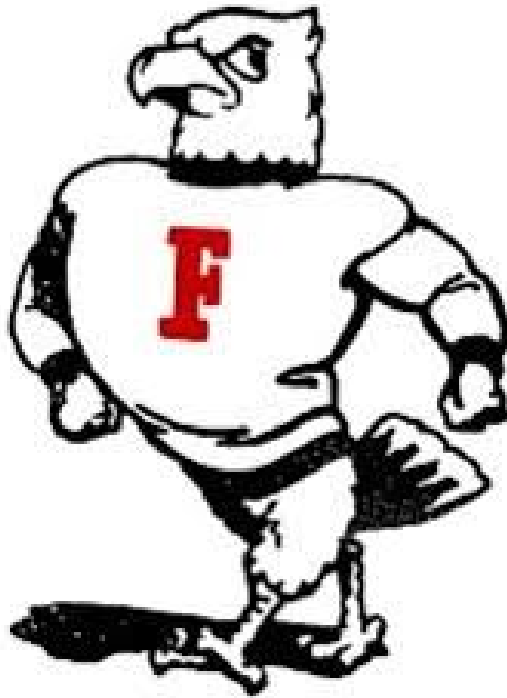


# Fairview High

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**Fairview High School  
2123 Main Street  
Ashland, KY 41102  
Phone: 606-324-9226  
Fax: 606-325-1486**

<https://www.fairview.kyschools.us/1/Home>

**VISION STATEMENT**

At Fairview High School:

Students First  
Family Forever  
Excellence Always

Small Schools, Big Hearts

**KEY CONTACTS**

Sara Smith, Interim Principal  
Whitney Ward, Assistant Principal  
Tonia Lucas, Counselor

**SCHOOL RESOURCE OFFICER**

Bill Rudie

**DISTRICT NURSES**

Diane Virgin

**NOTICE OF DISCRIMINATION**

As required by federal law including Title IX, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

The District's Title IX/Equity Coordinator is Rex Cooksey. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact him at: 2201 Main Street, Ashland, KY 41102.

Telephone Number: (606) 324-3877

Email Address:

The District's 504 Coordinator is Kylie Haywood. If you have questions pertaining to Section 504 of the Rehabilitation Act of 1973, you may contact her at: 2201 Main Street, Ashland, KY 41102.

Telephone Number: (606) 324-3877

Email Address: [kylie.haywood@fairview.kyschools.us](mailto:kylie.haywood@fairview.kyschools.us)

## Fairview YOUTH SERVICE CENTER

The Fairview Independent School District Youth Service Center's primary purpose is to remove social, emotional, or economic barriers that may prevent a student from doing his/her best academically. If you need assistance please contact the YSC (access is through the main entrance of the building)

Coordinator: Ashley Carey  
Assistant: Katrina Holbrook

Phone 606-324-3877, ext. 3039  
[ashley.carey@fairview.kyschools.us](mailto:ashley.carey@fairview.kyschools.us)  
[katrina.holmes@fairview.kyschools.us](mailto:katrina.holmes@fairview.kyschools.us)

### VISITORS

Students are not permitted to have visitors on campus without prior consent (in writing) from the building administrators.

### Bell Schedule

8:20-9:10	1st Period	50 Min
9:10-9:16	Fast Break/Travel	6 Min
9:16-10:06	2nd Period	50 Min
10:09-10:59	3rd Period	50 Min
11:02-11:32	6th & 7th Grade Lunch	30 Min
	8th-12th Grade Intervention	
11:34-12:04	6th & 7th Grade Intervention	30 Min
	8th & 9th Grade Lunch	
	10th-12th Grade Mentor	
12:07-12:37	6th-9th Grade Mentor	30 Min
	10th-12th Grade Lunch	
12:40-1:30	4th Period	50 Min
1:33-2:23	5th Period	50 Min
2:25-3:15	6th Period	50 Min

### THE BREAKFAST ROUTINE

- Upon arriving at school, the students will report to the cafeteria.
- At 8:00 AM, the students will be released to their 1<sup>st</sup> period.
- At 8:05 AM, the students that were released from the cafeteria should be in their 1<sup>st</sup> period class, with a teacher present. All hallways should be cleared.
- At 8:20, **ALL students** should be in the building. After 8:20, students will be counted **tardy to school**.

### THE LUNCH ROUTINE

- Each lunch is 30 minutes in length. After eating students are ***restricted to the cafeteria*** area.

- Students are ***not permitted in classrooms or the atrium*** area of the building during their lunch periods.
- No one is permitted to go to his/her locker during lunch.
- Fairview High School maintains a closed lunch period. ***No foods or drinks are to “ordered from outside vendors” per Kentucky Revised Statute 158.854. Food may not be delivered for consumption on school property during the school day.***
- Vending machines used by students shall be in compliance with current federal and state regulations.
- Food and beverages sold or served at school (including vending, concession, a la carte, student stores, and fundraising) will meet the nutrition recommendations of the U.S. Dietary Guidelines for America and requirements of 702 KAR 6:090.
- In keeping with new state and federal guidelines on nutrition Fairview Board of Education and FMS/FHS have made stringent changes in food service. If you would like to read more about the new requirements you can access them through 702 KAR 6:090. **Minimum nutritional standards for foods and beverages available on public school campuses during the school day; required nutrition and physical activity reports.**

\*THERE IS A TWO-THREE MINUTE BREAK BETWEEN LUNCHESES. STUDENTS ARE NOT PERMITTED TO COME TO THE CAFETERIA AHEAD OF SCHEDULE.

### GRADING SCALE

A	100-90
B	89-80
C	79-70
D	69-60
F	59-00

Students may access their grades through the Infinite Campus Student/Portal (<https://kyede4.infinitecampus.org/campus/portal/Fairview.jsp>) each student has an individual secure log-on. If you have not received your log-in information, please contact the guidance counselor department.

