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and safeguards for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. Protected handicapped students fall under Pennsylvania Chapter 15 of Title 22 of the Regulations of the State Board of Education, sometimes known by its federal name Section 504 of the 1973 Rehabilitation Act. In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Chapter 14. For further information about

the evaluation procedures and provisions of services to protected handicapped students, contact the child's Building Principal.

Services for English Language Learners (ELL):

The needs of our English Language Learners are met within the district through a contracted provider, Intermediate Unit #5. Students are identified and determined eligible through a home language survey, family interview, review of school records, and screening from the EL teacher. To learn more about the program, please visit www.fairviewschools.org or contact Dr. Keith Nies at nieskeith@fairviewschools.org. To access our English Learner Plan, please [click here](#).

Fairview School District Gifted Support Mission:

The Fairview School District is committed to developing the whole student, in academics, athletics, and the arts. The FSD Gifted Education Program reflects the district's mission of developing and challenging our advanced learners. Enrichment, Acceleration, and a broad range of academic opportunities provide each learner with a platform to enhance their individual skills and academic goals. The FSD Gifted program facilitates an environment of innovative problem solving, critical thinking, and collaborative learning that provides a pathway to individual achievements.

Gifted Screening Process:

The Fairview School District screening process is a multi-data point rubric to assist in identifying gifted students. The FSD has Support Teams within each building that will annually review student achievements to help identify gifted students. The FSD uses universal screening measures within each building. Support Team Members will be analyzing data (including grade level performance, teacher input, state standardized assessments, and benchmark assessments.) Teachers and Support Team members may refer students through a Gifted Referral Form. Parents may request for a student gifted evaluation. The Support Teams will examine the data and proceed with the proper procedures of gifted screening, evaluation, and reporting.

Definition of Mentally Gifted: Pennsylvania Department of Education

The State defines mentally gifted as the following:

Definition of Mentally Gifted Mentally gifted is defined as outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. (22 Pa. Code §16.1) Intellectual ability is not equated with an IQ score alone.

Gifted Individualized Education Plan (GIEP)

The Gifted Individualized Education Plan (GIEP) is the framework of a student's program and should consist of information that is useful in providing appropriate programming and support services. The GIEP is a yearly summary document that includes all curricular areas in which a gifted child is to receive education that is adapted and modified to provide opportunities to participate in acceleration or enrichment, or both, as appropriate for the student's individual needs.

References:

The following GIEP Information/Guidelines is from the Pennsylvania Department of Education, visit this [link](#).

Pennsylvania State Regulations for Gifted Education, visit this [link](#).

PA Gifted Education Frequently Asked Questions, visit this [link](#).

Contact Ryan Bookhamer at bookhamerr@fairviewschools.org if you have any questions.

Support Services-Title 1 Program Information (FES ONLY):

The Title I Program of Fairview School District is a federally-funded program targeting reading instruction in grades K-4. For a child to participate, he/she must meet specific criteria. Once a child is admitted into the Title I Program, the parents will receive a parent compact outlining the expectations of all stakeholders in the student's learning process.

The Fairview School District concentrates the Title I funding at Fairview Elementary School in all grade levels for language arts instruction. Eligible students are provided learning opportunities in small groups during school hours, as well as tutoring services offered after school. The Title I staff includes one full-time teacher and 7 part-time Literacy aides. Title I provides parent involvement opportunities throughout the year to assist families with their child's learning.

Eligible students are primarily identified by performance on standardized tests, and reading and/or math performance. All students are ranked and the students in most need are able to receive Title I interventions in the classroom upon parent notification.

The No Child Left Behind Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers and their paraprofessional assistants:

- Whether the teacher teaching your child is licensed or qualified for the grades and subjects he or she teaches.
- Whether a teacher is teaching under an emergency license or other provisional status by which state licensing criteria have been waived.
- A teacher's area of teaching certification or if a teacher has any advanced degrees, and the subject of those degrees.
- Whether any instructional aides or paraprofessionals meet "highly qualified status" and their qualifications.

Student Support

To address the needs of students expressing social, emotional, behavioral, or academic needs, as well as identify and assess students in need of mental health or drug and alcohol intervention and support, a team of professionals in each building is assembled to meet regularly. Please contact your building principal or school counselor if you'd like to make a referral to the Support Team or Student Assistance Program Team.

