

Fairview Public Schools



Fairview High School

2017-2018

Student Handbook

Approved July 10, 2017

FOREWORD

The primary purpose of this handbook is to serve as a guide for students and parents regarding Fairview High School and to present the opportunities that the school offers. We strive to help make Fairview High School one of the best, and we hope you will want to share in its experiences and achievements.

This handbook provides specific information with which each student should become familiar and will serve as a reference to school and state policies and regulations for both students and parents.

F.H.S. Vision Statement

*Echoing Tradition
Achieving Excellence
Shaping Tomorrows*

School Colors
ORANGE and BLACK

School Emblem
FIGHTING YELLOWJACKETS

SCHOOL SONG OF F.H.S.

So here's to Fairview High
School, Great is her name.
Her teams are working to uphold her fame
We'll all be true and loyal
See her colors flying above the
rest, Black and Orange will prove
Old F.H.S. is best

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2017 - 2018
Fairview Public Schools Calendar

August 10First day of School

September 4..... Labor Day Holiday

September 12..... Open House

October 105:00 - 8:00 p.m Parent/Teacher Conferences

October 125:00–8:00 p.m Parent/Teacher Conferences

October 18-20 Fall Break - No School

November 22 – 24..... Thanksgiving Vacation

December 21 - January 2..... Christmas Vacation

December 29End of First Semester

January 3 School Resumes

February 19 No Classes

March 19 – 23Spring Break

March 30 No School

May 4 No Classes

May 10 Last Day of School

STUDENT COUNCIL WELCOME

Dear Students,

Welcome to Fairview High School. On behalf of Student Council, we would like to welcome you to what could potentially be your best year yet. We hope you can find your place in our school whether that be through academics, athletics, or our clubs. As representatives of student council, we work hard to insure everyone from the student body gets involved, whether that's through our annual food drive, class penny wars, or our celebration of homecoming week. We try our best to build our student body up and help new students get on their feet. We hope that you will soon enjoy all the things that make Fairview great. We hope that if there is ever anything you need that you will call on any of us in student council. We hope to hear from you throughout the year and help anyway we possibly can. We are always here to lend a helping hand. We hope to get everyone involved to better our community and become good role models for those around us. We can't wait to start this journey with all of you! As always, "It's a Great Day to be a Jacket!"

Sincerely,
Student Council Senior Representatives
Emily Cox, Braden Deutschendorf, Jessica Hopkins, and Madison Souter

PRINCIPAL'S WELCOME

To the Student Body:

Welcome to Fairview High School. I sincerely hope that we are all looking forward to the opportunity to build upon the successful year we just experienced.

Our success will continue to be dependent upon the continued support of our parents and patrons, the dedication of our entire staff, and the commitment by all students to strive for excellence.

As "Jackets", we must work extremely hard in the classroom and in our activities. May we be truly exceptional in all areas and make this the best year ever at FHS.

Sincerely,
Brian Hamar
Fairview High School Principal

SUPERINTENDENT'S WELCOME

Parents,

I would like to take this opportunity to welcome you to Fairview Public Schools. We have one of the finest schools in the state of Oklahoma, and I am honored to be part of this school and community. The staff of Fairview Public Schools is a great collection of hardworking professionals that have your children's best interests as their primary focus. I hope your experience this school year is a positive one.

We will continue to strive to make Fairview Schools something our parents and community can be proud of and encourage you to be involved in that process. The Fairview community has a long tradition of providing key support and encouragement to its school system. We thank you for your support and will continue to proudly represent this community.

Go Jackets!
Craig Church, Superintendent
Fairview Public Schools

PHILOSOPHY OF EDUCATION

We believe that education is the foundation of our democratic society and should be designed to fit the needs of the people. We recognize that the individual necessities of individuals vary; regardless of any variable, each student should be given the opportunity to develop to the fullest extent those abilities and qualities which are essential to his becoming a worthy contributor to his fellow man.

We believe that education must be flexible to keep pace with an ever-changing society; that activities are necessary supplements to classroom participation and should aim toward:

- the enrichment of moral, social and religious concepts, an appreciation of fair dealing,
- an awareness of human dignity,
- an introduction of living in a competitive society.

We believe that the personal goal of educators should be one of excellence in example, as well as high standards in performance.

OBJECTIVE OF EDUCATION

To provide a competent staff qualified by professional training and distinguished by personal integrity;

To make available adequate physical facilities and instructional materials; To offer curriculum designed:

- To prepare students to further their education and/or training for the many vocations and/or professions;
- To provide the opportunity for students to practice active citizenship and social living in a supervised situation;
- To challenge them...and help and guide them toward self-determination in meeting challenges.

Fairview Senior High School Faculty
Brian Hamar, Principal

ORGANIZATION AND ADMINISTRATION

BOARD OF EDUCATION

Eva Martens President
Bobby Smith Vice President
Roger Fast Clerk
Travis Pembroke Member
Phil Elwell Member

SUPERINTENDENT

The Fairview School System is under the direction and supervision of the Superintendent of Schools. This person is elected by and responsible to a board of education, which is elected by and represents the people of this school district.

PRINCIPAL

The principal directs and coordinates the varied activities, both curricular and extracurricular, having under his immediate direction all regular employees performing duties in the high school.

GUIDANCE AND COUNSELING

The purpose of the Fairview High School guidance program is to assist the individual students to make appropriate decisions and adjustments in the light of their own interests, abilities, and level of aspiration.

The main goal of the guidance program is to see each student during the school year to talk about education plans, vocational plans and/or school or personal problems of any nature.

To insure the purpose and goal of the guidance program is reached, a team approach is utilized to assist students in attaining their individual goals. The team consists of the Head Counselor, and 5 other staff members with various assignments relating to the guidance program. Examples of the type of services provided by the team are: post-secondary planning, scholarships, applications, remediation, transcripts, testing, credit checks and guidance related to personal issues of any kind.

CLASSROOM TEACHERS

The classroom teachers are qualified teachers who hold valid certification as required in the field, which they teach. Requirements for work done in all classes meet the standards set by the State Department of Education.

ADMINISTRATION

Craig ChurchSuperintendent
Brian Hamar..... Principal

FACULTY

Michael BartonSocial Studies, Coach	LaVonna Hopkins..... Speech, Debate
Sarah Baum..... Yearbook, Media Center Director	Elaine Hutchison..... Mathematics, Coach
Ashlee Bernard Mathematics	Troy Hutchison Science
Robert BernardOnline Director/Computer Apps/Coach	Craig Krieger Band
Jim BlevinsAthletic Director	Jerrod Lundry Agricultural Education
Rinda Bowden..... Special Education	Olivia Mallory Social Studies, Coach
Stephanie Boyer Spanish	Vince McGolden Agricultural Education
Alan Burdge Math, Coach	Mandy Mason eLearning
Ross Doane Coach	Ryan Nightingale Coach
Stephanie Ewald English	Brock Robison..... Coach
Vicki Ewbank..... Counselor	Kayla Sutton English
Melanie Haworth..... Spanish, FACS	Jeff Wardlaw Alternative Education, Coach
Roger Hoeltzel Science, Coach	

ACADEMICS

STATEMENT OF RIGHTS

The Fairview School hereby notifies each student and their parents of their right to inspect and review student education records under the Federal Family Educational Rights to Privacy Act (**FERPA**).

1. Student's parents and eligible students have the right to inspect and review the student's education records.
2. It is the intent of the Fairview School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. Student's parents or eligible students have the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. Any person has the right to file a complaint with the Department of Health, Education and Welfare if the Fairview School District violates the FERPA.
5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the elementary principal's office, middle school principal's office, high school principal's office and the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

PARENTS, CHILDREN, and TEACHERS: WORKING TOGETHER TO IMPROVE TEST PERFORMANCE

TESTING! When we just read or hear the word testing we can imagine all kinds of testing situations we have experienced. Some of the tests were at school, or maybe we remember the time we took the test to get our first driver's license - or we could have thought of simple tests that occur in our daily lives and on the job. Our lives are constantly filled with tests of some kind.

It will not be as difficult to convince the students that tests - even if difficult and distasteful - are for their own good. Students can be guided to understand that the purpose of testing is not just to assign grades and check mastery, but to help them profit by their own strengths and overcome their weaknesses.

Educators alone cannot insure that students understand these purposes. They must work with and be helped by the most important person in that child's life - and that is you - the parent.

This information is designed to give students, parents, and the general public basic information about the meaning and use of tests. Additional information is included to assist parents and students with test preparation.

PARENTS RIGHT TO KNOW POLICY

Since Fairview Public School District receives Title I funds parents will be notified annually of each child in the Fairview School District that they have the right to request information about the qualifications of their children's teachers. The information available to parents upon request will include:

- Whether a teacher "has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;"
- Whether a teacher is "teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;"
- What major each teacher earned his or her bachelor's degree in;
- Whether the teacher holds any "graduate certification or degree" and in what "field of discipline;" and
- Whether a child is "provided services by para professionals and, if so, their Qualifications;"

In addition, Fairview School District will provide each parent:

- Information on the child's level of achievement on each required state assessment, and
- "Timely notice" if a child "has been assigned, or has been taught for four or more consecutive weeks by "a teacher who is not "highly qualified" as defined by law.

All information provided to parents will be “in an understandable and uniform format” and provided in a language parents can understand “to the extent practicable.”

Title I, Section 1111(b)(1)C - report cards

Title I, Section 1111(b)(6) - parents’ right to know

THE OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

Students in grades three through eight take criterion-referenced tests. These tests measure public school students' academic skills in Oklahoma's core curriculum, the **Oklahoma Academic Standards**. Unsatisfactory performance on any content skill requires opportunities for remediation. End-of-Instruction tests for Algebra 1, Algebra 2, Geometry, English 2, English 3, Biology 1 and U.S. History are required of each student who completes the instruction in that course in order to graduate from high school. The end-of-instruction tests shall serve the purpose of the CRTs, and students shall be afforded the opportunity to retake the tests prior to graduation. Beginning with the Class of 2012, all students will be required to pass Algebra 1 and English 2 and two of the remaining five tests to graduate. Achieved state test performance index on the end- of-instruction tests shall be recorded on the student’s high school transcript.

Standardized test results represent a "snapshot" of a student's academic performance at a particular week in the school year. Such results will provide an educational profile on individual students at that particular time and can indicate general strengths and weaknesses in their achievement level. Like any snapshot, it will not show you the whole picture. There are other factors that are important to that student's total educational profiles that do not appear in one picture or in one test.