### SCHEDULE CHANGES

No schedule changes will be made after the first seven (7) days of school without permission of the principal.

### SCHOOL BUS REGULATIONS

- Students are under the jurisdiction of the school from the time they board the bus in the morning until they step off the bus in the afternoon.
- The school bus driver is in charge of all activities relating to his/her bus.
- Any misconduct by a student pertaining to the school bus program may result in a temporary or permanent suspension from riding the bus.
- ***Students are not permitted*** to get off a bus at any point between home and school without permission of their school principal or designee.
  - The custodial parent/guardian must request, in writing, permission for their child to ride a different bus or get off at a different stop.
- ***Riding a school bus is a privilege.***

## **MEDICATION**

Medication should be taken at home when at all possible. Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates (09.2241 AP21 – Permission Form for Prescribed or Over-the-Counter Medication).

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file.

Please anticipate these needs when visiting your physician and pick up the necessary form from the school office before the doctor visit. If medicine is to be given at school the physician can complete the form for you or fax it directly to the school: 606-325-1486, Diane Virgin.

## **STUDENT FEES**

Student fees: \$50.00/student

These fees cover the following items throughout the school year:

- Art supplies – (one humanities is a Kentucky state requirement for graduation)
- Music supplies – (one humanities is a Kentucky state requirement for graduation)
- Lamination Paper
- Bulletin Board supplies
- P.E. & Advanced P.E. equipment
- Web-based Programs (subscriptions)
- Field Trips – Transportation costs (fuel & bus driver)
- Lockers
- Chromebook fees

\*\*It is the responsibility of students to take care of their textbooks.

\*\*If a textbook is lost, the student must pay for replacement before another can be issued.

\*\*Replacement fees are charged on a scale based on the age of the textbook

There is an additional \$10 fee for student drivers to obtain a parking pass. See section on driving for more details.

## **PRIVILEGES AND ATTENDANCE POLICY**

### **PROM Requirement:**

Prom regulations, in regards to attendance are as follows:

- Any student with 5 or more unexcused absences in any one course will not be allowed to attend PROM.

NOTE: Days missed due to Out-of-School Suspensions will count towards total unexcused absences beginning with the 1<sup>st</sup> out-of-school suspension.

### **Guidelines for School Dances**

- All dances are considered extracurricular activities at Fairview High School.
- All school rules that apply during the school day, also apply at dances including:
  - Fighting
  - Tobacco
  - Unauthorized Areas
- PROM dates must not be 21 years of age or older.
- *There will be no smoking at dances or school functions.*
- *The school dress code will be enforced.*
- *All FMS/FHS student conduct will be school appropriate and will follow the guidelines of the FISD Code of Acceptable Behavior and Discipline.*
- Students who accumulate five (5) unexcused absences in any one (1) class shall not be permitted to participate in dances. **Policy 09.123**

### **Extracurricular/Co-curricular/Field Trips/Out-of-School Events Policy:**

FMS/FHS students often times have the opportunity to participate in many activities that will take them out of the class during the regular school day. In order to be afforded this opportunity, the student must:

- Students must be in attendance for at least 4 whole class periods during the school day in order to participate in an athletic event that day.
- Students who accumulate five (5) unexcused absences in any one (1) class shall not be permitted to participate in dances. **Policy 09.123**

### **Policy 09.123**

**NOTE: Extra-curricular activities will follow the guidelines set forth by the KHSAA.**

## **ATTENDANCE POLICY**

Excused Absences/Tardy is one for which work may be made up such as:

- Illness of the pupil
- Religious holidays and practices
- College visits (3 days, senior only)
- Head lice (3 days per year)
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty

- One (1) day upon the return of parent/guardian from active military duty
- Other valid reasons as determined by the Principal or his designee, including trips qualifying as educational enhancement opportunities.
- Death or severe illness in the pupil's immediate family: to include: spouse, children, stepchildren, parents, guardian, in-laws, siblings, grandparents, any other blood relative living in the student's home, and significant relationships as determined by the principal or his designee.

### **EXCUSED ABSENCES**

A maximum of five (5) absences per school year may be excused by a note from the student's parent/guardian. Absences exceeding five (5) days per school year may be excused by a physician's statement.

### **All excuses shall be submitted to the school office within three (3) days of the absence in order to be excused.**

*After five (5) Doctor's Notes, it is the responsibility of the student/parent/guardian to ensure that further FISD documentation is completed before additional doctor's note will be accepted.*

### **UNEXCUSED ABSENCES**

Absences beyond five (5) days per year without a physician's statement, which are not excused by an emergency absence extension, shall not be excused.

Students who have unexcused absences may be permitted, at the discretion of the teacher and with Principal approval, to make up missed class requirements during supervised after-school study programs or by a method deemed appropriate by the school.

To view the entire attendance policy, go to: <http://policy.ksba.org/Chapter.aspx?distid=26> and search for Policy 9.123)

### **CHECK-OUT/TARDY POLICY**

- Students the age of 18 or older, according to the age of majority, may check out and/or be tardy without parental consent, **but must adhere to the school attendance policy.**
- Students under the age of 18 (minor) must have an individual from their approved contact list on Infinite Campus AND that individual **must be physically present to check them out.** (702 KAR 007:125)
- Check-out/Tardies will be monitored on a weekly basis.
- Any student that exceeds:
  - 2 or more unexcused check-out/tardies will lose their driving privileges for a period of 5 school days.
  - The 2<sup>nd</sup> offense will result in a ten (10) school day driving suspension.
  - The 3<sup>rd</sup> offense will result in a suspension of driving/parking privileges for the rest of the semester.

