

FAIRVIEW HIGH SCHOOL

2023-2024

Grades 6-12

STUDENT HANDBOOK

Mission Statement

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

Vision Statement

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

1879 East Miller Road
Fairview, Michigan 48621
Web site address: www.fask12.org
Telephone: 989-848-7009
Fax: 989-848-7070

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Fairview Area Schools Directory	
Address: 1879 East Miller Road Fairview, MI 48621	
School Phone Numbers	
School Directory	(989) 848-7000
K-12 Office	(989) 848-7009
Fax	(989) 848-7070
Web Site: www.fask12.org	
Board of Education	
President	Anne Tompkins
Vice President	Janice Handrich
Secretary	Amber Larrison
Treasure	Mike Alchin
Trustee	Ryan Blair
Trustee	Herb Trader
Trustee	Gary Wnuk

Administration		
Superintendent /K-5 Principal	Sarah Taylor	staylor@fask12.org
6-12 Principal	Troy Ross	tross@fask12.org
Academic		
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Athletic Director	Raquel Rondo	rrondo@fask12.org
Central Office Staff		
Finance Director	MaryJo Green	mjgreen@fask12.org

Payroll Secretary	Kayla Layman	klayman@fask12.org
K-12 Secretary	April Evans	aevans@fask12.org

Teachers		
Kindergarten	Bailey Partridge	bpartridge@fask12.org
1 st Grade	Emily Harder	eharder@fask12.org
2 nd Grade	Lindsey Follette	lfollette@fask12.org
3 rd Grade	Franceska Gilbert	fgilbert@fask12.org
4 th Grade	Don McLean	dmclean@fask.org
5th Grade	Debbie Rickard	drickard@fask12.org
Title I Teacher	Holly Tracy	htracy@fask12.org
Title I Teacher	Ruthie Wood	rwood@fask12.org
M.S./H.S- Social Studies/Special Education	William Palek	wpalek@fask12.org
M.S. English/Lit./H.S. Performing Arts	Robert Porth	rporth@fask12.org
M.S. Science/Elem. and M.S. PE	Mandy Trader	mtrader@fask12.org
Elementary & M.S. Special Education Teacher	Kari King	kking@fask12.org
M.S./H.S. English	Shawn Esch	sesch@fask12.org
H.S. Math	Glenn Cashman	gcashman@fask12.org
H.S. Science	Birte Sumerix	bsumerix@fask12.org
M.S. & H.S. Math, Art, and Robotics	Mike Stone	mstone@fask12.org

<u>Paraprofessionals</u>		
Kathryn Bills	Karen Brown	Nancy Jones
Solomon Handrich	Lisa Force	Cassy Monroe
Sheri Jackson	Dawn Downey	Nicole Yoder
Brandy Beardslee		

Maintenance/Custodial	
Director of Maintenance	Rich Ellis
Custodian	Tammy Babcock
Custodian	Jerry Babcock
Custodian	Freda Oaks
Food Service	
Supervisor	Lynn Layman
	Shondra Hoover
	Alicia Hall
Transportation	
Driver	Dave Gardulski
Driver	Chuck Faulkner
Driver	Dave Kauffman
Technology	
Director	Mark Trim

Please contact the teacher in his/her classroom should an issue arise you would like to discuss with the teacher. Board policy outlines a procedure that expects the matter to be addressed with the point of contact. Example: If an issue arises with a teacher, contact the teacher first. The next step would be to meet with the Principal. If the issue is not resolved at this level, the Superintendent will become involved.

DISCRIMINATION POLICY

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

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

Sarah Taylor, Superintendent
Fairview Area Schools
1879 East Miller Road
Fairview, MI 48621
989-848-7004

Troy Ross, Secondary Principal
Fairview Area Schools
1879 East Miller Road
Fairview, MI 48621
989-848-7004

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

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

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

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

PARENTAL INVOLVEMENT PLAN

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

handbooks.

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

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

STUDENT SAFETY

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

INSTRUCTIONAL PROGRAM

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

SCHOOL OF CHOICE

Fairview Area Schools are a school of choice district.

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

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

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

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

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

SCHOOL HOURS

Grade Levels	Arrival Times	Start Time	Dismissal
K-12	7:45 a.m.	8:00 a.m.	3:00 p.m.