FES: Support Team (ST)

FMS: Student Assistance Program Team (SAP Team)

FHS: Student Assistance Program Team (SAP Team)

Student Council

FES: No specific statement

FMS: Student Council is an organization through which the students of Fairview Middle School may express opinions and ideas about their daily school life. Student Council allows students to assist in the administration of the school and participate in the management of school related enterprises. Student Council hopes to promote leadership, initiative, self-control, short range and long term planning, and service to peers and community.

Student Council consists of two distinctive groups, Junior Student Council and Senior Student Council. These groups of students are elected during the first month of school. Any student interested in running for a position in Student Council completes an extensive questionnaire, campaigns, and then goes through the actual election.

Junior Student Council is composed of 5th and 6th grade students. The Junior Student Council is responsible for operating the Fairview Middle School Student Store. It also establishes activities that are appropriate for their peers to participate in, such as skating parties, social gatherings, and fundraising events. Junior Student Council will also work closely with the members of Senior Student Council in the development of school-wide activities.

The Senior Student Council is composed of 7th and 8th grade students. The elected officials in the Senior Student Council include: president, vice president, secretary, treasurer, and two Representatives from each homeroom. The Senior Student Council is responsible for setting the example that all members of Fairview Middle School can follow.

FHS: The Student Council is representative of student interests. It is made up of two component parts, the Executive Committee and the Student Assembly. The council is responsible for conducting school events and oversees fundraising for school activities. Some of its responsibilities include Homecoming Week, dances, and assemblies.

Student Assembly

- The Student Assembly is the primary legislative body of the Student Council. The membership consists of grade level representatives who are elected in the fall and then assigned to homerooms. In addition, the four officers of the Council are president, vice-president, secretary and treasurer. The functions of the Student Assembly are as follows:
 - Coordinate and support the activities of student organizations.
 - Carry out service for the entire student body.
 - Represent and work for student interest in operation with the school.
 - Conduct selected school-wide activities.

Executive Committee

- The Executive Committee is the administration arm of the Council. It is composed of the four officers and meets regularly with the faculty advisor of the Student Council. The Executive Committee is responsible for carrying out resolutions of the Student Assembly and for preparing agenda for assembly meetings.

Dismissal

- Students may be dismissed from the Student Council as per its bylaws for not maintaining high standards for behavior.
- The executive officers will rule on dismissal.
- A student will have the opportunity to present his or her case to the council.
- A written notice of the decision of the council will be sent to the student and his or her parents. See behavior code notes for more specifics.

Student Records

[Board Policy #216](#)

The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil. An orderly procedure for the total administration of student records is necessary for the operation of the school district. The administration is fully cognizant of the student's rights to privacy and the right of authorized individuals to have access to the records. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's educational records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify them of the decision and advise them of their right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally-identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A **school official** is a person employed by the school as an administrator, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest

- if the official needs to review an education record in order to fulfill his/her professional responsibility.
 - Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Fairview School District to comply with the requirements of FERPA.

Teachers' Assistants

FES and FMS: Teachers in FES and FMS to whom FHS students are assigned will also be completing periodic evaluations of the students' behavior, attendance, and performance.

FHS: Students applying for the Teachers' Assistant program must meet all prerequisites.

- All students must enroll in 4 classes.
- Juniors or seniors who have a grade point average of a B (for all courses) and who do not have a negative disciplinary record (including attendance problems) may put their name on a list with the guidance department if they wish to be considered for an assistant's position.
- Students are limited to two assistantships per year, one per semester.
- Assistantships must be approved by the administration in advance, will be on a pass/fail basis, and will count as an elective toward the 29 credits needed for graduation.
- Teachers' assistants are the responsibility of the teacher and must be kept busy and in the presence of the teacher during the entire period except for special requests to move throughout the building, such as to pick up or distribute materials.
- Any teachers' assistants who develop academic, attendance, or disciplinary problems or who do not seem to be sufficiently occupied will be reassigned to another class.
- Students participating in being teachers' assistants in the elementary or middle schools must fulfill certain requirements.
- Teachers in FES and FMS to whom FHS students are assigned will be completing periodic evaluations of the students' behavior, attendance, and performance.
- FHS will be checking attendance on a daily basis. A negative response by teachers or any attendance problems may result in removal of the course.