**\*\* Any vehicle parked in the student parking lot without an appropriate parking tag will be towed.**



## ALL STUDENTS WHO DRIVE TO SCHOOL MUST MEET THE FOLLOWING REQUIREMENTS:

- Student must have an application signed by parent or guardian, and returned before a parking permit can be obtained. Students must have parking permit by September 1<sup>st</sup>. If you drive more than one vehicle you need an application and parking pass for each vehicle. The fee for a parking permit is \$10.
- Students cannot be in their cars during school hours.
- Fairview High School is not responsible for any damage to cars.
- The maximum speed on Fairview High School property is 10 mph.
- Buses and Pedestrians always have the right of way in the parking lot.
- Any student who parks at Fairview High School without permission or a permit is subjected to a citation and having their vehicle towed.
- When a vehicle is driven onto Fairview High School property it comes under the jurisdiction of Fairview High School. Therefore, with reasonable suspicion your vehicle may be searched or impounded.
- Drivers are responsible for any riders in their vehicle. .
- Traffic violations are subject to police action.
- Students must adhere to the FMS/FHS attendance and behavior policy to maintain driving privileges.
- ***The No Pass/No Drive law states that students ages 16 and 17 must continually earn their driving privileges by staying in school. The law addresses attendance and academics. According to KRS 159.051 students can lose their driver's licenses, intermediate licenses, or learner's permit if they have nine or more unexcused absences from school, or if they drop out altogether. Students also must pass at least five classes each semester to meet the requirement of the law. The school is required to report those individuals not meeting the requirements to the Transportation Department at which time driving privileges will be revoked. Students may re-apply upon successfully completing one semester of school according to the law's requirements.***

### STUDENT DRIVERS

- Once students arrive on campus in the mornings (i.e., early practices, clubs, etc.), they must remain at school until they are permitted to leave and then return home)
- Students who drive are to follow routine check out procedures.
- Anyone supervising the parking area has the authority to use disciplinary action for students not following Student Driver regulations.
- Loitering in cars and/or parking lot at any time is strictly prohibited.
- Any student who skips school using a car will receive a zero for classes skipped (unexcused) and shall be subject to losing his/her parking privileges.
- Students are not to use the areas set aside for faculty parking areas.
- Carelessness (i.e., curbing, driving wrong way, smoking/spinning tires, speeding, etc.) or recklessness in the operation of a vehicle will result in parking privileges being revoked.

## DRESS CODE

Adopting the premise that the students at FMS/FHS are mature individuals capable of using good judgment. We expect them to dress modestly, tastefully, and appropriately for school.

The following rules will apply to the dress code at FMS/FHS: **Shorts, dresses and skirts must not be more than three inches above the knee.**

### STUDENTS WILL NOT WEAR:

- Halter tops
- Midriff tops
- Shorts or dresses no shorter than 3" above the knee
- Jeans, shorts, or pants with holes above the knee
- Swim or sleep wear
- Bandanas or masks (unless prescribed by a doctor)
- Patches, signs worn on clothing, or emblems which are insulting or derogatory, which violate Title IX.
- There shall be no obscenely suggestive, disrespectful, profane, or illegal (i.e. alcohol, tobacco, or drug-related) decals, emblems or slogans on any garment, notebook, book bag, etc.
- Hats, caps, and toboggans are not to be worn in the building by males or females. (*The Faculty will confiscate these items.*)
- No Blankets will be permitted at FMS/FHS.

*\*\*The school administration/staff has the authority to ask a student to change clothes or make other appropriate modifications to their clothing or appearance if it is deemed they are disrupting the educational process.*

*\*\* Teachers shall send students whom they deem dressed inappropriately to the office to call home for a change of clothes.*

### Backpacks

Students are permitted to bring backpacks to school, however, backpacks must be placed in students' lockers before reporting to the first class and must remain in the locker until school dismissal at 3:15 PM.

### Cell Phones and Other Electronic Devices

Student possession of cell phones in the Fairview High School is allowable subject to the following rules and regulations.

Though allowed, cell phones are a distraction and may become a tempting prohibition to students, which can result in disciplinary action and may include suspension and loss of academic learning time and the opportunity to make-up missed work.

With this in mind, the administration request that if parents choose to allow their students to possess cell phones at school, please establish an understanding with them that, during school hours, all cell phones must remain turned off and in pockets, lockers, book bags or in vehicles. While in the school building, students are not allowed to use cell phones or other personal electronic devices electronic devices.

Additionally, the school prohibits the use of all communication devices that, in its opinion, have limited or no educational value or their use creates learner distraction and disruption. The school reserves the right to define the educational value of any new electronic wireless communication devices that

may become available to the public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

Students shall be personally and solely responsible for the security of their cell phones. Fairview High School shall not assume responsibility for theft, loss, or damage of a cell phone/electronic device, or unauthorized calls made on a cell phone.

Students that are found to be using a cell phone or other device during school hours (the time they enter the building until 3:15 PM) will have the following consequences:

1st Offense: Phone taken to office until picked up by student, parent/guardian contacted by Assistant Principal, and one day of Lunch Detention

2nd Offense: Phone taken to office until picked up by student, parent/guardian contacted by Assistant Principal, and After School Detention

3rd Offense or Greater: Phone taken to office until picked up by parent/guardian, parent/guardian contacted by Assistant Principal, and Saturday School

### **USE OF CELL PHONES ON SCHOOL GROUNDS**

A student may possess a cell phone on school property, at after school activities, and at school-related functions, if during school hours the cell phone remains off, concealed and secured in lockers, vehicles, or book bags during the academic day.

Camera phones are viewed as cameras, and are allowable only by the camera policy that is presently in place. The administration believes that picture phones can pose the same threats as cameras to freedoms of privacy, can exploit personal information through use, and can possibly create problems/issues in custody situations.

The Fairview Independent Schools, its staff, or employees, are not liable for any device lost, stolen or damaged on school grounds. Specific rules and guidelines for appropriate use which are aligned with district policy and consequences for inappropriate use can be found in Fairview High School Acceptable Use Policy and Parent/Student and Teachers' Handbooks.