Tests are aids to better instruction. As with other such aids, the usefulness of tests will depend upon the extent to which the test results are interpreted with wisdom and caution. Test results should be used to supplement - not to replace - teacher judgment. Test scores should be used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

Some of the specific purposes and reasons for testing are listed as follows:

1. Tests are a way of finding out what kind of schoolwork a student is capable of, and what he or she is presently achieving in the basic skills.
2. Combined with other information such as course grades and teachers' comments, tests can help give a picture of the total child.
3. Tests can help the school compare the performance of their students as a group to national norms to detect strengths and weaknesses in group performance. Such information assists with determining the need for curriculum changes or other instructional emphases that will benefit the students.
4. Tests can be useful in identifying students' specific needs and talents. Such information can help adults guide the best kind of programs that will utilize each student's specific strengths to assist in improving the areas in which students need help.
5. Tests - and the appropriate use of test results - can help parents gain a better understanding of their child's ability and performance in school.

The weeks of testing in each school district are selected by the superintendent or dependent school principal for his or her own district from a state-mandated test window.

REPORTING TO PARENTS

The Oklahoma School Testing Program has provided your school with additional information about your child's achievement. A copy of test results is given to the school and to the parents. If you have questions about this report and would like to review the complete results, please contact your child's teacher, counselor, or principal.

TEST PREPARATION

Students need to realize that preparation for any test, especially standardized tests requires systematic study throughout the entire school year. Being academically prepared is ultimately the responsibility of the student. However, this responsibility must be shared by teachers and parents. Teachers prepare the appropriate content and skills instruction, parents must provide support and encouragement to their children.

Parents need to show a non-threatening interest in their child's learning, by demonstrating concern about what they are doing in school. It is important that students share their schoolwork with their parents whether it is good or bad.

Parents can influence their children to do better on tests. They can encourage children to be serious about the tests.

Some children become nervous and anxious when told they will be taking district-wide test. Parents should try to reduce this anxiety and help their child feel comfortable so that a more accurate picture of your child's performance level can be obtained.

SPECIAL CLASSES

Concurrent College Classes:

Credit will be given for all college concurrent classes that are successfully completed and will be entered on Fairview High School Transcripts.

Students are required to allow the college or university to release grades and records to Fairview High School. Grades for concurrent classes will be included in the determination of High School G.P.A. and for eligibility purposes. Fairview High School will need access to grades on a regular basis throughout each semester.

Concurrently enrolled students are still required to be enrolled and in attendance in six (6) courses that count toward graduation, including concurrent classes, regular classes at Fairview High School, and classes taken at Northwest Technology Center. Students will be required to pay fees and/or book deposits as determined annually by the administration. Students who drop a class or fail a class will be required to reimburse Fairview Public Schools for the entire amount of fees as determined each year.

Grades Concurrent Classes - Student grades received for concurrent classes will for high school transcript purposes be transcribed as follows:

<u>Concurrent Grade</u>	<u>HS Transcript Grade</u>
A or B	A
C	B
D	C
F	F

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Fairview Public Schools Board of Education. The proposed courses(s) may be evaluated by the State Department of Education.

DEFINITIONS:

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local district level.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

Two-way interactive video instruction provides for real-time interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video may both see and hear each other in an approximation of real-time.

GUIDELINES:

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The board of education will grant students credit for the completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in this district will be granted access to supplemental online courses.
4. Requests for enrollment in supplemental online courses shall be as follows:
 - A. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - B. The principal or designee shall evaluate the application and determine whether the online course is educationally appropriate for the student.
 - C. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in online courses and to serve as a liaison to the online teachers and provider(s). Students shall have a grace period for withdrawal from an online course of fifteen (15) days from the first day of a supplemental online course enrollment with academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of online instruction shall participate in all required state-level academic assessments in the same manner as other regularly enrolled students in the district.
7. Courses offered for credit by means of online instruction shall be aligned with the Oklahoma Academic Standards as determined by the Board of Education.
8. Student progress shall be monitored on a weekly basis by the online course provider and/or the school district designated staff member. Attendance/participation in a supplemental online course shall be in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the course provider provides evidence of interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation on online instruction shall be used for any purposes other than those that support the instruction of the individual student.
10. District level aggregated data obtained through participation in online courses shall be utilized for educational purposes only and shall not be provided to commercial entities.
11. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of material, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
12. Contractual agreements shall be established between the school district and parent(s) or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

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13. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
 14. Fairview Online Instruction (FOI) policies and procedures as approved by the board of education shall apply to all students participating.
 15. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and internet access.
 16. Annually the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures. REFERENCE: 700.S. 1-111

OKLAHOMA'S PROMISE/OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

The Oklahoma Legislature has provided a fund that will pay a student's college tuition if the student's parents' total yearly income is not more than \$50,000. The program is called the Oklahoma Higher Learning Access Program (OHLAP). Once a student has completed the OHLAP's goals, it will pay tuition at a public two-year college, four-year university, or at a public vocational-technical school that offers college credit for certain programs. It will also pay part of the tuition at an accredited private college or university.

Students may enroll during the 8th, 9th, or 10th grade. The students are locked into the requirements for the year in which enrollment occurred. Students who qualify are encouraged to enroll. Applications are available in the counselor's office or on-line.

ENTRANCE REQUIREMENTS

For admission to Fairview High School, a student must be a resident of the school district or a legal transfer, (must be living with parents or legal custodian) and must be willing to abide by the rules and regulations set forth for our school.

TRANSFERS AND TUITION

Any student who does not live in a high school district may be transferred without a tuition fee to the student. A student's residence is determined by his domicile with his parents or legal guardian. If tuition fees are due, they are based on the per capita cost.

REQUIREMENTS FOR GRADUATION

Students who do not meet all requirements for graduation will not be permitted to participate in the graduation exercises with the exception of students needing one credit may be allowed to go through exercises, but will not receive diplomas until the requirement is fulfilled.

To be eligible for graduation from Fairview High School, a student must have four credits of English; three credits of mathematics, Algebra 1 and above; three credits of science, one of which must be Biology; three credits of history, including one-half credit of Oklahoma History, one to one and one-half credits in American History, one-half credit of government; one-half to one credit of World History. Recommendations by the Oklahoma State Regents for Higher Education should be followed by college-bound students. A total of 24 units will be required for graduation. (See Oklahoma requirements for state graduation and college admission - available from the high school counselor.)

All students shall be required to meet the state requirements for financial literacy, and receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

FAIRVIEW PUBLIC SCHOOLS PROFICIENCY BASED PROMOTION POLICY

It is the policy of the Fairview Board of Education that students may be promoted upon the successful demonstration of proficiency in the appropriate academic outcomes. Elementary and secondary students may advance on one or more levels of the core curriculum if they perform at the 90% level on Fairview's designated assessments. Parents are encouraged to confer with the principal or counselor at the student's grade level and determine what is appropriate for their child. Tests are available at the discretion of the administration

STATE DEPARTMENT OF EDUCATION EARLY GRADUATION REQUIREMENTS**REGULATIONS**

- A. The local board of education has the authority to set local requirements for graduation above those of the State Board of Education.
- B. In order to protect the social and physical, as well as the intellectual maturity of the student, it is advisable that he or she have four years experience in a four-year high school, or three years experience in a three-year high school in order to graduate. In exceptional cases, students may be allowed to graduate in less than the time specified above, provided that adequate guidance procedures have been followed.

EARLY GRADUATION REQUIREMENTS FOR FAIRVIEW HIGH SCHOOL

Early graduation for students is not recommended. The District strongly recommends that students complete their senior year and be involved in activities scheduled specifically for them. If a student feels as though an exception should be made due to extenuating circumstances, the students should see the guidance counselor and administration to request permission for early graduation.

Students who complete the requirements for early graduation will be allowed to participate in graduation ceremonies provided he/she is in good standing with Fairview High School including meeting attendance and all other policy requirements. These students will not be allowed to participate in any other activities once they stop attending school.

HONORS PROGRAM

In order to be nominated for selection as an academic honors student, a student must meet the following requirements:

1. G.P.A. must be 3.5 or above for seven semesters beginning with the first semester of the freshman year.
2. Must meet the minimum requirements for graduation in addition to the following:
 - a. Math: 4 courses designated as college bound (CB) courses; must take trigonometry/pre-calculus or AP calculus or AP statistics (NWTC)
 - b. Science: 3 courses which must include one of the following: Chemistry, Human Anatomy and Physiology, or Physics
 - c. English: 4 courses including honors English III; and either English IV or English Composition 1 and 2 by concurrent enrollment.

****NOTE:** For graduates of 2018 and following years: additional requirement: "Advanced Writing Course"

OKLAHOMA ACADEMIC SCHOLAR

Graduating seniors who meet all of the following requirements shall be recognized by the Fairview School District and the State Board of Education as an Oklahoma Academic Scholar. The students receiving this honor will have a gold seal on their diplomas and a notation on their high school transcripts.

1. Accumulate over grades 9, 10, 11 and the first semester of grade 12, a minimum grade point average of 3.7 on a four-point scale **or** be in the top 10 percent of their graduating class.
2. Complete (or will complete) graduation requirements.
3. Score a 27 on the American College Test (ACT) **or** 1,180 combined score on the Scholastic Assessment Test (SAT). The ACT or SAT must have been taken on a national test date before the date of graduation.

REPORT CARDS/GRADING SCALE

Progress reports for deficiencies will be distributed during the fifth week of each semester. Mid-term reports will be distributed during each semester. The grading system used at Fairview High School computes letter grades on the following scale:

A -- Superior Work	90-100
B -- Good Work	80-89
C -- Average Work	70-79
D -- Below Average	60-69
F -- Failure.....	Below 60

UNITS AND CREDITS

Subjects in which a full year's work is required for credit are called unit subjects. Subjects which may be completed in half a year or one semester are called one-half unit subjects or credit subjects except for designated concurrent courses.

Any subject listed in the high school curriculum for credit will be counted toward graduation. Credit will be given for physical education at the rate of one half unit per year.

DROPPING A SUBJECT

If it seems wise for a student to drop a subject:

1. He should have a conference with the counselor.
2. If the counselor approves, he should discuss the change with his parents.
3. Obtain permission slip to be signed by both teachers and parent/guardian concerned and return to principal's office.
4. No subject will be dropped or replaced after the first full week of school without special circumstances approved by the administration.

GUIDELINES FOR STUDENTS TAKING ALGEBRA 1 IN 8TH GRADE

1. The Algebra 1 taken as an eighth grader will not count toward the 24 units required for graduation from Fairview High School. Students must have at least three math units taken at Fairview High School for high school graduation. (except as otherwise allowed by technical school courses)
2. The Algebra 1 taken as an eighth grader is to be shown on the high school transcript which will indicate that it was "taken in eighth grade". The grades recorded will be the grades as shown (letters or numbers) on the cumulative records as the eighth grade Algebra 1 grade.
3. The Algebra 1 taken as an eighth grader is not to be used in figuring the high school grade point average.
4. The only place that the eighth grade Algebra 1 grade will be shown on the cumulative records or permanent records will be with the other eighth grade grades. (not repeated with the freshman grades.)
5. Chamberlain Middle School will show in the cumulative records that the math taken as an eighth grader is Algebra 1 or eighth grade math. Any Algebra 1 grade as an eighth grader is to have an asterisk with it to indicate that the grade is "to be shown on the high school transcript".