Students will be expected to be in class by the start time. Students are not to arrive before 7:30 a.m. and need to leave the building by 3:15 p.m. Exceptions are choir, sports' practices, tutoring, or other arrangements that have been made with a staff member.

GRADUATION REQUIREMENTS

The Michigan Department of Education (curriculum referred to as Michigan Merit Curriculum) and Fairview Area Schools has mandated that all high school graduates will successfully complete the following required classes and chosen electives. All Fairview graduates must have earned a minimum of 24 credits and completed 8 full semesters in order to earn a diploma. Therefore, it may be necessary to repeat a course in order to graduate.

CORE SUBJECT	REQUIRED CLASSES	ELECTIVE CLASSES
LANGUAGE ARTS (4)	English I	
	English II	
	English III	Yearbook
	English IV	
MATH (4)	Algebra I	Robotics
	Geometry	Building Tech
	Algebra II	
SOCIAL STUDIES (4)	Civics/Economics	Michigan History

	US History/Geography	
	World History/Geography	
SCIENCE (3)	Biology	Anatomy & Physiology
	Chemistry or Physics	Physical Science
	General Science	

CORE SUBJECT	REQUIRED CLASSES	ELECTIVE CLASSES
VISUAL, PERFORMING, & APPLIED ARTS (1)		Choir
		Performing Arts
		Art
GENERAL (3)	Physical Education/Health	
	Freshman Seminar	
	Senior Seminar (may be 4 th year math credit)	
Electives (1)		
	Foreign Language (2 years) 2 nd year may substitute with approved CTE class or 2 nd year or visual/performing arts class.	Foreign Language- German

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

PERSONAL CURRICULUM/MICHIGAN MERIT CURRICULUM

Fairview Area Schools recognizes that the parent or legal guardian of a pupil, or the pupil him/herself if emancipated, or the age of majority, may request a Personal Curriculum. The Personal Curriculum modifies certain parts of the Michigan Merit Standard requirements under subsection (1) or section 1278a(1)(a) of the Revised School Code. The Personal Curriculum, if requested, cannot provide for anything less than the minimum 24 credits that the student must earn in order to be issued a Fairview High School Diploma (this

includes the 18 credits required under the Michigan Merit Curriculum). A “credit” earned under the Personal Curriculum shall consist of completing a state approved academic class with a local school board approved minimum “cut score.”

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

CERTIFICATE OF COMPLETION

1. Parents, of eligible students, may apply for a certificate of completion in place of a diploma.
2. The Certificate of Completion will be an alternative course of study that educates the student to his or her ability and prepares him or her for either a job or post-secondary training, i.e. trade school.
3. The student’s Educational Development Plan, transcript, and test scores should be guiding force in choosing curriculum.
4. Eighteen credits must be earned to receive a certificate of completion.
5. Parents may request to have their child apply for a Certificate of Completion at any time during their high school career.
6. Parents must sign a document of understanding regarding the certification process.
7. Students earning a Certificate of Completion are allowed to participate in all graduation ceremonies.

ADDITIONAL EDUCATION CHOICES

Career/Technical Education Classes-offered to Junior and Seniors

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

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

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

TRANSFER OF CREDITS

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

CLASS STATUS REQUIREMENTS

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

Freshmen—0 to 6 credits

Sophomores—7 to 12 credits

Juniors—13 to 18 credits

Seniors—19 and above credits

EARLY COLLEGE

Fairview students have an opportunity to enter an “Early College” program starting in 11th grade. In the Early College program, students will join a cohort of high school students who will attend both college and high school classes for a total of three academic years (years 11, 12 & 13). Early College students will have an opportunity to earn an Associate’s degree (up to 60 college credits) by the end of year 13. These credits are earned at no cost to the student or parents. Early college students will enroll in college courses taught by instructors from Kirtland Community College/ Alpena Community College and/or Fairview Area Schools. They may attend college classes both on the Kirtland Community College/ Alpena Community College Campus as well as Fairview Area Schools.

In year 13 students will have the option to attend classes either at Kirtland Community College, Fairview Area Schools, online, or a combination of the three. Students may utilize all options depending on which program of study they wish to pursue.

For more information about the Early College program see the high school counselor.