## **LIBRARY**

### **Check out procedures**

During School Hours, the following may occur as long as the librarian is present:

1. Students may check out books by presenting them to the librarian or library aides (when they are present) at the circulation desk. The number of books a student may check out is two (2) books per student.
2. Books may be checked out for a period of two (2) weeks. Books may be renewed by presenting them at the circulation desk, except for books on demand or reserve. Students may ask to have a book reserved.
3. Fines for overdue books will be five cents per day. Students owing fines or that have overdue books will lose check out privileges until books are returned and fines paid.
4. Students who lose or damage materials must pay the replacement cost of the material.
5. Parents are also invited and encouraged to come to the library and become familiar with the new technology available.

### **Lost/Damaged Materials**

Students will be held responsible for items that are lost or damaged beyond repair. Students will be charged \$1 for the replacement of bar code labels, spine labels and AR labels. Students will be

required to pay the current replacement cost of the book. If a lost book is found and returned during the current school year, the student will receive a full refund.

### **PROMOTION, RETENTION AND PLACEMENT**

Any promotions or credits earned in attendance of any approved public school is valid in any other public school.

### **EXTENDED SCHOOL SERVICES (ESS)**

Extended School Services will be utilized during the school year to address students need in meeting Transition Readiness benchmarks.

### **GRADE/CREDIT RECOVERY**

Students at Fairview High School who fail core classes will be notified and have the option to enroll in the Plato Online Learning system to be completed at their own discretion.

**Through Credit Recovery, students will be monitored by the following:**

1. Nine (9) Week Progress Goals set & monitored by the Grade/Credit Recovery Instructor.
2. Students who fail to meet adequate progress will be removed from PLATO Online system.

**GRADUATION REQUIREMENTS**

**Fairview High School - Graduation Requirements**

<b>Program Area</b>	<b>Required Units</b>	<b>Course Titles</b>
English	4	English I, II, III, IV
Mathematics	3	Algebra I. Algebra II. Geometry
Science	3	
Social Studies	3	
Health	½	Health
Physical Education	½	Physical Education
Visual and Performing Arts	1	Band, Choir, Drama, Art, Arts Appreciation
Electives	8	One must be either a foreign language or an additional math or science

**Class of  
2020, 2021,  
2022**

**Additional Requirements**

Beginning July 1, 2018, students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program or a Section 504 Plan.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

## Fairview High School - Graduation Requirements

Program Area	Required Units	Course Titles
English	4	English I, II, AND 2 additional English Language Arts credits aligned with the student's Individual Learning Plan (ILP).
Mathematics	4	Algebra I, Geometry, AND two additional Mathematics credits aligned with the student's ILP
Science	3	Courses aligned with student's ILP
Social Studies	3	Courses aligned with student's ILP
Health	½	Health
Physical Education	½	Physical Education
Visual and Performing Arts	1	Band, Choir, Drama, Art, Arts Appreciation
Electives	7	One must be either a foreign language or an additional math or science

### Additional Requirements

Students must complete one of eight graduation qualifiers. These qualifiers help ensure graduates are prepared for what comes after high school. Students will be required to do ONE of the following:

- Complete the precollege curriculum as established by the Council on Postsecondary Education; OR
- Meet the benchmark score in one section (such as English, Reading, Math or Science) of a college admissions test (such as ACT or SAT) or placement exam as established by the Council on Postsecondary Education; OR
- Earn three postsecondary credit hours or more of a Kentucky Department of Education (KDE)-approved dual credit class with a grade of C or higher; OR
- Complete one class and corresponding test meeting the following criteria: - Advanced Placement (AP) with a score of three or higher; or - Cambridge Advanced International (CAI) with a score at or above benchmark; or - International Baccalaureate (IB) with a score of five or higher; OR
- Earn an industry certification as approved by the Kentucky Workforce Innovation Board; OR
- Earn four credits from classes within a single KDE-approved career pathway; OR
- Complete two years of a KDE-approved or Kentucky Labor Cabinet approved pre-apprenticeship or apprenticeship; OR
- Complete a KDE-approved process to verify 500 hours of exceptional work experience or alternative requirements as outlined in a student's Individual Education Plan (IEP)

Class of 2023

**ADDITIONAL REQUIREMENTS:** Students also are required to pass a 100-question civics exam, receive instruction in financial literacy and demonstrate competency in essential skills and technology

## Fairview High School - Graduation Requirements

Program Area	Required Units	Course Titles
English	4	English I, II, AND 2 additional English Language Arts credits aligned with the student's Individual Learning Plan (ILP).
Mathematics	4	Algebra I, Geometry, AND two additional Mathematics credits aligned with the student's ILP
Science	3	Courses aligned with student's ILP
Social Studies	3	Courses aligned with student's ILP
Health	½	Health
Physical Education	½	Physical Education
Visual and Performing Arts	1	Band, Choir, Drama, Art, Arts Appreciation
Electives	7	One must be either a foreign language or an additional math or science

### Additional Requirements

Students must complete one of eight graduation qualifiers. These qualifiers help ensure graduates are prepared for what comes after high school. Students will be required to do ONE of the following:

Cohort class  
of 2024

- Complete the precollege curriculum as established by the Council on Postsecondary Education; OR
- Meet the benchmark score in one section (such as English, Reading, Math or Science) of a college admissions test (such as ACT or SAT) or placement exam as established by the Council on Postsecondary Education; OR
- Earn three postsecondary credit hours or more of a Kentucky Department of Education (KDE)-approved dual credit class with a grade of C or higher; OR
- Complete one class and corresponding test meeting the following criteria: - Advanced Placement (AP) with a score of three or higher; or - Cambridge Advanced International (CAI) with a score at or above benchmark; or - International Baccalaureate (IB) with a score of five or higher; OR
- Earn an industry certification as approved by the Kentucky Workforce Innovation Board; OR
- Earn four credits from classes within a single KDE-approved career pathway; OR
- Complete two years of a KDE-approved or Kentucky Labor Cabinet-approved pre-apprenticeship or apprenticeship; OR
- Complete a KDE-approved process to verify 500 hours of exceptional work experience or alternative requirements as outlined in a student's Individual Education Plan (IEP