STUDY IS ESSENTIAL

Sell yourself on the idea that study is essential, and the battle is half won. Are you thinking of your high school diploma as a stepping stone leading to a college campus, or as your No. 1 recommendation for a job? Either way, it is of real worth to you only if, along with your diploma, you have acquired a background of information essential to further learning of certain skills, which you can use on a job.

Being willing to study and having a desire to know the content of the assignment at hand, clear the way for concentration, and learning should follow readily. This willingness to study and a desire to learn are the first steps toward profitable study. Make them a part of your personal philosophy, your thinking, as you make your daily preparations.

Don't let yourself harbor resentments and objections concerning your assignments because this negative attitude will make your work more difficult for you. You will not learn as readily.

Other suggestions for effective study:

1. Have the assignments clearly in mind.
2. Get together the necessary things for preparation.
3. Begin at once on the work to be done.
4. Concentrate on the job, without interrupting your own work unnecessarily.
5. Try to stay with it until you finish.

Thinking again about your high school diploma, it may help you get into college or on a job, but your own information and skill will determine how long you will stay there or how much progress you will make. Your own store of knowledge, know-how, and personality are in the making as you study. Sounds important, doesn't it? It is!

STUDENT AIDES

Teachers are responsible for their student aides. Aides will remain in their assigned room unless on official business for the teacher. Aides must have a hall pass from by the teacher when it is necessary for the aide to be out of the room. Aides should not have access to the teacher's grade book or grade cards. The work of aides will be considered as a service to the school and not as a personal favor to the teacher. Teachers should not allow aides generally to have cokes or other refreshments in the classroom or during the period. Teachers will usually be allowed a maximum of one student aide each class hour and normally will not be assigned an aide during a planning period.

ATTENDANCE

General: Every student shall attend school regularly. Regular attendance is necessary for students to successfully progress in and fully benefit from the education experience. It teaches students the necessity of regular attendance in preparation for work and teaches students to be personally responsible.

Participation and Credits: A student must be in attendance at least ninety percent (90%) of the school term to participate in athletic contests and/or other school sanctioned activities including graduation ceremonies. Any student who misses more than ten percent (10%) of the term the class is in session without valid excuse may result in loss of credit in that class. Additionally by State rule, for athletic participation a student must be in attendance 90% of the time, in each class in which they are enrolled for the semester to remain eligible.

Notifications/State Law: If a student is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney's office. (School Laws of Oklahoma, Section 232)

Definition of valid excuse is as follows:

1. Doctor's note
2. Verified death in the family (funeral)
3. Religious Holidays -with prior approval (some restrictions may apply)
4. Other absences approved by the Principal

Parent/Guardian: If a student is absent from school, the parent/guardian should call the school office by 8:30 a.m. If a timely call is not received, the absence will be considered an unexcused absence until verification is provided by parent/guardian. This verification including doctor notes must be received within one (1) week.

EXCUSED ABSENCES

An absence due to personal illness, death in the immediate family, family crisis situation, court, doctor or dental appointments, or religious holidays may be considered excused. The school reserves the right to request written documentation to verify the absence. An excused absence does not mean that the student will not be counted absent. It does mean that the student has an acceptable reason for not attending and that all work missed will receive full credit if made up in a timely manner as described in the section titled, **Make-Up Work**. This is necessary to comply with *State Law, Article 1, Section 11: Oklahoma School Code (70-1-111)*. (School Activity Absences are absences due to participation in school-sponsored activities, though similar to excused absences, are considered a separate category and are covered under the section titled, **Extracurricular Activities Policy**.)

UNEXCUSED ABSENCES

Any absence not covered in the above criteria (excused absences) will be considered unexcused. This includes, but is not limited to, absences such as trancies and other unapproved absences. (Any student who leaves school without properly checking out through the office will be given an unexcused absence.) Make-up work is required but will receive reduced credit for an unexcused absence as determined by the administration. (see make-up work)

MAKE-UP TIME

Students who miss school for any reason, excused or unexcused, other than for participation in approved and/or sanctioned school activities, life threatening accidents or illnesses of an immediate family member, or funerals will be required to make-up time. Exceptions for absences due to health and medical related circumstances will be individually evaluated with consideration given to the student's efforts in class work, attendance history, and parent/guardian's efforts to minimize missed school.

Make-up time, whether on Saturday morning or in Wednesday after school sessions will generally follow the guidelines below. Saturday sessions will be needed for absences related to circumstances such as:

1. Vacations
2. Hair appointments
3. Shopping
4. Unapproved recreational or entertainment events

After school or alternate make-up sessions may be needed for situations such as:

1. Documented medical and health related appointments
2. Substantiated or documented illness

Administrative discretion is necessary to evaluate each individual situation when work is not made up in a timely manner. Students will make-up 30 minutes for each hour of school missed. (i.e. One day missed would require one Saturday session or 2 Wednesday school sessions. Saturday make-up sessions are from 8:30 a.m. to Noon at the High School)

Wednesday school sessions (3:30 to 5:30 p.m.) may be utilized with approval from the Principal. When a student misses an activity practice session due to make-up time, he or she will not be penalized, but may be required to make-up the practice missed. To avoid conflicts with activities, coaches, advisors, and directors may offer an alternate make-up session with the approval of the Principal.

Failure to attend scheduled make-up sessions (Saturday or After School) without administrative approval may result in detentions and/or ISS in addition to replacement of the make-up sessions and/or other administrative consequences as determined by the Principal. Tardiness to make-up sessions will result in additional make-up time. For every ten (10) minutes late (or part of 10 minutes) an additional 30 minutes of make-up time will be required. Excessive tardiness may result in other administrative consequences, including suspensions.

TARDY POLICY

Students are considered tardy if they arrive after the designated bell or defined starting time for a class unless excused by the administration. If the student is more than ten (10) minutes late, he or she is considered absent for that class period. Likewise, if the student missed more than ten (10) minutes (including early release) of any class, he or she is considered absent. Tardies are considered excused or unexcused by the same criteria used for absences.

Unexcused tardies during a semester will result in the following consequences:

- 1st tardy - student received verbal warning
- 2nd tardy - parent/guardian is notified
- 3rd tardy - student receives detention
- Additional tardies - student receives detentions, suspensions, and/or make-up of time as determined by the administration

LEAVING SCHOOL EARLY

A student leaving during the school day after 8:09 a.m. and before 3:30 p.m. must use the following procedure:

1. Have his/her parent call the high school office
2. Make arrangements with the office and teachers.
3. Sign out at the office

Failure to follow proper procedures for reporting to and leaving school may result in disciplinary action against the student. The attendance policy for absences and tardies will apply.

TRUANCY

A student absent without the consent of his/her parent/guardian and administration is truant. This is an unexcused absence. Work will be made up, but no credit or reduced credit will be given as determined by the principal. Repeated truancy may be cause for disciplinary action, suspensions or legal action. Examples of truancy include but are not limited to:

1. Leaving school without permission from the principal and not signing out in the office.
2. Being absent from class without prior permission from parents/guardians and administration.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the office.
6. Come to school but do not attend class.
7. Go to car without permission during the school day.
8. Do not come back after lunch and the parent has not called the office by 1:30 that afternoon to confirm the valid reason as listed earlier.

TRUANCY POLICY

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of parent and/or students.

ATTENDANCE AWARD

Students who have not been absent for the entire year will receive perfect attendance certificates.

SEMESTER TEST EXEMPTIONS

Attendance and grade requirements for exceptions are as follows:

- A average – exempt with three (3) absences
- B average – exempt with two (2) absences
- C average – exempt with one (1) absence
- D or F – no exemptions

1. Approved school activity absences are not included
2. An unexcused absence in a class will require the student to take the semester test in that class.
3. Any student that enters during the second nine-week period of the semester may be required to take all semester tests.
4. Unless arrangements for payment are made with the principal, any money owed to the school, including library fines and band charges, one week before the end of the semester will require the student to take all semester tests.
5. Semester tests may count for up to 10 % of the semester grade.

Exempt students will be rewarded for meeting the above requirements related to grades and attendance.

COMPREHENSIVE EXAMINATIONS

At the end of each 9 weeks students will be given a comprehensive test. These tests may count for up to 10% of the final grade

MAKE-UP WORK

Students may have one day for each day missed for make up work due to any excused absences including school related activities. Previously assigned work or long term assignments with scheduled due dates may be required by teachers to be turned in prior to leaving for the activity. Students should communicate with teachers in advance for known absences due to activities and appointments. If this advance communications and planning does not occur, students may be required to turn in make-up work the first day back from the absence. Students may be expected to take scheduled tests upon returning from these absences, providing appropriate review and preparation is obtainable.

LATE WORK

Late work will be accepted for reduced credit for limited time periods according to established policies of the administration and faculty.

WEDNESDAY SCHOOL

OPERATIONAL GUIDELINES

1. Students assigned to Wednesday school may not be excused for work or activities; however, the session may be delayed until the next week providing the student/parent makes arrangements with the administrator in charge of the program. The session may then be made up the following week. Students refusing to attend the session will face disciplinary action.
2. The session will be conducted on Wednesday afternoons from 3:30 p.m. until 5:30
3. p.m. and will be open to any student in grades 9 through 12.
4. Assignments to Wednesday school can be made for any part of the two hours but only by the administration and staff.
5. Supervision will be provided by professional staff members to be assigned by the administration.
6. All sessions will be held in a high school classroom or media center.
7. Each student must come prepared to work for their assigned time. Music, card playing or other activities that are not academic in nature will not be permitted. Any student not prepared to work the entire time will be assigned another session.
8. Transportation after the session will not be provided by the district.
9. Students who are tardy without permission from administration will be assigned another time.
10. Breaks for students will be given at the discretion of the director.
11. Talking and socializing are not permitted at any time.
12. Seats are assigned by the Wednesday school director.
13. Students who will not comply with the guidelines of the Wednesday school or who cause further disturbances will face disciplinary action.
14. Students are not allowed to sleep at any time.
15. Under special circumstances, the administration may allow a coach or activity director to provide an alternate time to make up the work missed.

COLLEGE VISITATION POLICY

A student who plans to attend college after graduation is allowed one (1) visitation day as a sophomore, and two (2) visitation days each year as a junior and senior to visit or enroll in the college of their choice. These days will be considered school-sponsored absences only if the following requirements are met:

1. All visits must be set up and approved by the counselor and principal. The student must notify teachers of the arranged date for the college visit **at least three (3) school days in advance** of the visit utilizing the approved form.
2. Students must have a written verification from the college upon his/her return to school.
3. College days must be taken before May 1.
4. Students must meet the entrance requirements for the college he/she is planning to visit.
5. Parent and/or school staff member attendance is generally required.