DUAL ENROLLMENT

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

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

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

ASSESSMENTS

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

1. **M-STEP** – given at various grade levels and tests the core curricular areas.
2. **PSAT** – given to all sophomores and tests all core areas. This test may be used as a qualifying score for dual enrollment.
3. **MICHIGAN MERIT EXAM** – given to all juniors. It includes the SAT test and test components from the Department of Education.

HONOR ROLL POLICIES

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

ACADEMIC AWARDS

1. Academic letters will be awarded on grades earned only if at Fairview Area Schools in academic classes. Academic classes are those in which a letter grade is earned.
2. Students in grades 9 through 12 are eligible to earn academic awards.
3. Criteria for earning academic awards are the following:
 - A. Freshmen may earn a 4.0 GPA pin after 1 semester.
 - B. Sophomores, after completing 3 semesters, must have a 3.70 GPA to earn an academic letter.

- C. Juniors, after completing 5 semesters, must have a 3.6 GPA to earn an academic letter or insert.
 - D. Seniors, after completing 7 semesters, must have a 3.5 GPA to earn an academic letter or insert.
 - E. During these 3 semesters, the student cannot receive a grade lower than a C-.
 - F. Transfer students may be awarded academic letters based on the following criteria:
 - 1. Juniors must have grades for 2 semesters from Fairview with a 3.6 GPA and no grade lower than a C-.
 - 2. Seniors must have grades for 1 semester from Fairview with a 3.5 GPA and no grade lower than a C-.
 - G. No academic award will be given to a student who earns a semester grade lower than a C-.
4. Awards:
- A. Chenille Academic Letter (students earn a letter only once)
 - B. 4.0 pin
 - C. Insert pins for grade point averages of 3.7, 3.6 or 3.5

REPORT CARDS AND GRADES

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

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

BOOKS AND SUPPLIES

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

LOCKERS

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

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

SCHOOL TELEPHONE USE

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

receive calls during class.

CELL PHONES AND ELECTRONIC DEVICES

Students may not possess or use electronic devices such as cell phones or any other items during the school day EXCEPT DURING LUNCHTIME unless it is part of class requirements or is a bona fide emergency. Students may leave devices in their locker, or when entering a classroom, place their device in a designated teacher container.

Violation of this policy will result in the following:

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

Phone calls home due to illness or other needs should occur in the main office so staff is aware of student needs.

ATTENDANCE POLICY

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

Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences. These similar considerations are proper educational values, which will not necessarily be fully reflected in test results. School factors are proper educational values bearing on a student's academic achievement.

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

1. Attendance will be taken at the beginning of each class period in grades 9-12.
2. Parent/guardians of a student shall be notified when the child is chronically tardy or absent when the school is not aware of extenuating circumstances.
3. All students must have parental permission and sign out in the main office before leaving the school grounds. Students must sign in when arriving at school late.
4. Three unexcused tardies will result in one absence.
5. Excessive absences will be addressed through guidance set forth by the state of Michigan and Oscoda County Truancy procedures.

5 Students will earn an attendance grade at the end of each marking period. In order to keep the attendance grade weighted the same amount in each class, the total number of points possible for the attendance grade will be 10% of the total points for the class. For example, if the class had

1000 points during the marking period, the attendance grade will have a maximum of 100 points.

- **The attendance grade will count as 10% of class total points and will be entered at the end of the marking periods.**
- **The attendance grade will be lowered for every absence in excess of three using the following percentages:**
 - 1. students with three or fewer absences will earn an “A” for their attendance grade, 100%.**
 - 2. students with four or five absences will earn a “B”, 85%.**
 - 3. students with six absences will earn a “C”, 75%.**
 - 4. students with seven absences will earn a “D”, 65%.**
 - 5. students with eight will earn an “E” 55%**
 - 6. students with 9 absences will earn 45%.**
 - 7. students with 10 absences will earn 35%**
 - 8. students with 11 absences will earn 25%**
 - 9. students with 12 absences will earn 15%**
 - 10. students with 13 absences will earn 5%,**
 - 11. over 13 absences will earn 0%**
- **All absences with the exception of “school event” will count toward the total of absences during the marking period.**
- **Students with extenuating circumstances will be given accommodations. Extenuating circumstances would involve an absence of five or more consecutive days and may be excused at the discretion of the administration.**

Attendance policy continued.....