Students entering high school in the fall of 2020 and beyond also will have to meet a graduation prerequisite. The graduation prerequisite require students to demonstrate basic competency in reading and math in one of three ways before graduation:

- Score at least at the Apprentice level in reading and mathematics on the 10th-grade state-required assessments;
- Students who do not meet the minimum score on one or both assessments may retake the reading and/or mathematics assessments twice each year in the 11th and 12th grades of high school.; OR
- Score at least Proficient on the 8th-grade state-required assessment for reading and/or mathematics; OR
- Complete a collection of evidence to include the following:
  - The student's ILP, including a student transcript;
  - If applicable, the student's IEP, including evidence that the student has received specially designed instruction and related services in reading and mathematics;
  - Student performance on the required state assessments;
  - Appropriate interventions, targeted to the student's needs, to ensure support was provided to the student;
  - Student work demonstrating the students' competency in reading and/or mathematics, as applicable; and
  - The student's post-high school plans. The process shall require the principal to submit the collection of student evidence to the superintendent or his or her designee for review and approval.

**ADDITIONAL REQUIREMENTS:** Students also are required to pass a 100-question civics exam, receive instruction in financial literacy and demonstrate competency in essential skills and technology




## COMMONWEALTH DIPLOMA

A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program as specified in 704 KAR 003:340. KAR 003:340.

## ACADEMIC HONORS

### Valedictorian and Salutatorian

Students who meet the following requirements shall be eligible for Valedictorian and Salutatorian awards:

- Attendance at the high school for at least the last two (2) semesters prior to the senior year
- Completion of all graduation requirements in preparation for graduation with the appropriate class.

The student who complies with the above conditions and has the highest grade point average (GPA) shall be the Valedictorian of the graduating class. The student who complies with the above conditions and has the second highest GPA shall be the class Salutatorian.

### Honors

Students who earn the following cumulative grade point averages shall qualify for graduation with honors:

Highest Distinction - 3.80 and above

High Honors - 3.50 3.79

Honors - 3.00 3.49

### Determination of GPA

Grade point average shall be calculated as follows:

Step 1 - Final course grade multiplied by the quality point designation

Step 2 - Total of all quality points earned in high school divided by total credits taken

The following quality points shall be used to determine grade point standing:

A - 4, B - 3, C - 2, D - 1, F - 0

### **Policy 08.2211**

#### Early Graduation Certificate

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.

Policy 08.113

## **EXTRACURRICULAR/CO-CURRICULAR PROGRAMS**

### **Criteria for Programs**

**\*\* For an extracurricular program to be continued or to institute a new program, the program must:**

- Contribute to the following Kentucky Learner Goals:
  - Becoming a self-sufficient individual.
  - Becoming a responsible member of a family, work group, or community, including demonstrating effectiveness in community service.
- Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
- Encourage, enhance, and maintain equity including, but not limited to, a wide range of opportunities for both male and female students.
- Have a suitable adult sponsor and have appropriate adult supervision at all times.

### **Definition of Extracurricular Activities:**

- Extracurricular activities shall be defined as an activity, which does not have a direct connection to a curricular class, in which a student is being awarded a grade. The student is considered to be representing Fairview High School while participating in these activities and is under applicable school rules and procedures.

### **Academic Requirements:**

- Grades will be checked weekly on Monday to determine eligibility. If school is not in session on Monday, grades will be checked on the next day school is in session.
- A student shall be deemed ineligible if they do not meet eligibility guidelines as outlined by the KHSAA.
- Ineligibility will go into effect beginning with Monday evening and will last until the next eligibility check.
- Student must have a passing average in 4 of 6 courses and may not have 2 failing grades in core classes (Math, Science, English, and Social Studies) on weekly grade checks (takes place on Monday)
- Must be passing all courses needed for promotion or graduation.
- If student is academically ineligible for 3 consecutive weeks will be dismissed from the team.

### **Attendance Requirements:**

- Students must be in attendance for at least 4 whole class periods during the school day in order to participate in an athletic event that day.
- Students who accumulate five (5) unexcused absences in any one (1) class shall not be permitted to participate in dances. **Policy 09.123**

### **Behavioral Requirements:**

- Students may not participate in the next scheduled extracurricular event if they have been suspended from school.
- If the student has committed a Level 4 offense, that student is ineligible for participation in any organized Fairview High School sponsored extracurricular activity for the remainder of the current school year.
- Fairview High School administration or a head coach/sponsor, with approval of administration, may remove a student athlete from a team for disciplinary reason at any

time.

*\*\*Note: This policy does not rule out additional participation requirements of each extracurricular activity as defined and articulated by a coach; it only addresses academic achievement and school attendance requirements.*

## **ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES**

FMS/FHS in accordance with KHSAA requires that each member of an athletic team or contestant in interscholastic athletics must have, for the current semester up to and including Friday of the week preceding that in which the contest occurs, a passing average in each of at least **(4)** full credited high school courses. No special recitations or tests are being given for making the student eligible. Student managers and any other students having an official connection with the athletic program shall come under this rule.

All athletes, cheerleaders, managers, and participants must maintain a good attendance record (**four or less unexcused absences**) and none shall be permitted to participate in any athletics contest or practices unless they are in attendance on the day of the game. Attendance means being counted present for a minimum of four full classes on the day of practice or game. Exceptions may be granted for medical appointments, drivers test, college visits and others. The principal and/or assistant principal must **pre-approve** all exceptions. Eligibility is to be determined by the school's daily attendance. Playing an ineligible athlete can mean forfeiture of all contests in which the player participated.