EXTRACURRICULAR ACTIVITIES POLICY

1. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed ten for any one class period. Excluded from this number are state and national levels of school sponsored contests.
 - A. State and national level contests are those for which a student must earn the right to participate.
 - B. Sponsors should develop eligibility criteria that are consistent with the goals of the activity program and local community expectations. Criteria for earning the right to represent the school in any state or national level contest shall be submitted in writing by local school sponsors.
 - C. Exceptions will be considered only if extreme circumstances exist that create undue hardships upon the participating schools and after the approval of the appropriate agency.
 - D. The board of education shall, prior to the beginning of each school year, decide what contests are to be considered state and national levels of participation (taking into consideration Career Technology and Oklahoma Secondary Schools Activity Association (OSSAA) approved/sanctioned activities). These include:
 - Football -- any games beyond the regular scheduled games
 - Basketball -- Regional, Area and State Tournaments
 - Baseball & Softball -- Regional and State Tournaments
 - Track -- State Track Meet
 - Band -- State Marching and State Concert Contests

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- Speech -- Regional, State Speech Contest and N.F.L. Districts
 - Family and Consumer Sciences -- State F.C.C.L.A. Convention
 - Agriculture Education—State FFA Convention, National FFA Convention, and Bonus Sales
 - Academic Contests and Bowls
 - Golf - Regional and State Tournaments
 - Career Tech competitions that meet criteria

2. The Internal Activities Review Committee will be organized.

A. The Internal Activities Review Committee should be at least a five (5) person committee which included at a minimum the following positions:

- Principal/Administrator
- Regular classroom teacher (Core-Subject)
- Athletic Director
- Coach/Sponsor
- Parent

B. The Internal Activities Review Committee is responsible for reviewing and recommending any deviation of the activities attendance policy.

1. Any deviation from the ten day (class period) absence rule shall not
2. exceed five days (class periods).
3. Any absence exceeding the ten day (class period) rule, and not approved as a deviation without superintendent's approval by
4. the Internal Activities Review Committee will result in the student being counted as not in attendance for that day.

CONDUCT

SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. School spirit may be divided into three categories:

1. Courtesy – toward teachers, fellow students and the officials of school athletic events.
2. Pride – in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – the ability to win and lose gracefully.

COURTESY

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious or economic background.

Respect and obey the judgment of your teachers. They are not only your teachers and adults, but are considered your parents during the school day. Treat all other adult employees of the school with courtesy and follow any request or direction given by them. These include custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

BULLYING

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or at school sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

As used in the School Safety and Bullying Prevention Act, "bullying" is defined as a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student." Electronic communications include all types of digital files, including video content.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing students seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities direct at the students
5. Unwelcome physical contact

The Superintendent shall develop procedures providing for:

1. Prompt investigation of allegations or harassment
2. The expeditious correction of the conditions causing such harassment
3. Establishment of adequate measure to provide confidentiality in the complaint process
4. Initiation of appropriate corrective actions
5. Identification and enactment of methods to prevent reoccurrences of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student." Bullying includes, but is not limited to, gestures, written, verbal, or physical acts or electronic

communications.

2. "Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to a telephone, a cellular telephone or other wireless communication device, or a computer, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal.. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the
3. Superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
4. If, during the course of the investigation, it appears that a crime may have been committed the building principal, and/or Superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
5. If it is determined that the school district's discipline code has been violated, the building principal shall make a determination as to whether the conduct is actually occurring, if it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
6. Upon completion of the investigation, the Principal or Superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicated an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the
7. provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 or Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
8. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.
9. Upon completing of any investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

1. Student and Staff Education and Training:

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on

request. Fairview Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Student, like staff members, shall participate in an annual education program that sets out expectations for students behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Fairview Public Schools' Safe School Committee:

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding; identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victims of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidation, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the Superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the Superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs.
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform the school immediately if they think their child is being bullied or is bullying other students.
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms.
5. Cooperate fully with school personnel in identifying and resolving incidents.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole education structure. It is training that develops character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which will make you a better person.

CONTROL AND DISCIPLINE

School Law of Oklahoma Sec. 808:

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school district or classroom presided over by teacher.

CORPORAL PUNISHMENT POLICY

1. Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may only be administered with administration approval.
2. In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.
3. Any parent who does not wish corporal punishment administered to his/her child or children should notify the principal of that school in writing annually, and that request will be honored.

If parents do not wish corporal punishment, then the student may receive a three-day suspension. The student will be expected to make up the missed work, with reduced credit as determined by the administration, and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted in school.

DRESS CODE

Good standards of dress and appearance reflect good judgment and poise, increase maturity and help create the business-like and purposeful atmosphere at a good school. Another reason why it is important for students to take pride in their personal appearance is because many employers request the school to provide information concerning personal appearance of a prospective employee.

Fairview has become known as one of the systems that have a marked absence of students of sloppy appearance, and this is the type of reputation that is highly desirable. To keep this high standard the following items of appearance and dress must be understood and followed.

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his peers, attire for students must be reasonable, modest and in such style as it will not cause distraction.

Hair must be clean and well groomed and should remain out of the student's eyes during normal activities. Hair dyed any color besides a natural color will not be allowed. Extreme, unusual, or unnatural haircuts including shaved or designed sections of the head are unacceptable.

Make-up for girls must not be unusual, extreme, or exaggerated. Make-up for boys is considered unusual and therefore will not be allowed.

The sponsors of extracurricular activities may set their dress code more strictly than those listed, as long as the code is reasonable. They must have their code approved by the principal and superintendent. Exceptions to the dress code guidelines due to medical related circumstances must be approved by the administration.

Final authority on any dress code matter or policy rests at the discretion of the building principal. When a student has violated the school dress code he or she will be subject to the following disciplinary action:

- First Offense: Required to change or sent home with an unexcused absence to change.

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- Second Offense: Students will face possible detention and parents will be contacted.
 - Third Offense: Students will face possible detention or suspensions and parent will be contacted.

GUIDELINES FOR DRESS FOR ALL STUDENTS

1. Shirts and blouses must overlap or be tucked in trousers or skirts at all times.
2. Rubber or plastic flip flop shoes, without a strap around the heel are not permitted. Exception: Leather dress sandals may be worn. (with or without a strap around the heel)
3. Warm-up, sweat pants, and wind pants, mesh shirts, tank tops, clothes with holes and other similar attire are inappropriate for school wear and will not be permitted. Tank tops are defined as having shoulder widths of less than the size of a dollar bill.
4. Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or related to drug and tobacco products or skulls and bones will not be permitted.
5. Clothing considered or sold as undergarments must not show, i.e. boxers, bras straps, etc.
6. Hats, caps and sunglasses will not be permitted to be worn in the school building.
7. Chains worn around the waist or pocket chains do not have a value at school and will not be allowed.
8. Chains with links larger than 1/8 inch will not be allowed to be worn around the neck or waist.
9. Dog collars do not have a value at school and will not be allowed.
10. Tattoos and body piercing are must not be visible. Girls will be allowed to have pierced ears.
11. Lanyards are only allowed for designated purposes. Lanyards are not to be swung or twirled in classrooms or in the hall so as not to be a danger or disruption to others.
12. When arms are raised, no midriff should show.
13. Clothing with holes of any kind, including pockets or frayed to the point one can see through or begin to see through the material on jeans will not be acceptable. Holes in clothing must be sewn or patched for the clothing to be worn to school. Tights or other clothing worn beneath the articles that are frayed or have holes, does not meet this requirement of patching. Solid material beneath the frayed area must be sewn or be a part of the article of clothing.
14. The waistband of all garments must be worn above the top of the hipbone. Extremely oversized, "sagging", or "baggy" pants are unacceptable.

GIRLS

1. Hemlines of skirts and dresses must be no higher than 5 inches from the floor to hemline when student is on her knee. (This is approximately two (2) inches above the knee while standing.)
2. Shorts, gauchos, capri pants, or any other type of short-legged pants are only to be worn on special occasions and by special permission of the administration.
3. Tight-fitting knit or cotton pants of the material defined are considered as tights or hose apparel and must be worn as such under dresses or skirts measuring no higher than five (5) inches from the floor to hemline when student is on her knees. (This is approximately two (2) inches above the knee while standing.)
4. Examples of unacceptable dress for girls include halter tops, tank tops, spaghetti straps, bare midriffs, hip huggers or any dress reflecting an extreme style. Tank tops are defined as having shoulder widths of less than the size of a dollar bill. Low-cut tops are not allowed.
5. It will be unacceptable to wear hair curlers.

FORMAL DRESS CODE FOR GIRLS

Occasions for formal dress include, but are not limited to: queen contestants, banquets, prom, arch bearers, graduation and awards programs.

1. One piece
2. Two-piece - if when arms are raised, no midriff shows
3. Back of dresses must fall no lower than your natural waistline (belly button)
4. Dresses must fall a minimum of 2 inches longer than fingertip length
5. No low-cut or plunging tops or revealing sides in areas that should be covered.
6. No cutouts, mesh, or see-through material

Any provocative or revealing apparel will not be allowed. Dress code applies to guests of students as well.

BOYS

1. Shorts are only to be worn on special occasions and by special permission of the administration.
2. All boys must be clean-shaven. No beards or mustaches will be permitted. Hair must be clean and well groomed. Sideburns - in line straight down from outside corner of eye to straight back from the corner of the mouth - clean and well groomed.
3. Boys are not allowed to wear earrings including gauges or plugs.
4. Half shirts are considered unacceptable dress as well as any dress reflecting an extreme style. Sleeveless shirts are not acceptable dress.

When a student has violated the school dress code he or she will be subject to disciplinary action including but not limited to:

- Required to change or sent home with an unexcused absence to change.
- Repeated Offenses: Students will face possible detention or suspensions and parent will be contacted.

SUSPENSIONS

Out-of School Suspension

Suspension will normally be for a period of three days, but the number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. **A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises nor attend any school activity while the student is suspended. To do so will result in further suspension.**

The principal shall exercise his/her power as to the length of time of the suspension. Any serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents will be notified by telephone or letter. During the time a pupil is suspended, he/she may not attend or participate in any school activities, including extra curricular activities. Anytime a student is suspended, they will have the opportunity to make up work missed, but will receive reduced credit as determined by the administration. All students will have 72 hours to appeal the suspension to the building principal. The pupil suspended shall have the right to administrative appeal and a hearing before the Board of Education. The decision of the Board of Education shall be final.

In-School Suspension

1. Length of suspension will depend on the seriousness of the offense and/or number of previous suspensions and will be at the discretion of the administration.
2. 100% make-up of schoolwork required.
3. Student will have separate assignments each day.
4. If schoolwork is not completed or there are any problems with the students, further disciplinary action may be taken.
5. Student must stay seated.
6. Restroom breaks will be allowed at designated times.
7. Normally lunch is in the designated ISS area.
8. Any markings on walls, desks etc. in the detention area will be reason for added punishment.
9. There is to be no participation in school activities during in-school suspension.
10. Students are to sit in a proper manner with their feet on the floor.
11. Cell phones will be kept in the office until the end of the day.