Technology (Acceptable Use Policy) [Board Policy #815, #815.1, #815.2, #815.3](#)

Part of Fairview School District's responsibility in preparing our students for the 21st century is to provide them access to the tools they will be using as adults. We believe that the use of global information networks is one of those tools. We accept the responsibility for teaching students about his/her role as a network citizen and the code of ethics involved with this new global community. Every user has the responsibility to respect and to protect the rights of every other user in our community and in the electronic environment.

Privacy: The Fairview School District reserves the right to monitor activity on the Fairview Network and School District email. Users should not expect complete privacy of files stored on the Fairview Network or otherwise stored or shared using technology resources supplied or

supported by the district. User and email accounts and equipment are the property of the school district.

Code of Conduct: The Electronic Information Resources Code of Conduct applies to all users in the Fairview School District. It reads: I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I agree to follow the access, usage and content guidelines as put forth in the Fairview School District Electronic Information Resources Acceptable Use Policy. All Fairview School District resources must be used appropriately.

Fairview School District will:

- Maintain and secure a usage log.
- Monitoring online activities.
- Utilize measures of technology protection that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, or harmful to minors.
- Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Unacceptable Usage

The individual user of the Fairview Network, online resources, wireless access, or the Internet is held responsible for his/her actions and activity within each schools' account(s) or access point. Using the network for any illegal or unethical activity, including violation of copyright or other contracts and/or downloading or uploading software and "hacking";

- Using the network for financial or commercial gain;
- Degrading or disrupting equipment, software or system performance;
- Accessing or vandalizing the data of another user;
- Attempting or gaining unauthorized access to resources or entities;
- Invading the privacy of others;
- Posting personal communications without the original author's consent;
- Posting anonymous messages;
- Accessing, downloading/uploading, storing, or printing files or messages that are profane, obscene, discriminatory, offensive, inflammatory, harmful to minors with respect to use by minors, or determined by the Board to be inappropriate for use by minors; and
- Violating the Content and Security Guidelines as outlined below.

Content and Security Guidelines

The content of materials accessed and utilized by users of the Fairview Network is adhere to the following restrictions:

- No personal information about any student, including oneself, should be divulged. This includes home telephone numbers and addresses, as well as information regarding the specific location of any student at any given time;
- Fairview Network users will not share or utilize the credentials of other individuals.
- No data, site, file, text, image, video, animation, or sound that contains profane, obscene, discriminatory, offensive, or inflammatory content, or content that is harmful to

minors with respect to use by minors or determined by the Board to be inappropriate for use by minors may be accessed;

- All resources used in a student's work must be properly cited and all existing school/district plagiarism policies apply to Electronic Information Resources research;
- The illegal use of copyrighted software by Fairview Network users is prohibited. Any data uploaded or downloaded from the Fairview Network shall be subject to fair use guidelines;
- Diligent effort should be made by e-mail users to periodically delete obsolete emails from their emails accounts unless there is a litigation hold on the material;
- There is no expectation of privacy for a user of the Fairview Network technology resources, including Internet access and e-mail; technology resources can be monitored by Fairview School District.

Consequences for Inappropriate Usage

- Responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- May result in loss of access to the Fairview Network. Other appropriate disciplinary action based upon district policy may also be imposed.
- Illegal use of the Fairview Network or district email; intentional deletion or damage to files of data located on the Fairview Network or belonging to others; copyright violations; or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Disclaimer

The Fairview Network has been developed to support the district's educational responsibilities and mission. The specific conditions and services being offered may change from time to time.

- Information received on the Internet or via e-mail is not always accurate.
- Information may be lost, damaged or unavailable at times on the Fairview Network.
- Connectivity at any time, for any length of time or at any speed is not guaranteed.
- Ultimately, parent(s) and guardian(s) are responsible for setting and conveying the standards that their child should follow.
- Even with firewalls in place, inappropriate information can be transferred via the Fairview Network.