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

TRUANCY

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

Written notices will be sent to parents. If absences continue, parent meetings with administration will occur to create a plan of action to improve attendance. Fairview will be using the Oscoda County protocol for truancy. Continued excessive absences may result in court involvement.

SENIOR ABSENCE POLICY

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

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

ACADEMIC INTEGRITY POLICY

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

Definitions:

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

Responsibilities:

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

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

DISCIPLINE AND VIOLENT ACT POLICY

Factors to Consider Before Discipline

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

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed;
5. Whether the violation or behavior threatened the safety of any student or staff member;

6. Whether restorative practices will be used to address the violation or behavior committed; and
7. Whether a lesser intervention would properly address the violation or behavior committed.

Students who are suspended from school are also suspended from all school activities: and from riding the bus during their suspension: and cannot be on school property during the suspension period.

INTIMIDATION

Intimidation or threatening of anyone on school property by verbal, written or physical means.

- 1st offense - Warning or Detention or suspension of 1-3 days
- 2nd offense- Suspension 3-5 days
- 2nd offense- Suspension of 5-10 days

Fighting

Carrying out physical threats or violence to persons

- 1st offense - Suspension 1-3 days and/or expulsion
- 2nd offense - Suspension 3-5 days and/or expulsion
- 3rd offense - Suspension 7-10 days and/or expulsion

Gross Misbehavior

Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship

- 1st offense - Suspension 1-3 days
- 2nd offense - Suspension 3-5 days
- 3rd offense - Suspension 7-10 days and/or expulsion

Insubordination

*Defined as the willful disregard of, or refusal to obey school regulations and official orders.

- 1st offense - ISS or Suspension 1-3 days
- 2nd offense - Suspension 3-5 days
- 3rd offense - Suspension 7-10 days and/or expulsion

Disruptive behavior

Disturbing the learning process

- 1st offense - Warning or Detention
- 2nd offense - ISS
- 3rd offense - Suspension 1-3 days

Bullying

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths (who are not siblings) that involves an observed or perceived power imbalance and is repeated multiple times- *or* is highly likely to be repeated. Please refer to the anti-bullying policy located on our website www.fairview.k12.mi.us.

Obscenity

Includes profanity, indecent or immoral language, in addition to any vulgar acts in written form or in pictures

- Warning/Detention/Suspension as determined by the Principal

LEAVING THE BUILDING DURING SCHOOL HOURS

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

DRESS CODE

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

1. Students must wear shoes.
2. Hats, bandanas and sunglasses cannot be worn during the school day.
3. Dresses/Skirts and shorts must be at least fingertip length.
4. The following are not permitted:
 - A. Clothing that inappropriately exposes the body or undergarments such as but not limited to: or low cut pants; halter tops, spaghetti straps shirts, shirts with revealing necklines, see through (no open or t-backs) or bare midriffs
 - B. Clothing printed with vulgar language, sexual innuendos, or references to illegal drugs, tobacco or alcohol products, or any other offensive or questionable message. Such as a confederate flag or any other symbol or statement that offends a group of people.
 - C. Wallet chains, spiked accessories, and choke chains.
5. When a student's dress in the classroom causes a disruption to the educational setting, they will be removed from the class and parents will be contacted about the issue. The student will be told that they may no longer wear the article of dress that is causing the problem in the class.

Blankets are not permitted in school. Keep a sweatshirt in your locker in case you get cold.

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

FIELD TRIPS

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

LIBRARY

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

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

COMPUTER USE

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

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

MOTOR VEHICLES

1. An area behind the school is set-aside for student parking. **Parking is not permitted in the front of the school.** Students must park their vehicles between the yellow lines.
2. Students must register their vehicles in the high school office or they will be denied the privilege of parking at school.
3. **Student vehicles are not to leave school premises during school hours without permission from the high school office.**
4. Students are not allowed in student or teacher parking areas during the school day.
6. Students are always expected to follow safe driving procedures or lose parking privileges at school.

BICYCLES

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

LUNCH PERIOD CONDUCT

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

1. Students may bring their own lunches or purchase hot lunch.
2. Students who are found off campus without written permission from home will be disciplined.

3. All classrooms are closed to students during the lunch period unless arrangements have been made with classroom teachers.
4. The gym and library will be open during lunch period if possible.