While on school district property, while in attendance at any school-sponsored activity, or while under the general supervision of school officials, regardless of location, reasons for receiving In-School or Out of School Suspension include but are not limited to the following:

1. Conduct which jeopardizes the safety of others.
2. Possession, threat or use of a dangerous weapon.
3. Selling, passing, buying or in any way in possession or consumption of, or under the influence of any narcotic drug, stimulant, barbiturate, alcohol or controlled dangerous substances. (Controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student.)

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4. Fighting, assault and battery.
 5. Immorality or profanity.
 6. Theft or possession of stolen property.
 7. Destroying or defacing school property.
 8. Showing disrespect for faculty, staff or school employees.
 9. Conduct that disrupts the normal educational process.
 10. Violation of school rules, regulation or policies.
 11. Cheating or attempting to create classroom disturbance.
 12. Disobeying a school employee willfully and openly.
 13. Any participation in gang activities including the mode of dress, hand signs, meetings or any other gang-related practice.
 14. Harassing any school employees away from school.
 15. Continuing absenteeism or tardiness.
 16. Public display of affection.
 17. Breaking and entering the school building after school hours.
 18. Pornography in any media.
 19. Making obscene gestures.

DETENTION

1. Students may be assigned to detention by the principal, assistant principal or by staff with administrator approval as a discipline procedure.
2. Students may delay detention, provided arrangements are made in advance with the administrator in charge of the program.
3. Students that miss an assigned detention will have another day added. If they miss a second time, the students will face further disciplinary action.
4. Students refusing to attend a detention session will face a long-term suspension until the time is served.
5. Efforts to notify parents or guardians will be made when a student is assigned detention.
6. Late arrivals will not be admitted unless they have been detained by school personnel.
7. Students must bring work or have appropriate reading material for detention or complete the assignment as directed.

DUE-PROCESS PROCEDURE

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.

CONDUCT OFF SCHOOL PREMISES

School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline, welfare and effectiveness of the school. The rationale for this rule is obvious. Students can effectively disrupt the school by off campus attacks on school officials, their families, animals or property. Students must know that such attacks will result in disciplinary action.

DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the principal, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the principal and the parents have conferred and resolved the issue regarding the student's unacceptable behavior. Violations by graduating seniors may affect their ability to participate in graduation exercises.

EXPULSION

A student may be suspended from school for improper moral action, persistent discipline problems, reasonable proof of guilt in cases of stealing and for gross disrespect for the teacher or administration, and any action which may threaten the safety of the staff and/or students.

WEAPONS/GUN-FREE SCHOOLS

It is the policy of the Fairview School District to comply fully with the Gun-Free Schools Act. Any student in this school district

who brings a firearm or other weapon, as described by Section 921 of Title 18 of the United States Code, to school, to any school-sponsored event, to, in, or upon any school property, including school transportation of school-sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. School officials will immediately report discovery of unauthorized firearms on school property to a law enforcement authority.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by- case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

TOBACCO

There is to be no use of or possession of tobacco by students within one block of school premises. No smoking, chewing or loitering will be allowed in cars while parked at school. This includes e-cigarettes or other methods of consumption.

ELECTRONIC COMMUNICATION DEVICES

Devices such as, but not limited to, cell phones, I-Pads, Kindles, I-Pods, Nooks, MP3 Players, lap tops, smart watches, and tablets in general, without special permission from a teacher or administrator for use for educational purposes, are not to be used, and should not be seen or heard at school except before school, during lunch break, and after school. Those who violate this policy will be subject to the following disciplinary actions:

1. Device will be removed from the students possession and a parent or guardian may receive the item from the administration.
2. Students will receive immediate suspensions. Length of suspensions and loss of privileges will be determined by the administration.

Any failure to meet the above guidelines or for repeated violations of this policy will result in more severe consequences including, but not limited to, longer terms of lost privileges and/or suspensions as determined by the administration.

ALCOHOLIC BEVERAGES & DRUGS

Possession, consumption, or under the influence of alcoholic beverages or controlled dangerous substance (controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student) is forbidden by state law and shall be enforced by members of the faculty and administration during the school day, at school functions and when representing the school away from home as either a participant or spectator. Restrictive discipline and an immediate three to ten-day suspension will result if the student is guilty of this. A second offense may result in a one or two-semester expulsion.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NON INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Fairview Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

1. Non-intoxicating beverages; (i.e. "Beverages containing more than 1/2 of 1% of alcohol by volume, and not more than 3.2% alcohol by weight).
2. Alcoholic beverages; or a
3. Controlled dangerous substance; as the above are now defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Reference: *O.S. Title 70 Section 133.*

Any suspension and/or expulsion of said student shall be subject to any applicable school policy, state law or student handbook regulation.

CONDUCT IN HALLS

Students will refrain from loud talking, boisterousness or other improper action while passing in the halls.

SEARCHES OF STUDENTS

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

1. The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions.
2. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic devices, controlled dangerous substances as defined by law, stolen property (if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities) or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
3. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal or staff.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

PUBLIC DISPLAY OF AFFECTION

Public display of affection between two or more is not appropriate behavior for school and will not be tolerated. Offenders will be subject to disciplinary action.

SEXUAL HARASSMENT POLICY

The policy of the Fairview School District forbids discrimination against, or harassment of, any student on the basis of sex. The board of education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

1. Sexual Harassment
 - A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double meanings, passing notes and jokes.
 - B. Demeaning comments about a girl's/boy's ability to excel in a class historically considered a "boy's/girl's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
 - C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. Specific Prohibitions – Administrators and Supervisors

- A. It is sexual harassment for an administrator, supervisor, support employee or teacher to use his or her authority to solicit sexual favors or attention from students.
- B. Administrators, supervisors, support personnel or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.
- C. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance Policy.
 - i. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration, or supervision or to any responsible adult person.
 - ii. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, warning, suspension or termination subject to applicable procedural and due process requirement.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to, warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E.

GUM CHEWING

It will be at the discretion of each teacher to allow gum chewing in his/her classroom. (Note: This is subject to change by the administration, by class, or for all classes due to any improper use, handling, and/or disposal of gum.)

SNOW BALLS

There is to be no snow ball throwing within one block of school premises. Offenders will be subject to disciplinary action.

*****No skateboards, roller blades, roller skates, heeies or similar items are allowed on school premises (except during special events designated by the principal).*****

VEHICLES

VEHICLE REGISTRATION

All automobiles driven to school must be registered in the principal's office during enrollment or the week following enrollment or at any time you begin driving that vehicle to school.

Automobiles must be parked at school in the parking area across the street east of the gym only unless special permission is granted by the administration.

PARKING PERMITS AND DECALS

All vehicles used by students are to be registered on a special form called a parking permit. When the completed parking permit is returned to the office, each year students will be issued a parking decal. Each student will be issued one hanging decal for \$5.00 charge. All motorcycles must also be registered in the office the same as any other vehicles.

DRIVING AND PARKING LOT RULES AND REQUIREMENTS

Automobiles driven by our students present a major problem as far as public relations and safety are concerned. Students who will not observe the following high school parking and traffic rules will not be permitted to drive their cars to school.

1. The speed limit for school zones should be observed while in the vicinity of the high school or any other school.
2. A very slow rate of speed should be observed while cars are approaching or leaving the school. Rapid acceleration or "digging out" from a congested area is most dangerous. Such practice may cause serious injury and property damage and may result in civil charges being filed on the offender.
3. Students are to leave their vehicles as soon as they have been parked in proper areas. They are not to sit in either their own cars or other cars while they are parked.
4. If it is necessary for you to go to your car during school hours, you must receive permission from the office.
5. The school is not responsible for automobiles or their contents. Students are encouraged to lock their car doors.
6. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, or other contraband might be present in those vehicles.
7. When a student receives a violation sticker (left on the windshield), he or she has 24 hours to report to the office to take care of it. The student must come on his own time before school, during lunch or after school. No tardy passes to class will be issued. If the student does not come in on his own and has to be called out of class, the violation may be doubled.
8. When you must drive a vehicle that does not have a decal, report to the office when you first arrive at school.

VIOLATION TICKETS

Parking Ticket:	\$10
First Ticket:	\$10 or 10 days off-campus suspension of student's vehicle(s).
Additional Violations:	off-campus suspension of student's vehicle(s) for longer terms as determined by the administration

LIBRARY / MEDIA CENTER

LIBRARY

Our high school library is organized and maintained:

- To provide you with a collection of books, digital technology and reference books that will be helpful in the preparation of your class assignments.
- To furnish you with recreational reading material for your leisure moments.
- To give you a quiet place where you can come to study or to read or complete on- line coursework.

RULES AND REGULATIONS

There will be no food or drink in the library/media center except when approved by the administration. This also includes eating candy or chewing gum unless approval is granted by the librarian and/or administration. Anyone caught doing this will forfeit library privileges for an indefinite period of time.

No one is to be behind the circulation desk without permission from the librarian. There will be no students allowed in the media workroom without the permission of the librarian and/or administration.

This is your media center, and we want to make it as comfortable, usable and desirable as possible for you and the faculty. For this reason we must have some rules and regulations to govern the facility. Please help us keep it as nice, comfortable and usable as possible.

BORROWING PRIVILEGES

1. Regular library books may be borrowed for a two-week period with a renewal of another two weeks if needed.
2. Reference books may be checked out only if special permission is given first by the librarian. Reference books can be checked out only during the last hour of the day and are due in the library by 8:30 a.m. the next day.
3. A student may have no more than one book in their possession from the library at one time. The exception being if the librarian gives a student special permission to check out more books for research.
4. If a student has any overdue books or magazines or owes any fines, he/she will not be allowed to use the library, and report cards will be held until his/her name is cleared.

LEARNING CENTER EVENING RULES

1. The library may be open after school for Wednesday and Saturday school sessions, and when approved by administration.
2. Students must sign in upon entering the learning center and must sign out when they exit. Phone calls will be accepted from parents checking on students during the special sessions.
3. Students will not be allowed to use the telephone except in extreme emergency cases which will be at the discretion of the staff member.
4. Students are not allowed to bring food or drink to the learning center.
5. No gum chewing or eating of candy will be allowed.
6. Students may not go into the main building unless they have permission from the librarian.
7. Students who use the learning center are expected to work. Those who do not will be asked to leave.
8. Students will use the main outside entrance to the learning center. If the weather is bad, students may be required to remove their shoes in the entranceway and wear clean socks in the learning center.
9. The students may have access to the digital materials, but will be expected to check these out through the librarian and return them to the proper place.
10. Students should put all materials away before leaving. No one is to leave important research materials lying around for someone else to put away.
11. If students have overdue fines and/or books and materials, they will not be allowed to use the learning center until their name is cleared.
12. If a student fails to abide by these rules, he/she will not be allowed to use the learning center in the evening and his/her name will be turned in to the principal's office.