General Technology Information:

General Expectations

- Technology users shall not engage in unlawful activities, this includes cyberbullying.
- Technology users shall not disclose or use any personal identification information of themselves or others.
- Technology users will not quote personal communications in public without the author's prior consent.
- Unauthorized installation, distribution, reproduction, modification, or use of copyrighted materials is prohibited.
- Technology users shall not engage in the destruction, modification, or abuse of Fairview School District technology resources.

- The illegal installation and/or utilization of unauthorized games, programs, files, or other electronic media is prohibited.
- Fairview School District retains ownership and rights of access to all files stored on the equipment.
- Fairview School District technology users shall use technology resources for educational purposes.

Student Expectations:

- Be courteous and respectful in your communications to others.
- Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Illegal activities are strictly forbidden. Cyberbullying is a violation of district policy.
- Do not reveal your home address, phone number(s), password(s) or those of other students.
- Do not disclose your network passwords to anyone.
- Fairview School District has access to all mail, messages, files, programs, etc. on district technology.
- Do not post personal messages on bulletin boards or "listservs."
- Users shall not intentionally seek or modify files, other data, or passwords belonging to other users.
- Do not use the network in such a way that you disrupt the work of others.
- Students shall not access or distribute inappropriate material on the Internet or World Wide Web, including but not limited to: hate mail, discriminatory remarks, and/or offensive or inflammatory communication, or cyberbullying communications.
- Students shall not use computer equipment or communication services owned or leased by the district for sending, receiving, viewing or downloading written or visual depictions of inappropriate images, obscenity, or other materials that may be "harmful to minors."

Enforcement:

The Fairview School District filters and monitors activity conducted on district technology that is utilized by staff and students.

Violation:

Violation of the Fairview School District's Internet Safety and Use Policy may result in suspension or the loss of the privilege to access district technology. Other disciplinary action may be taken in accordance with existing FSD policies. When necessary, the Fairview School District may call in law enforcement agencies.

iPADS:

Fairview School District provides an iPad for each student and utilizes a variety of applications which make each student's learning more personalized. With such resources, students are expected to adhere to all behavioral expectations when using the iPad and if a student fails to adhere to these expectations, a student's iPad can be removed.

We utilize many technology resources and work to seamlessly integrate these across all subjects and age levels. We value the depth of knowledge, educational tools, and learning

experiences that these tools provide for both our students and staff. Students are responsible for good behavior and appropriate use of school resources. District provided student iPad pictures, video recordings and audio recordings are only permitted with permission from FES staff for school related projects.

Computer Use & Apps Guidelines:

Students are responsible for good behavior on the school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communication apply. Within reason, freedom of speech and access to information will be honored. Students are prohibited from accessing inappropriate sites. A network filtering device is in place on all computers in the district. During school, teachers and students will be guided towards appropriate materials. Parents who do not give permission for their child to access the internet during school must contact the building principal in writing.

All apps on student devices are screened and approved by the Fairview School District and the classroom teacher.

Terroristic Threats/Acts

[Policy #218.2](#)

Terroristic threats and/or acts are prohibited. Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person. The Board prohibits any district student from communicating terroristic threats to or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

Anyone with knowledge of said threats or acts should inform a staff member in the office. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building principal shall immediately suspend the student. A decision on the number of days will depend on the specifics of the case.
- The building principal shall promptly report the incident to the Superintendent.
- Based on further investigation, the Superintendent may report the student to law enforcement officials, if the investigation reveals that the student made a terroristic threat or committed a terroristic act.
- The Superintendent may recommend expulsion of the student to the Board. In addition, in appropriate cases, criminal charges may be filed with local law enforcement agencies.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence, as specified by the Board, that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches. The student must also agree to professional counseling by our own counselors or a private outside professional. This counselor must sign off a form that the student is able to return to school. Administrators may revise something pertaining to this consequence due to mitigating circumstances.

Textbooks

[Board Policy #108](#)

See Board Policy #108 attached above for information regarding adoption of textbooks.

Textbooks are furnished by the school and are issued by individual teachers at the beginning of the course. Students who lose or damage a book while it is checked out to them will be expected to pay the appropriate fee. Parents should take time to note the condition of the textbook at the beginning of the year so as not to have problems at the end of the year, if the book is damaged.