### **Discipline Plan**

Goal: To produce a discipline plan that will view the child as a complex individual who has behaviors, thoughts, and feelings. At the same time we must also recognize the child's relationship to the community, school and family. This discipline plan will treat children as social individuals who need to be nurtured, trained, allowed to mature and be respected. The discipline plan is designed to help students achieve their personal best. It is also designed to help students understand themselves and work within society's expectations.

Objectives:

#### **SOAR**

- Safety First
- On Task
- Always Do Your Best
- Respect at All Times

School rules and procedures will be modeled, taught and reviewed on a weekly basis by the Staff at Fairview Middle/High School.

## Specific Rules and Procedures

School-Wide Expectations	All Settings	Classroom	Hallways	Cafeteria	Restroom	Arrival/ Dismissal	Assembly	Field Trips
<b>S - Safety First</b>	<p>Keep hands and feet to self</p> <p>Stay in designated area</p> <p>Walk when inside the building</p> <p>Do not open doors to the outside for anyone</p>	<p>Students will keep hands and feet in the proper place at all times (No kicking, stomping, punching or touching others, etc.).</p>	<p>Always walk</p> <p>Walk on the right side</p>	<p>Stand in single file</p> <p>Stay seated at tables unless given direction by an adult</p>	<p>No electronic devices</p> <p>No Horseplay</p> <p>No tobacco or vape use</p>	<p>Follow safety procedures in loading zone</p> <p>Stay seated on buses</p> <p>Stay in personal space on buses</p> <p>Keep aisles clear on buses</p> <p>Slow down in parking lot</p>	<p>Stay in designated area</p> <p>Keep hands and feet to self</p> <p>Enter and exit mannerly</p> <p>Sit appropriately</p>	<p>Stay with assigned adult</p>
<b>O - On Task</b>	<p>Go to designated area (cafeteria or 1st period)</p>	<p>Students will walk while inside the school building and be quiet while in the hallways.</p> <p>Raise your hand and wait to be called on.</p> <p>Stay in your seat during instructional time.</p> <p>Do not go onto sites on Chromebook that do not tie directly to assignment</p>	<p>When alone walk directly to your destination</p> <p>Keep moving</p>	<p>Keep your area clean</p> <p>Use inside voices</p> <p>Do not take food out of the cafeteria</p>	<p>Prevent and stop vandalism</p>	<p>Go directly to your location at dismissal</p> <p>No food/drink on buses</p> <p>Keep whole body inside the bus</p>	<p>Encourage others to participate</p> <p>Participate when appropriate</p> <p>Know your place</p>	<p>Follow directions of staff and other adults</p>
<b>A - Always Do Your Best</b>	<p>Listen Attentively</p> <p>Leave it better than you found it</p>	<p>Complete all assignments, stay on task, stay in seat</p>	<p>Smile to greet others</p> <p>Beat the bell</p>	<p>Respond Courteously</p> <p>Keep all food in the cafeteria</p>	<p>Wash your hands</p> <p>Clean up after yourself</p>	<p>Listen for dismissal</p> <p>Be kind and helpful</p>	<p>Clap when appropriate</p> <p>Show school spirit</p>	<p>Have a positive attitude that allows for learning</p>
<b>R - Respect at All Times</b>	<p>Take pride in our school</p>	<p>Students will follow all directions given by staff</p>	<p>Stay quiet in the halls</p> <p>Own it, clean it</p>	<p>Use Manners (please and thank you)</p>	<p>Flush toilet or urinal after use</p> <p>Follow area procedures</p>	<p>Obey bus drivers</p> <p>Keep the bus clean</p>	<p>Sit quietly</p> <p>Focus on program</p>	<p>Represent our school positively</p> <p>Be courteous to others</p>

	Clean up messes and trash	<p>Students will use appropriate language and a calm, quiet voice tone (low inside voice, no cussing, no put downs, etc.).</p> <p>Students will respect people and their property.</p> <p>Clean up any mess made</p> <p>Electronic devices other than Chromebook are not permitted.</p>	Language clean	If help is needed, raise hand	<p>Keep area clean</p> <p>Give privacy to others</p> <p><b>NO SMOKING, NO VAPING</b></p>	Be prepared for dismissal (gather all belongings)	Ask appropriate questions No food/drinks	Care for field trip site
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### Responses to Student Misconduct

This code is part of the Fairview Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>I.</b></p> <p>Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school.</p> <p>Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.</p>	<ul style="list-style-type: none"> <li>● Inappropriate dress</li> <li>● Non-defiant failure to complete assignments</li> <li>● Failure to carry out directions</li> <li>● Failure to follow rules</li> <li>● Minor misbehavior on bus, or during school sponsored or endorsed activities</li> <li>● School tardiness</li> </ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.</p> <p>Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.</p>	<ul style="list-style-type: none"> <li>● Verbal warning or reprimand</li> <li>● Special assignment</li> <li>● Withdrawal of privileges</li> <li>● Detention</li> <li>● Individual conference</li> <li>● Parent contact/conference</li> <li>● Confiscation of inappropriate materials</li> <li>● Referral to Student Support Services</li> </ul>

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>II.</b></p> <p>Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences require an administrative response.</p>	<ul style="list-style-type: none"> <li>Continuation of Level I misbehavior</li> <li>Truancy</li> <li>Gambling</li> <li>Using forged notes or excuses</li> <li>Disruptive behavior</li> <li>Profanity/vulgarity</li> <li>Disrespectful Attitude</li> <li>Possession of pornographic materials</li> </ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Teacher's response includes documentation of misbehavior and notification is sent to administrator.</p> <p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<ul style="list-style-type: none"> <li>Continuation of Level I responses</li> <li>Detention</li> <li>Parental conference/contact</li> <li>Referral to outside agency</li> <li>Counseling</li> <li>Confiscation of inappropriate materials</li> <li>Alternative Educational Plan</li> <li>Suspension</li> <li>Referral to Student Support Services</li> <li>Saturday School</li> </ul>