LIBRARY FINES

A list of students with overdue books is sent to each of the teachers at least twice a month.

1. Fines for overdue regular library books are five cents per day. Fines are exclusive of holidays.
2. Fines for overdue reference books or magazines are ten cents per day.
3. Absence does not excuse a student from payment of fine.
4. Payment of a lost book is based on the replacement cost. If a lost and paid for book is found within 30 days, the fine will be subtracted from the amount paid and the balance will be refunded. If not returned within 30 days, no refund will be made.

FORFEIT OF LIBRARY PRIVILEGES

Students who do not cooperate with the library staff or comply with the regulations will forfeit the privilege of using the library facilities.

INTERNET

Internet - Terms and Conditions

1. Acceptable Use - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any
 - a. U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.
2. Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with an LEA faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke or suspend specific user access.
3. Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Your messages should not be abusive to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have

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- access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g. All communications and information accessible via the network should be assumed to be private property.
4. Fairview Public Schools (Local Education Agency - LEA) makes no warranties of any kind, whether expressed or implied, for the service it is providing. The LEA will not be responsible for any damages suffered. This included loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by negligence, error or omissions. Use of any information obtained via the LEA is at the users own risk. The LEA is not responsible for the accuracy or quality of information obtained.
 5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
 6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
 7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to Fairview Public Schools and to SNFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

COMPUTERS

Computers are in the library for the following purposes:

1. Catalog searches -- search for a particular book, author or subject using the computer
2. Internet Access
3. General use

All computers are on the network and can access stored information.

COMPUTER LAB RULES

Two computer labs are available for your use during school hours, after school by arrangement and while the library is open during the evenings. Additional time may be available by arrangement. Computers are available on a first-come-first-serve basis AFTER classes scheduled have been served. Classes are requested by their teacher by signing for a time period on the lab schedule.

1. If you are not scheduled with a class in a lab, please have a lab pass signed by your teacher.
2. Students displaying inappropriate behavior will be asked to leave.
3. Please call any computer problems to the attention of your teacher.
4. Please save all of your work. Make sure ALL work is saved. Work saved on the desktop of the computer cannot be guaranteed to be there throughout the year.

Downloads are not permitted. Hacking around the firewall will be subject to disciplinary action. Educational games are permitted with the teacher's permission; however, all other games are not permitted. Chatting and messaging is NOT allowed. Email access is only available with the teacher's permission. Students not following these procedures will lose all computer privileges.

If you have a problem, please let your teacher know. Please do not use equipment/programs with which you are unfamiliar. Ask for instruction from your teacher.

LIBRARY COMPUTER USE

Catalog search, and telecommunication computers are available for your use throughout the school day and while the library is open. Instruction is available from the librarian or lab supervisor.

**STUDENT AGREEMENT TO THE TERMS AND CONDITIONS
OF THE INTERNET USED IN FAIRVIEW PUBLIC SCHOOLS**

STUDENT NAME (Please print) _____

COMPUTER USAGE

I understand that I will be using computers and computer software as a part of my classes during the school day. I understand that I and my parents/guardians are personally and financially responsible for an abuse/misuse of school property while in my possession or under my use or care.

Student Signature _____ Date _____

Parent Signature _____ Date _____
(Must be signed if the student is under the age of 18)

INTERNET USAGE

I understand and will abide by the Terms and Conditions for Internet Use Policy. I understand that abuse of chat rooms and any level of cyberbullying is a violation of school policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

Student Signature _____ Date _____

As the parent/guardian of this student, I have read the Terms and Conditions for Internet Use Policy. I understand that this access is designed for educational purposes and that the LEA has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the LEA to restrict access to all controversial material, and I will not hold the Fairview Public School District or OneNet responsible for materials acquired on the network. I hereby give my permission to grant Internet access to my child and certify that the information contained on this form is correct.

Parent Signature _____ Date _____
(Must be signed if the student is under the age of 18)

GENERAL INFORMATION

WEATHER CLOSING INFORMATION

For school closing information (i.e. snow days) tune to one of the following radio or television stations:

K101 (101.1 FM) KFOR (Channel 4) KWTW (Channel 9) KOCO (Channel 5) FOX (Channel 25)

In case of weather closings, emergency situations or important announcements, those who provide current phone numbers will be notified through our school reach automated messaging system.

SHUTTLE BUS RULES

ALL students are required to ride shuttle bus to classes off campus. First and last hour activity classes and teacher aides by permission are the only exceptions allowed. Because of the location of some of our classrooms on the Chamberlain Middle School campus, we have provided our students with a shuttle bus service in order to transport them to and from classrooms.

Cooperation of every student is needed to make this procedure function efficiently. The following rules are to be adhered to by all students that ride the shuttle bus at any time during the school day.

1. Go directly from your previous class to the loading area. High school building waiting area is the Hive lobby in the area of the main doors. For the Ag. Ed. building, the waiting area will be either the classroom, or during some hours students will be asked to walk to the bus loading area in front of the Chamberlain Middle School building.
2. Students are to conduct themselves properly at all times. Loud and boisterous talking or "horseplay" will not be allowed at anytime while waiting, loading, unloading, or riding the shuttle bus.
3. It is imperative that students entering the building after classes have commenced go quietly and quickly to their lockers and to class without disturbing other classes.
4. If a student should miss the shuttle bus he is to report to the office (if at the high school) or report to his instructor (if at another building) to receive an admit stating the reason for his failure to be on the bus. A time of departure will be put on the admit and the student will be required to walk quickly to the building for his next class. **Disciplinary action will be taken against students that habitually miss the bus and are not able to fulfill their responsibilities in this matter.**
5. Students should move promptly while loading, unloading, moving to and from loading areas; however, **students are not to run at anytime!**
6. **No food or drink allowed.**

DRIVING EXAMS

All students taking the driving examination written test must be enrolled as a full time student and have passed the reading section of the Criterion Referenced Test or be a student on a current I.E.P. The prospective driver must then provide the driving examiner with a letter from the school with the following verifications:

1. Documentation of enrollment or excused absence
(as outlined in Oklahoma State Statutes, Title 47, Sec. 6-107.3)
2. Documentation of reading proficiency
(as outlined in Oklahoma State Statutes Title 47, Sec. 6-107.3)

Students taking their driving exams may miss up to four (4) hours without being counted absent if parents have given the school notice prior to the student's absence.

ILLNESS AT SCHOOL

If you should need special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition, we request you give the necessary information to the principal with a statement from your parents or your doctor concerning your difficulty and your care.

MEDICATION - ADMINISTERING TO STUDENTS

It is the policy of the Fairview Board of Education that if a student is required to take medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
 - A. Purpose of the medication,
 - B. Time to be administered,
 - C. Whether the medication must be retained by student for self-administration,
 - D. Termination date for administering the medication, and
 - E. Other appropriate information requested by the principal or the principal's designee.
3. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
 - E. Definitions:
 - i. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - ii. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
 - iii. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.
4. The administrator, or administrator's designee, will:
 - A. Inform appropriate school personnel of the medication being administered
 - B. Keep an accurate record of the administration of the medication
 - C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
 - D. Return unused prescription to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. The policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

AUTHORIZED SELF-MEDICATION OF INHALED ASTHMA MEDICATION

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes, it is permitted that a student self-administer inhaled asthma medication for the treatment of asthma. The self-administration of asthma medication must be authorized by the student's parent(s)/guardian(s) and physician.

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes, the parent(s)/guardian(s) of the student are required to supply the school an emergency supply of the student's medication to be administered.

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes it should also be known to the parent(s)/guardian(s) that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and the parent(s)/guardian(s) are required to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of such authorizations.

A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times. Said student is not permitted to allow any other student to use his/her inhalant medication, nor is said student permitted to use inhalant medication of another student. The student's inhalant must be labeled with his/her name.

A student must be in possession of his/her asthma inhalant medication in order to

(1) participate in daily athletic/PE exercises or (2) attend away athletic events or other away school sponsored activities.

MENINGITIS

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Signs and symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

The disease is spread by droplets in the air and direct contact with someone who is infected. If your child has symptoms of meningococcal disease contact your health-care provider immediately. Vaccines can prevent many types of meningococcal disease, but not all types. Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance
- Are Medicaid eligible
- Are Native American
- Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

The vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in college and other schools after high school who will live in dormitories or on-campus student housing.

CONTAGIOUS DISEASE

School Law of Oklahoma, Section 815

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. After three infestations, a no nit policy will be enforced for the remainder of the school year.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school the student must first get a withdrawal sheet from the principal's office. Each teacher must sign the withdrawal slip and give an estimated grade. All fees and fines must be paid. No credit will be transferred until the student has legally withdrawn. The principal reserves the right to contact parents before official withdrawal is completed.

USE OF SCHOOL BUILDING AFTER HOURS

Students are not to be in the building of Fairview High School (especially the gym lobby) after school hours unless they are supervised by a teacher or coach.

Students needing in the gym or classroom areas after school hours can do so by securing permission from a teacher or coach that will be supervising your activity. Otherwise students are not to be in the building after hours.

Disciplinary action will be taken against students found in the building without permission. Your cooperation in this matter will help alleviate a number of problems and will be appreciated.

CHANGE OF ADDRESS AND PHONE NUMBER

At times during the school year students move from one address to another in town. This information must be reported to the office where it will be entered on the office records.

STUDENT LOCKER USE

Each student is assigned a school locker for his or her use during the school year. There is to be no unauthorized swapping of lockers. Students are expected to keep their lockers clean and organized. Shelving of some kind may help with organization. Lockers should be kept free of trash and articles of clothing.

There should be no tape used on the outside of lockers. Tape may be used on the inside of lockers.

Locks are generally not allowed on school lockers except by special arrangement. Students are discouraged from keeping money or items of value in lockers.

VENDING MACHINE USE

The vending machines are made available for students before school, during the noon hour, and after school. Students are not to take drinks except for water, or food of any kind on shuttle bus or into the school building. Abuses of the use of the vending machines may result in their removal. Exceptions must be arranged by the instructor with the principal.

TELEPHONE USE

The office telephones are business telephones and should not be used by students except for emergencies only. Parents should not call school wanting to speak to their child except in cases of real emergency. Incoming calls will be taken in the office and a message will be delivered. No teacher or student will be called from a classroom except for an emergency. A telephone is located in the gym lobby for your convenience.

LUNCHROOM / HIVE

Remember that the lunchroom/hive is your school dining room. Courteous manners and a quiet, pleasant conversation are as appropriate here as in any home where there are guests, or as in any public place. All freshmen will remain on campus during lunchtime with some exceptions. All exceptions must be approved through the office and will include the following: Freshmen students whose parents/guardians want their child to walk home for lunch or want them to ride with an adult family member or an older sibling for lunch will be allowed to do so with office approval.