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

The Fairview Board of Education policy clearly prohibits possession, use, or distribution of tobacco, drugs, alcohol, and vaping products including electronic cigarettes or other inhalants on school premises or as any part of any student activity. Students who violate this policy will be suspended, up to and including expulsion and referral for prosecution.

PRESCRIBED MEDICATION

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

PUBLIC DISPLAY OF AFFECTION

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

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

ILLNESS

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

CERTAIN EMERGENCIES

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

BULLYING/HARASSMENT

Harassment of any type is prohibited at Fairview Area Schools. All cases of harassment will be referred to the

administration. Students who engage in any act of harassment while at school or any school function in connection to or with any district sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified.

SEARCHES OF LOCKERS AND STUDENTS

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

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

Law enforcement authorities shall be notified immediately of seizure of such items or items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker.

SEARCHES OF MOTORIZED VEHICLES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

Student information (name, address and telephone number) may be released to the public including the military, unless a signed written request from the parent/guardian expresses the desire to withhold the information.

Student pictures, articles of their athletic accomplishments, academic success and/or extracurricular activities may be published.

SCHOOL EVENT RULES

1. Students are not to leave the building once admitted. If they do leave, they will not be allowed to return under any circumstances.
2. Students are not to wander throughout the building, and must stay in the assigned area.
3. Students under seventh grade will be admitted only if they are with parents, a brother or sister.
4. Students under ninth grade will not be admitted to high school dances.
5. Students fooling around, or engaged in general horseplay, will be asked to leave.
6. Students who have been drinking alcohol will not be admitted.
7. Students who wish to bring visitors must obtain a pass from the high school office.
8. Chaperones may be required to supervise a school activity.
9. Decorating activities must be scheduled with the custodian.
10. Organizations that use the building must clean up school premises.

DANCE RULES

1. School dances are an extension of the school day and all school rules will apply.
2. Attendance at a dance is a privilege to participate. Students that are suspended or absent from school may not attend a dance that night.
3. Students must be appropriately dressed (semi-formal Homecoming Dance) for the dance or they will not be admitted to the dance.
4. Students will not be admitted to a dance if the sponsor/chaperones have evidence that a student may be under the influence of alcohol or drugs.
5. Students may not bring in their own beverages to the dance. They will be confiscated and returned at the end of the night.
6. Admission price to the dance and any concessions sold will be the responsibility of the class or organization that is sponsoring the dance.
7. There are two (2) lights that are to remain "on" during a dance. These lights will allow chaperones to identify people instead of seeing silhouettes.
8. The class or organization that is sponsoring the dance will be responsible for decorations and cleanup at the end of the dance. Arrangements with the custodial staff may be necessary.
9. Students are to remain in the building during the dance. If they leave the building, they will not be able to come back into the dance. The sponsor or chaperone must have a list of students and check off students as they enter the dance. **Students may not leave the dance early without permission from the parent.**
10. Students are not to be wandering the building during a dance. They may not go past the double doors in the hallway.
11. Students involved in horseplay may be asked to leave the dance.
12. Students must have guest passes signed by the principal before a guest may enter the dance. Guests must have graduated less than one year ago. Guest passes are available in the high school office and must be signed during the school day. This form also requires the signature of the visitor's Principal.
13. Dances held after a basketball game will not allow students to enter the dance until the game is over.
14. Students are not to be sitting on top of lunch tables. They are designed to sit at, not hold weight on top of them.
15. Students involved in undesirable behaviors in and out of the school may be disciplined according to the

school handbook when school resumes.

RULES FOR RIDING THE BUS

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

1. In general, the rules on the bus are the same as the rules in the classroom.
2. Students are to take seats and remain in them until time to get off, unless directed otherwise by the driver.
3. Students will not lean out windows or wave their arms out of windows.
4. All students must have bus permits to board any bus other than their assigned bus or if they wish to get off their assigned bus at a stop other than their own. Students must bring written permission from their parent or guardian to obtain a bus permit. The permits may be obtained from the office.
5. Students will help keep the bus clean and orderly.
6. Students are to wait in an orderly manner, off the roadway, before boarding the bus.
7. Students who live across the road from the bus stop must cross in front of the bus on **signal from the driver**.
8. Unsafe and undesirable conduct such as damage to the interior or exterior of the bus, throwing of objects, (including snowball, etc.) will not be tolerated.
9. Rules of conduct are posted in each bus. Failure to follow the rules can result in the loss of riding privileges. Students who break rules will receive a warning notice which must be signed by parent(s) / guardian before riding privileges will be restored. If students receive a second notice, the parent must meet with the bus driver to determine the results of the behavior. This may be to remove the student from the bus for an extended period of time. Should students receive a third notice, they will receive a suspension from the bus. The length of suspension will be determined by the bus driver and the transportation supervisor.
10. Suspension from the bus will occur for repeated or serious misbehavior. Parents will be notified of suspensions and will assume responsibility for transporting the student to and from school. Parents must meet with the transportation supervisor before a suspended student rides the bus again. Each time a student is suspended from the bus, the number of days may increase. If you have questions regarding this matter, please call the transportation supervisor @ 848-7004.
11. If it is determined that a bus cannot travel on a road because of road conditions, a student will not be picked up that day.