Theft

Theft of property, private or school, is considered to be a very serious offense. In addition to the consequences listed in the Code of Conduct, incidents of theft may be reported to the police. To prevent theft, it is recommended that students not bring valuables to school. The school cannot be responsible for their loss. Keep all property with you at all times or in a locked locker to prevent theft. The school district does not have insurance coverage for personal theft.

Universal Screener

Fairview School District is working to create safe and supportive learning environments that optimize academic outcomes for all students. This includes identifying and responding to student needs with interventions and services. The most effective way to identify these needs is through universal screening using a data-based approach. The universal screening will be conducted using the BASC-3 Behavioral and Emotional Screening System (BASC-3 BESS).

The BASC-3 BESS is a brief, 28-item screening tool designed to assess behavioral and emotional strengths and weaknesses in children and adolescents in preschool through high school. It is not considered a diagnostic assessment. Rather, it is a tool that can be used to determine a child's risk level for developing emotional and/or behavioral problems that require intervention. Students rate to what degree items like the ones below are true:

- I have trouble sitting still
- I have trouble paying attention to the teacher
- I want to do better, but I can't
- I am lonely
- I am liked by others
- I talk while other people are talking
- I feel out of place around people

BASC-3 BESS serves two main objectives:

-Universal Screening: The small number of items on the BASC-3 BESS allows for students to participate quickly and effectively. The BASC-3 BESS can detect students in need of further assessment and/or support.

-School Evaluation: Group-level data will allow the school to evaluate current services and identify future areas of improvement.

Following the administration of the screener, students who demonstrate a need for follow-up will meet with school personnel and parents will be contacted. Any parent may contact the school to request individual results. No further intervention or change will take place for any student without active parent collaboration and consent.

Although the goal is to screen all students, participation is voluntary. A student or parent may choose to not participate.

The survey will be administered during the school day and will take one class period to complete. If you do not want your child to participate, please submit your request to Dr. Justin Zona in writing at zonaj@fairviewschools.org.

Thank you for your help in our efforts to keep our schools drug free and safe for learning. If you have any questions, please contact Dr. Justin Zona at 814-474-3098 or via email.

Vandalism

The school building and equipment cost the taxpayers money to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy or deface school property, suspension and subsequent expulsion may be necessary. Also, the student will be required to perform community service hours at the school under the supervision of the administration and the Director of Facilities for a length of time to be determined by the administration. The length of time would be based on the level of vandalism. If a student should damage something by accident, he or she should report it to a teacher or to the office immediately.

Visitors & Volunteers

[Board Policy #907](#)

Visitors at School

All visitors to the school building and property within the school district during normal hours shall be required to sign in at the office with state issued driver's license and will be issued a visitor's pass. The passes must be worn at all times while in the building. Upon leaving the district, return the pass to the office. Parents are welcome to visit the school to make arrangements to meet with teachers, guidance counselors, or to tour our facilities. These arrangements are to be made in the office in advance of the visit. Visitors and parents are not to go directly to any classroom or to visit any member of the staff unless given permission by the office to do so. Student visitors are not permitted during the school day or at

activities not open to the general public. Any student who is placed in an Alternative Educational setting may not be on district property at any time and is ineligible to participate in extracurricular activities during his/her placement.

[Board Policy, #916](#)

Volunteers at School

All schools maintain parent organizations that promote the well-being of the students of Fairview School District by providing support for their educational needs, and to promote a working partnership between administration, teachers, & parents. Our parent groups raise funds and coordinate a variety of programs in partnership with our schools, organize volunteers for school activities, and help build a strong community of teachers, parents, and children.

Per state requirements, all parent volunteers must obtain clearances and pass required training before working or volunteering any time within the school buildings. All forms can be obtained by logging into the Fairview School District website: www.fairviewschools.org.