ASSEMBLIES

The Student Council is usually in charge of the assemblies. One major purpose of the assembly program is to allow students to listen to or to participate actively. The majority of programs are presented by departments and outside speakers.

ANNOUNCEMENTS

Students or teachers wishing announcements made should have them turned in to the secretary's office for approval by 8:00 a.m. each day.

MOMENT OF SILENCE

Pursuant to state law, Fairview High School observes a moment of silence daily.

PLEDGE OF ALLEGIANCE

As per SB114, Fairview High School will recite the Pledge of Allegiance.

BUILDINGS

The high school building will be open for students no later than 8:04 a.m. Students are permitted to enter the Hive beginning at 7:30 a.m. but must conduct themselves properly.

LOST AND FOUND

A lost and found department is maintained in the principal's office. Articles which are found should be taken there. If you have lost an article, you may redeem by identifying the same. Your wearing apparel, books, and other articles should be marked for identification.

SCHOOL DAYS

School will be closed on Labor Day, staff development days, fall break and spring break. Easter, Thanksgiving and Christmas and other designated Holidays will be set yearly and will vary from year to year.

DAILY SCHEDULE

The school day will begin at 8:04 a.m. and recess for the noon at 11:30 a.m. School will reconvene for the afternoon at 12:10 p.m. School will be dismissed at 3:30 p.m. each day.

SOLICITING

No soliciting or selling may be done in school without approval of the superintendent.

SAFETY DRILLS

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel. An Emergency Procedures Guide is located in every building in designated locations.

Ten drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.
- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.
- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
- Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.

All drills must be documented and a copy filed at the administration office, and with the Oklahoma School Security Institute (previously known as Institute for School Security Resources.) The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his/her designee upon request.

ASBESTOS BUILDING INSPECTION

In compliance with the Asbestos Hazard Response Act, related Oklahoma and Federal regulations, Fairview Public Schools have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc., was contracted to write a Management Plan which outlines the potential health hazard and methods of maintaining asbestos containing materials. The current assessment of the Health Hazard is low. The condition of the material is good and the potential for damage is low. We have been advised by Precision Testing laboratories, with the special operation and maintenance procedures that Fairview Schools are doing, there is no need for worry. We realize that this brief explanation concerning our plans and the results of the inspection will leave many unanswered questions in your mind. For this reason we will make available all documents for your review at the Board of Education Office at 408 East Broadway, Fairview, Oklahoma. Please feel free to come by and inspect all documents. Please check with the Administration Office to schedule an appointment to review the management plan.

ACTIVITIES

POINT SYSTEM

The Student Council has instigated a point system in the school whereby students may acquire up to 40 points annually in the various offices but not to exceed that amount. The designated points for the various offices are as follows:

President (<i>Class and Organization</i>).....	20
Officers (<i>Class and Organization - Secretary, Treasurer, etc.</i>)	10
Student Council Representative.	10

Each student is required to report all offices held to the principal's office. No student will be permitted to hold office when his or her points have reached above the maximum of forty(40).

ACTIVITIES AND TRIPS

Students going on school-related activity trips are required to have an approved adult in each vehicle. When transportation is arranged for a group, every member of the group is expected to go and return with the group unless another plan is cleared with the faculty sponsor before the trip.

All students must park in the parking lot when leaving on weekends and evenings for activity trips.

When a trip involves the absence of students from the classroom:

1. Their eligibility must be checked before the event.
2. A list of all students involved should be given to the principal's office three days before the trip.
3. The principal or sponsor may prohibit any student from participation in any activity at any time.
4. Students on school-related activity trips will not be counted absent from school.
5. Students who miss class for activities will be required to make up all work missed as defined by the policy.

PROM

All attendees of the Fairview Banquet/Prom will adhere to all rules and regulations set forth in the current year's Banquet/Prom Activities guide book and meet all requirements related to attendance.

RULES FOR BUS RIDERS AND SPONSORS ON ACTIVITY TRIPS

These rules apply to any trip under school sponsorship, to any destination, and from the time the bus departs until it returns to the school.

1. Wait until the bus comes to a complete stop before attempting to enter.
2. Keep hands, arms, and head inside the bus at all times after entering the bus.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would fine furniture in your own home. Any damages will be required to be paid for by the offender.
6. Never tamper with the bus or any of its equipment.
7. Keep packages, coats and all other articles out of the aisles. Leave no articles on the bus when you return home.
8. Keep feet OUT of the aisles. Sit properly in the seat, face forward, feet on the floor.
9. Do not throw anything out of the window.
10. Riders are not permitted to leave their seats while the bus is in motion. Do not walk in aisle nor exchange seats. Horseplay is not permitted at ANY time.
11. Riders are expected to be courteous to each other, the driver and sponsors.
12. No eating or drinking on the bus at any time without specific permissions from the activity sponsor (State law prohibits any glassware on the bus).
13. Bus driver has authority to assign seats at anytime.
14. Emergency door is for emergency use only.
15. Activities that require a return in late evening will be subject to special seating arrangements.

TRANSPORTATION POLICY

1. If a bus is scheduled to transport students, no student will be allowed to drive his/her car to or from an activity, travel to or from an activity with other students or travel to or from an activity with anyone else unless the arrangements have been specifically cleared through the principal's office. In some cases parents will be allowed to transport their own children only to these events with proper permission.
2. If a student travels to an event on a school bus, that student is expected to return on the school bus. The parent of record of the student may present themselves to the coach or sponsor and seek permission to check their son or daughter only off the bus to ride home with the parent. The decision will be made by the sponsor or coach.
3. A student who misses the bus but arrives at the activity site is not to be allowed to participate unless he/she has been transported by his/her parent or parents. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

ELIGIBILITY REQUIREMENTS

Eligibility requirements for inter-school activities correspond with those set by the Oklahoma Secondary School Activities Association. These apply to all high school activities including elections. The principal has charge of all athletic contests and determines the eligibility of the participants. Any student who is on the ineligible list due to grades or attendance may not miss class for any activity.

ACTIVITY STUDENT DRUG TESTING POLICY

The Fairview Board of Education in an effort to protect the health and safety of its extracurricular activities students and students who park vehicles on school property from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Fairview Public School District, has adopted the following policy for drug testing activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Fairview Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extracurricular activities and/or park vehicles on school property. The sanctions imposed for violations of this policy will be limited solely to a student's privilege to participate in extracurricular activities and/or park vehicles on school property. This policy supplements and complements all other policies, rules, and regulations of the Fairview Public School District regarding possession or use of illegal drugs.

The purposes of this policy are three fold:

1. To give our students another reason to avoid the use of drugs for fear of being tested.
2. To identify those students who use drugs and get them help.
3. To decrease the chances of one of our students being involved in a drug related accident or fatality.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Fairview Public School District. For the safety, health, and well being of students in extracurricular activities the Fairview Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities and/or park vehicles on school property in grades 9-12. The administration may adopt regulations to implement this policy.

Definitions:

"Activity Student" means a member of any high school Fairview Public School District sponsored extracurricular organization who participates in interscholastic competition. This includes any student that represents Fairview Public Schools in any extracurricular activity, such as but not limited to FFA, FCCLA, Academic Team, Band, Cheerleader, Athletics, Technology Education, Speech, and Student Council. For the purposes of this Drug Testing Policy, **Activity Student** shall include students who park on school property.

"Drug Use Test" means a scientifically substantiated method to test for the presence of illegal, fake drugs or performance-enhancing drugs or the metabolites thereof in a person's urine.

“Random Selection Basis” means a mechanism for selecting activity students for drug testing that:

- A. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

“Illegal Drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. “Illegal Drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.

“Performance-enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“Reasonable suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches / administrators / sponsors of the appearance, speech , or behavior of an activity student.

“Fake Drug” any substance represented to be drugs are considered drugs.

PROCEDURES

Each activity student shall be provided with a copy of the “Student Drug Testing consent Form” which shall be read, signed, and dated by the student, parent or custodial guardian, and coach / sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent required the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a urine sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form”.

Efforts will be made to inform each activity student and educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Drug use testing for activity students will be chosen on a random selection basis monthly from a list of all activity students who are involved in off-season or in-season activities. The Fairview Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing of illegal drugs or performance-enhancing drugs.

In addition to the drug test required above, any activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Fairview Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy right of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom. The monitor

shall not observe the student while the specimen is being produced, but the monitor shall be present outside the restroom to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during these testing procedures the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty(30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that test positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained in a separate file from the student's educational records until the end of the school year.

CONFIDENTIALITY

The laboratory will notify the principal or superintendent of any positive test. To keep the positive test results confidential, the principal or superintendent will only notify the student, and the parent or custodial guardian of the results. The coach or sponsor will also be notified on the second offense. The principal or superintendent will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or superintendent or to the lab. The Fairview Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance- enhancing drug. Test results will not be turned over to any law enforcement authorities.

APPEAL

An activity student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the Superintendent. Such request for a review must be submitted to the Superintendent in writing five(5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

CONSEQUENCES

Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions.

1. For the first offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and the principal concerning the positive drug test.

In order to continue participation in the activity or continue to park on school property the student and parent/guardian must, within ten(10)days of the joint meeting, show proof that the student has received or began drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test at a later date to be decided by the administration in accordance with the testing provisions of this policy.

If the parent/guardian and student agree to these provisions, the student will continue to participate in the activity and/or park on school property. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

2. For the second offense:

Suspension from participation in all activities, including parking on school property covered under this policy for fourteen (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be tested monthly for the remainder of the

school year. The time and date will be unknown to the student and determined by the principal.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to retest as would a student who has test positive.

3. For the third offense:(in the same school year)

Complete suspension from permission to park on school property and participation in all extracurricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer. This suspension, or parts thereof, may be lifted if the student commits to and completes treatment at an extensive drug treatment facility.

REFUSAL TO SUBMIT TO DRUG USE TEST

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

EQUIPMENT

Equipment purchased by the school district and issued to student athletes will not be allowed to be worn for any reasons other than practices, competition, or special events approved by the building principal or assigned coach and must be turned in as instructed. The school shall be reimbursed by the student for any equipment not returned to the school.

STUDENT COUNCIL

The Fairview High School Student Council is an organization of students elected by the student body to coordinate activities for the student body and to assist the faculty in the improvement of the school activities and the general program.

Candidates for membership must have not lower than a "C" average for the preceding semester. Failing students will not be permitted to serve as council members. A semester failing grade will automatically terminate membership. Any member having two unexcused absences from any scheduled group or committee meeting will be dropped from student council. An unexcused absence is one that was not approved by the STUCO advisor before the meeting. Two excused absences will equal one unexcused absence, also more than 20 minutes late to a meeting constitutes an absence.