INTERSCHOLASTIC ATHLETICS

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

1. Current MHSAA eligibility rules shall apply unless a local rule is more restrictive.
2. No student shall compete in any interscholastic athletics who has been enrolled in grades 9-12 inclusive, more than 8 semesters or who has been enrolled in grades 7-9 inclusive more than 6 semesters (2 per grade).
3. Any interscholastic athletic must have a physical examination and a completed emergency form on file. Each participant must purchase medical insurance before practice starts.
4. Students may wear, take or use athletic equipment during practice, competition or with permission of a school authority. Other use of this equipment may result in disciplinary action up to and including permanent suspension.
5. Athletes will remain as squad members for the full season. If a student chooses not to complete the

season, he/she will NOT be eligible to compete in any events the following athletic season. Changing or leaving sports after the season has started may be done only with the consent of the coach and athletic director.

6. As a representative of his or her school, a Fairview athlete is expected to maintain proper citizenship in and out of school. Actions detrimental to the school are subject to review by the Athletic Board and may result in suspension from the squad.

7. The coach may establish additional rules. Athletes should know what is expected of them and dedicate

themselves, as athletes, to contribute their best to the team effort.

8. The Athletic Board consists of the high school principal, the athletic director, and one varsity coach appointed by the superintendent.

9. First offense alcohol, vaping, and tobacco use will result in a loss of 25% of the season. Second offense during the year results in loss of extracurricular activities.

10. Students use of drugs may result in loss of extracurricular activities for the entire year.

HIGH SCHOOL ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

1. Participation and attendance at all activities governed by these regulations are as follows: basketball, baseball, softball, volleyball, cross country, soccer, track, drama and plays (except speech class plays), music festivals, cheerleading, Robotics, Knowledge Bowl and school honors programs. Additional extra-curricular activities may be added

2. All students will be assessed every nine weeks at report card time.

3. Students receiving an E on their report card will be deemed ineligible for four weeks. Ineligible students (due to a report card E) will be reassessed after four weeks and their eligibility will be re-determined at that time. Students deemed eligible after the 4-week period will have grades checked weekly for the remainder of the card-marking period to determine eligibility. Ineligible students may be dropped from the activity.

4. Grades will be checked weekly by administration. A failing grade will place an athlete on probation for a week. If the grade is still failing after a week, the student will become ineligible until the grade is passing.

5. Ineligible athletes are expected to continue to practice. They may attend home games, but are not allowed to travel to away games until they are eligible.

6. A student who has earned OSS (out of school suspension) becomes ineligible for the game during the suspension. They may not attend or participate in both home and away games. A student who has earned ISS may lose playing time based upon coach discretion.

PERSONAL RULES OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

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

1. The use of alcohol, drugs, vapes, or tobacco products in any form, and non-prescribed drugs is especially unacceptable for members of the student body. The student who indulges in these unacceptable activities in any form or frequency is subject to discipline ranging from reprimand to permanent suspension from school. Coaches are urged to consult with the athletic director and the high school principal prior to taking major disciplinary action involving athletes. The athletic board

- reserves the right to review any and all suspensions and to nullify the disciplinary action of a coach.
2. Students involved in undesirable behaviors in and out of school may be disciplined in the way they represent Fairview in any extracurricular activity.
 3. Students must be socially and academically eligible in order to receive any school honors.

EMERGENCY CLOSING PROCEDURE

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

TV
9 and 10 News - Cadillac

RADIO
WATZ – 99.3

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

Notifications will also be shared via social media.

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