You will need to obtain:

- PA Criminal History Clearance (Act 34)
- Child Abuse History Clearance (Act 151)
- FBI Federal Criminal History—Fingerprint (Act 114)
- Child Abuse Reporting Training (Act 126)

Weapons

[Board Policy, #816](#) & [Board Policy #236](#)

The Fairview School District recognizes that the inappropriate possession of firearms and/or other weapons on district property or school buses under the care, custody, or control of the district presents serious possible risks to persons and property. The district will strive to prevent the possession of weapons in the schools. When weapons are found in the schools, the district will intervene to remove the weapons and prosecute and/or discipline those individuals responsible for possessing the weapon, where necessary.

WEAPONS- shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily injury. The term shall also include any noxious, initiating or poisonous gasses, poisons, destructive device, explosive, incendiary device, grenade or rocket, or other items fashioned with intent to threaten or harass students, employees, parents and patrons or school property. The term shall include defensive devices, including pepper spray, or other instruments manufactured or designed to cause temporary disability, discomfort or pain to another person, due to their potential for misuse or abuse as an offensive device. The term shall include any objects which have the appearance of characteristics of weapons, as defined above, such as look-alike or replica weapons which are not necessarily operable, but which are wielded in a threatening or harassing manner.

PROHIBITED—The possession and/or use of firearms and/or weapons by students, staff or general public is prohibited on or in school property, at school-sponsored activities or on any public conveyance providing transportation to a school or school-sponsored activity.

POTENTIAL EXCEPTIONS:

- Authorized employees responding to Fairview District emergency, in which there may be a threat of violence.
- Any person, including employees and students, may possess weapons with the prior, expressed written consent of the building principal.
- Any person in conjunction with the duties of their employment ex. law-enforcement.
- Possession of weapons in conjunction with any intramural, inter-scholastic, or extracurricular activities sponsored by the district—ex. Drill teams, musical props
- A unloaded weapon possessed by an individual while traversing school property for the purpose of obtaining access to public or private land lawful hunting is permitted.
- Employees of the district may possess instruments, which may otherwise be considered as weapons, in the course of the performance of their work duties—ex. art teachers, industrial arts/home economics teachers, and members of the maintenance and custodial staff.

GENERAL

Any weapon found on a person while on school property, at school-sponsored activities or on any school transportation is subject to immediate seizure and forfeiture. The building administrator shall fully investigate any allegation of the possession or use of a weapon. Law enforcement will be contacted, when deemed appropriate. The Superintendent will determine if legal action is to be pursued. STUDENTS may be subject to discipline as per student discipline policy. STAFF may be subject to discipline and termination. PUBLIC may be subject to exclusion from all district events and property.

PROCEDURES

Employees, students, and the general public observing or otherwise becoming aware of weapons on school property, at school-sponsored activities, or on school transportation shall report the information to the administration immediately. As much as possible this information will be held in the strictest confidence.

| OFFENSE | PENALTY |
|--|---|
| Possession of a weapon, firearm, or destructive device. | School Board hearing, expulsion for a period of not less than one (1) year and notification of parents and local law enforcement. |
| Possession of a “look-alike” or replica weapon. | First incident: confiscation, warning, and a mandatory parent conference. |
| Second and subsequent incidents: | Confiscation, two (2) days OSS and mandatory parent conference. |
| Possession and use of a “look-alike” weapon in a threatening manner. | Ten (10) days OSS with Board hearing for possible expulsion, notification of police, mandatory parent conference. |

Modification of Penalties

- The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

Withdrawals/Transfers

[Board Policy #208](#)

Transfers and Withdrawals from School

The procedure for withdrawal or transferring is as follows:

1. Obtain a withdrawal form from the office.
2. This form should be completed by the teachers, library, and parent or guardian and returned to the office.
3. Return all FSD books, iPad and charger, and all additional property and make sure all fees are paid.
4. [Click here](#) for the withdrawal form.

Working Papers

FMS and FHS: The student applying for the work permit requests an application from the Guidance Department.

- The guidance office will complete Section A with the student at that time. For non-Fairview school district students whose records we do not possess, he will be asked to present evidence of age by a birth certificate, passport, or driver's license at that time.
- The student then takes the application to the parent/guardian for signature completion of Section B.
- If the employer requires a physical for employment, then Section C is to be completed by the doctor.
- Students take the completed application to the guidance office where they will issue a work permit and will keep the application on file.

FES: Not applicable