Elections for student council will be in May. The incoming juniors and seniors will elect six members each, the sophomores will elect five and freshmen will elect four. This new council will elect its officers with the president and vice-president being either a junior or senior and having served at least one year on the council. The office of treasurer and secretary can be from the sophomore class as long as the other criteria is met. The advisor will appoint a public relations person to assist the secretary.

All officers should attend leadership camp with student council paying at least one-half of the fee. Officers will take office immediately after the election.

Any new student who has been elected to the previous school's student council for the ensuing year may transfer membership to the Fairview High School Student Council with a letter of application by the student and a letter of confirmation from the former student council advisor.

NATIONAL HONOR SOCIETY

Awards are presented by the National Council to all pupils who apply and qualify for membership. Members are entitled to purchase and wear the official pin for the National Honor Society as long as they are active members of the society.

Graduating seniors who are members of the society at the time of graduation are privileged to wear the pin following graduation.

Candidacy in the National Honor Society is determined by the cumulative grades of sophomores, juniors, and seniors. A 3.5 grade point average is required. A rating of students on scholarship, leadership, service and character is obtained by a faculty council based on a student application. The faculty council determines the student's eligibility for membership.

All members of National Honor Society must complete five service hours per school year to maintain membership. All members receive a membership card.

OKLAHOMA STATE HONOR SOCIETY

Certificates of honor are awarded to all students qualifying for membership in the Oklahoma State Honor Society. Ten percent of the enrollment will be eligible for the Oklahoma State Honor Society. Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year.

CLASS ORGANIZATIONS

In all elections, classes, organizations and clubs must abide by the point system regulations set forth by the Student Council. The point restriction is set up in order that more students may participate in the different officer positions. The grade requirements for class officers is the same as for Student Council.

BAND

"The Pride of Fairview" performs in numerous activities throughout the school year. These performances provide outlets for musical expression, enhance school spirit and bring honor and recognition to Fairview High School. Each member of the band is expected to accept the responsibilities which lead to successful performances. Band students may also take advantage of various opportunities to participate in solo/ensemble contests and to audition for honor bands.

Band supplies (reeds, oils, books, repairs, etc.) are available for purchase at the band building. These supplies may be charged by the students. Band students are expected to pay all band charges at the end of each nine weeks period. Students with outstanding band charges may be ineligible for band trips and band competitions unless arrangements for payment have been made by their parents with the band director(s).

YEARBOOK STAFF

The yearbook staff works throughout the school year so that the yearbook can be sent for publication when summer vacation arrives and ready for fall delivery. The staff is chosen from interested students and is approved by the office.

SPEECH TEAM

The speech team prepares communication skills through the areas of acting, interpretation, public speaking and debate. They participate in 1-Act Play competition and at least three qualifying tournaments which earn them the opportunity to go to regional and state competition. N.F.L. Districts is an option for those aiming for national competition.

To letter in speech, one must compete in at least three tournaments in three different events and must fulfill his responsibility to the team through regional and state competition. He must participate in 1-Act competition or compete in the State tournament. A student under special circumstances may be lettered if deemed appropriate by the coach.

NATIONAL FORENSIC LEAGUE

Students are eligible for N.F.L. if they have competed on the speech team, have obtained a sufficient number of points for membership, and are in the top 2/3 of their class. Upon membership they will receive a membership card, a certificate and any degrees of honor according to the points achieved through public speaking and speech competition.

The officers elected (president, vice-president, secretary, treasurer, reporter, STUCO representative and rookie representative) will be the governing body for the speech team activities and will host the speech tournament.

CHEERLEADERS

High school cheerleading tryouts will be held each spring to select cheerleaders for the following year. Girls from the 9th grade through the 12th grade may try out. Up to 12 girls will be chosen for the varsity team. Girls will be scored by a group of judges on their cheerleading skills and by teachers who will fill out a teacher evaluation on their academic skills. All the girls will be required to attend Cheer Camp, practices, fund-raisers, and competitions. A maximum of 8 cheerleaders will be allowed to participate at away games.

FCCLA

Family, Career and Community Leaders of America is a student organization for students who are or who have been enrolled in Family and Consumer Sciences education. The mission of FCCLA is to promote growth and leadership development through Family and Consumer Sciences education.

FFA

FFA is a student organization for students who are enrolled in Agriculture Education. The mission of the FFA is to promote premier leadership and personal growth developed through agriculture education classes.

AWARDS AND HONORS**QUEEN CANDIDATES**

All queen candidates must have completed two semesters in the Fairview School. No queen candidate is eligible to be a candidate for another queen honor during the same school year.

BAND QUEEN

The candidates for Band Queen shall be selected by a secret ballot of band members. Three candidates will be chosen; in the event of a tie vote, a fourth candidate may be added. One of these candidates will be chosen queen, and the others will serve as attendants.

FOOTBALL QUEEN

The candidates for Football Queen shall be selected by the football squad by secret ballot. There will be three senior candidates chosen by the football team. One of these candidates will be chosen queen and the other two will serve as attendants. The football team will also choose one junior girl and one sophomore girl who will represent their respective classes as attendants.

OUTSTANDING SENIOR GIRL AND BOY

The outstanding girl and boy of the senior class will be chosen by the senior class at the end of the school year. Selection will be based upon the best judgment of the class, considering scholarship, leadership, character and service. This award is open to all seniors regardless of other honors received.

VALEDICTORIANS

The valedictorians will be those students who have a 4.0 grade point average at the end of seven semesters and have taken the necessary classes to be an academic honors student. In the event that no student has a 4.0 GPA at the end of seven semesters, the school board will make a determination about valedictorians. All valedictorians will be allowed to speak as part of a cumulative Valedictorian Address. Time limits would be determined by the administration and based on the number of valedictorians.

ATHLETIC LETTERS AND AWARDS

Graduating letterman (both boys and girls) are eligible to receive jackets or blankets. Athletic requirements to letter in a sport will be on file to any player or participant may be lettered at the discretion of the coach.

The jacket belongs to the student and will be purchased by the student. Upon lettering the athlete is entitled to wear the school letter as long as he/she conducts himself/herself in a proper manner and relationship to the school and teammates.

JOE JORDAN AWARD

The Joe Jordan Award is given to a senior male and senior female athlete who participates in multiple sports. The award is presented in memory of Joe Jordan. The award is selected by the coaching staff.

GEORGE EUBANKS FOOTBALL AWARD

The George Eubanks Football Award is given annually to the most deserving senior football player. This award is presented in the memory of the late George Eubanks. The selection is left entirely up to the football squad from a list of nominated seniors prepared by the coaches.

STATE FFA DEGREE

The State FFA Degree is conferred by the State Vocational Association and only to FFA members meeting the strictest qualifications. Only two percent (2%) of all members of all FFA chapters within the state are eligible for this degree.

KEVIN J. NICHOLS FFA MEMORIAL AWARD

The Kevin J. Nichols FFA Memorial Award is presented annually to the senior FFA member voted by his fellow FFA members as best exemplifying the spirit of generosity and unselfishness in assisting fellow FFA members. A savings bond and plaque will be presented with this award.

SCHOLARSHIPS

A current list of scholarships will be made available through the counselor's office.

SUMMARY OF CHANGES

Deleted suggestions for parents

Page 13: Added to requirements for graduation

Page 15: Clarified procedures for dropping a subject

Page 16: Clarified after school help options

Page 18: 9 weeks tests will replace semester comprehensive tests

Page 25: Clarified footwear allowed to include leather dress sandals (with or without a strap around the heel)

EQUAL OPPORTUNITY STATEMENT

The Fairview Public Schools adhere to the equal opportunity provisions of Federal Civil Rights Laws and Regulations applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975) or veterans, in the pursuit of educational goals and objectives and in the administration personnel policies and procedures. Assistance is available for any student, teacher or school employee as needed. If you have questions and/or concerns regarding your rights under these laws, please contact Craig Church, Superintendent and Vicki Ewbank, Counselor, as the Title IX, Section 504 and ADA Compliance Coordinators for immediate assistance. For additional information concerning the rights of individuals under Federal Civil Rights Laws, you may contact the Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS (NON-DISCRIMINATION POLICY)

No employee, prospective employee, or student will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the Fairview Public School System.

Should any employee, prospective employee, or student of the Fairview Public School system feel that they have been discriminated against in any of the above mentioned areas, they have the right to file their grievance.

The person filing a grievance will be free from restraint, coercion, discrimination, or reprisal.

The aggrieved employee shall present the grievance, in writing, to his/her immediate supervisor within five working days.

After consultation with the superintendent, the principal or immediate supervisor should, within five working days of receipt of the grievance, arrange with the employee a meeting to discuss the grievance. A decision regarding the disposition of the grievance shall be conveyed in writing, to the employee within one week following the conference.

If the grievance is not resolved, the employee should then contact Craig Church, Superintendent and Vicki Ewbank, Counselor, as the Title IX, Section 504, and ADA Compliance Coordinators for advice.

If necessary, the employee may subsequently appeal to the board of education, in writing, such appeal to be delivered within 30 days of the alleged discrimination.

At any time during this procedure, or even without recourse to the grievance procedures, and aggrieved employee may file a complaint to the Department of Education, Office for Civil Rights, 88930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

It is the policy of the district to provide equal opportunities for employment retention, and advancement of all people, regardless of race, color, creed, national origin, or sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

A. DEFINITIONS:

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. Student Grievant: A student of the Fairview Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

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3. Employee Grievant: An employee of the Fairview Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
 4. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Educational Amendments of 1972 , Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
 5. RESPONDENT: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
 6. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturday, Sunday, and holidays.

B. PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Grievance Officer, and reasonable effort should be made to resolve the problem or complaint.

C. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the office of the high school principal.
2. Title IX/504 Coordinator: Notified respondent within ten (10) days and asks respondent to:
 - i. confirm or deny facts;
 - ii. indicate acceptance or rejection of student or employee’s requested action, or;
 - iii. outline alternatives.Respondent: Submits answer within ten (10) days to Title IX/504 coordinator.
3. Title IX/504 Coordinator: Within ten (10) days after receiving respondent’s answer, Title IX/504 Coordinator refers the written complaint and respondent’s answer to the high school principal. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the high school principal.
4. Principal, Grievant Respondent, and Title IX/504 Coordinator: Hearing is conducted.
5. Principal: Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.
6. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the superintendent.
7. Title IX/504 Coordinator: Schedule within ten (10) days of request a hearing with the grievant, respondent, and superintendent.
8. Superintendent, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
9. Superintendent: Issues a decision within ten (10) days following the hearing.
10. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the governing board.
11. Title IX/504 Coordinator: Notifies governing board within ten (10) days after receiving request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted thirty (30) days from the date of notification to the governing board.
12. Governing Board or Hearing Panel Established by the Board, Grievant, and Title IX/504 Coordinator: hearing is conducted.
13. Governing Board: Issues a final written decision with ten (10) days after the hearing regarding the validity of the grievance and any action to be taken.

D. GENERAL PROVISION

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Regulations: Upon request, the Fairview Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years after complaint resolution.