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>III.</b></p> <p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of other in the school.</p>	<ul style="list-style-type: none"> <li>Repeated Level II misbehavior</li> <li>Vandalism</li> <li>Theft, possession, sale of stolen property</li> <li>Destruction of school property</li> <li>Fighting</li> <li>Threat/intimidation</li> <li>Extortion</li> <li>Use or possession of tobacco products</li> <li>Harassment</li> <li>Activating false fire alarm</li> </ul>	<p>The student is referred to administrator for appropriate disciplinary action.</p> <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).</p> <p>School officials will contact appropriate law enforcement agency if necessary.</p>	<ul style="list-style-type: none"> <li>Continuation of Level I and II responses</li> <li>Alternative Education Plan</li> <li>Suspension</li> <li>Parental conference</li> <li>Referral to appropriate law enforcement agency</li> <li>Saturday school</li> <li>Expulsion</li> <li>Replacement of damaged property</li> <li>Referral to Student Support Services</li> </ul>

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>IV.</b></p> <p>Serious misbehaviors which may result in violence to another's person or property, which pose a direct threat to the safety of others in the school or are a violation of the law.</p>	<ul style="list-style-type: none"> <li>Continued or repeated Level III misbehaviors</li> <li>Extortion/robbery</li> <li>Bomb threat</li> <li>Terroristic threat</li> <li>Possession/use/transfer of dangerous weapons</li> <li>Assault/battery</li> <li>Furnishing/selling, possession and/or use of drugs or other controlled substances including alcohol (include "look alike" substances)</li> <li>Sex offense</li> <li>Possession/use of explosive devices</li> </ul>	<p>Administrators are required to follow a set of responses outlined by the Fairview Board of Education.</p> <ul style="list-style-type: none"> <li>Refer to emergency response action plan for procedures if necessary.</li> <li>Follow due process as outlined by the disciplinary referral form.</li> <li>The student is removed from the school environment by suspension. Parents/guardians are notified.</li> <li>School officials will contact appropriate law enforcement agency and assist in prosecuting violator.</li> <li>A complete and accurate report is submitted to the superintendent for consideration and possible board action.</li> <li>Inform the student of</li> </ul>	<ul style="list-style-type: none"> <li>Parental conference</li> <li>Saturday school</li> <li>Suspension from school and/or bus</li> <li>Alternative Education Programs</li> <li>Expulsion or other board action which results in appropriate placement</li> <li>Referral to law enforcement agency</li> <li>Make restitution for damages</li> <li>Referral to FRYSC or other SAP</li> <li>Referral for counseling or therapeutic services</li> </ul>

## Search and Seizure

See Board Policy 09.436

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating the Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect complete privacy in their use of school property assigned for their use, such as desks and lockers.

## Physical Restraint/Corporal Punishment

See Board Policy 09.433

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

The Board authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in Board policy.

## Student Records

See Board Policy 09.14

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and phone number listed on page one of Code of Acceptable Behavior and Discipline.

## Reports to Law Enforcement Officials

### KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in charge of the Principal.

### KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
    - b. Carrying, possession, or use of a deadly weapon; or
    - c. Use, possession, or sale of controlled substances; or
    - d. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

### KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report

to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

### **KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

## **Weapons**

See Board Policy 05.48

Students are **never** allowed to bring a weapon to school. The carrying, bringing, using, or possessing of any weapon or dangerous instrument, including any type of knife, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. A dangerous instrument is considered to be any device with the stated, implied or demonstrated intent to physically harm someone.

The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

If a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion from the district schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

## **Suspension, Expulsion, and Due Process**

See Board Policies 09.434; 09.435; 09.431

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

## **Grievances**

See Board Policy 09.4281

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;



3. School council;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Information on filing a formal complaint or grievance is available online ([www.Fairview.kyschools.us](http://www.Fairview.kyschools.us)), at each school and at the Central Office. See Board Procedure 09.4281 AP.1.

### **Bullying/Hazing**

See Board Policy 9.422

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying means any unwanted verbal, physical or social behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event, or;
2. That disrupts the educational process.

This definition shall not be interpreted to prevent civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. Students wishing to report bullying or other code violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher (Board Procedure 09.438 AP.1), who shall take appropriate action as defined by the Code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offenses, or a report that may be required by law, including reports to law enforcement.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.

## **Harassment/Discrimination**

See Board Policy 09.42811

Harassment/Discrimination is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

A hostile environment is created by harassment/ discrimination that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational or work environment.

Grievance procedures may include voluntary informal mechanisms for resolving some types of sexual harassment complaints; however informal procedures will never be utilized for any sexual assault complaint.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process or work environment, as defined by policies 09.426, 03.1325 and 03.2325 or where it does not violate provisions of policy 09.422.

Sexual harassment means unwelcome conduct of a sex nature, which can include sex assault, sex violence, sex misconduct, unwelcome sexual advances, requests for sex favors, or other verbal, nonverbal, or physical conduct of a sexual nature. It can include conduct such as touching of a sexual nature; making sexual comments, jokes or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity; or circulating, showing, or creating electronic messages or websites of a sexual nature.

Work day is any day administrators are scheduled to work excluding holidays and school day is any day in the official school calendar. If the alleged victim is a student, school days will be used for the investigating and reporting timeline. If the alleged victim is other than a student, working days will be used for the investigating and reporting timeline.

The School District has jurisdiction over harassment issues, including Title IX, sexual harassment.

### **Prohibition**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to vendors and visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Anyone who believes they or any employee, student, vendor or visitor is being or has been subjected to harassment/discrimination by anyone under the school's jurisdiction shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports/complaints of harassment/discrimination at the building level. Otherwise, reports/complaints of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report/complaint of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports/complaints may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

### **Guidelines**

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/ discrimination to commence as soon as circumstances allow, but not later than three (3) work/school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. In order to protect alleged victims during the investigation, the Superintendent/designee may take interim measures, such as keeping the alleged victim and alleged perpetrator separated, changing schedules, and extra supervision as deemed appropriate by the Superintendent/designee, until the investigation is over.

2. A process to identify and implement, within five (5) work/school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all individuals which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes of conduct, staff memoranda, and/or pamphlets;
  - postings in the same location as are documents that must be posted according to state/federal law; and/or
  - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Annual training for staff and volunteers explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and for students age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.
 

When sexual harassment of a student is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

### **Notification**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227). In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup> Individuals may also file criminal complaints about harassment directly with law enforcement agencies.

### **Prohibited Conduct**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an individual to believe that he or she must submit to unwelcome sexual conduct in order to not suffer adverse employment action, or that a student must submit in order to not suffer adverse actions regarding participation in school programs or activities;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

### **Confidentiality**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved. The Superintendent/designee shall evaluate requests of confidentiality.

### **Appeal**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent. The Superintendent shall inform the victim and the accused of his/her decision within thirty (30) work days.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action. The Superintendent shall inform the victim and the accused of his/her decision within thirty (30) work days.

### **Counseling**

The community offers and the District contracts with various providers of counseling services. In the event you would like to request such services or learn more about them, contact the District Title IX Coordinator, or the school guidance counselor for a list of current providers.

### **Retaliation Prohibited by Federal Law**

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

### **Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

### **Damages to School Property**

See Board Policy 9.421

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

### **Tobacco**

See Board Policy 9.4232

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subjected to penalties set forth in the local code of acceptable behavior and discipline.

### **Use of Alcohol, Drugs and Other Controlled Substances**

See Board Policy 9.423

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to/from school or a school-sponsored activity:

- Alcoholic beverages;
- Controlled drug substances and drug paraphernalia;
- Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including by not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has

taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

### **Assault and Threats of Violence**

See Board Policy 9.425

A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action up to and including suspension or expulsion. Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

### **Telecommunication Devices**

See Board Policy 9.4261

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
  - a. Poses a threat to academic integrity, such as cheating;
  - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or **audio recordings of others without the permission of the Principal/designee and the affected individual(s)**. An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
  - c. Is profane, indecent, or obscene,
  - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
  - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break if permitted by school officials.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

### **Acceptable Use**

See Board Policy 8.2323

The District offers students, staff, and members of the community reasonable access to the District's computer network for electronic mail and Internet and expects users to utilize this privilege in an appropriate and responsible manner as required by policy 08.2323 and related procedures. Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information
2. Sending or displaying offensive messages or pictures, including those that involve: profanity or obscenity; or harassing or intimidating communications.
3. Damaging computer systems or computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access;
6. Trespassing in another user's folder, work, or files
7. Intentionally using electronic media unrelated to job performance, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com

Additional rules and regulations may be found in the schools' handbooks and on the district website. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action per KRS 434.840-434860 and KRS 512.020.

## **VAPING**

**Fairview High School is committed to being a vape-free school.**

Per district policy #09.4232, students shall not be permitted to use or possess any tobacco, including alternative nicotine product or vapor products on property owned or operated by the Fairview Board of Education, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline. Vaping paraphernalia use is not permitted at any time by teachers, staff, students, parents, or visitors in any facility considered to be under the supervision of the Fairview High School administration.

### **Procedure**

**If a student is found in violation of the Code of Conduct by school administration, the following consequences for student behavior shall apply:**

#### **First Possession**

- **Vaping paraphernalia will be confiscated and destroyed**
- **Contact with the parent/guardian will be made before the end of the day**
- **Student will complete an online assignment on the dangers of vaping**
- **Student will be assigned Saturday School**
- **May be referred to law enforcement for consideration of a citation. A citation will include the Court Designated Worker's (CDW) involvement.**

#### **Second or More Possessions**

- **Vaping paraphernalia will be confiscated and destroyed**
- **Contact with the parent/guardian will be made before the end of the day**
- **Student will complete an online assignment on the dangers of vaping**
- **Student will be assigned Saturday School\* Students who do not attend Saturday School**
- **Automatically referred to law enforcement for consideration of a citation. A citation will include the Court Designated Worker's (CDW) involvement.**

**School administration may assign additional alternative consequences such as in and out of school suspension, revoked driving privileges, participation in extracurricular activities, graduation participation, etc.**

# Fairview High School

## GRADING POLICY

### Hybrid Model

#### Grading Overview:

**70% of Overall Grade will be calculated by performance on summative assessments; 30% of Overall Grade will be calculated by performance on Formative Assessments. See below for specific examples of each type of assessments.**

**Student grades will be calculated based on the following assignments (assignments listed are examples only and could be different based on each individual course):**

#### Formative Assessments:

- Content Assessments
- Checkpoints
- Focus Areas
- Additional Focus Areas
- Bell ringers
- Writing assignments
- In class activities, processes, or procedures
- Quizzes
- Demonstrations
- Speaking assignments

#### Summative Assessments

- Multiple choice assessments
- Benchmark assessments
- Performance assessments
- Projects/products
- Demonstrations
- Writing assignments
- Speaking assignments
- Reduction in grades for punishment of behaviors (such as attendance or misbehavior) will NOT be used.

**Missing work (formative/summative assessment) is indicated in Infinite Campus as “Missing Assignment” with a note on progress report and support provided to the student for completion. Until the student completes/makes up the assignment and a grade for the work is entered, the “Missing Assignment” calculates as a “0” and will remain a “0” if the work is not completed.**

Grades show both the competencies students have as well as the growth they have made. We believe students improve in their abilities throughout the year, and thus grading is designed to reflect and celebrate that.

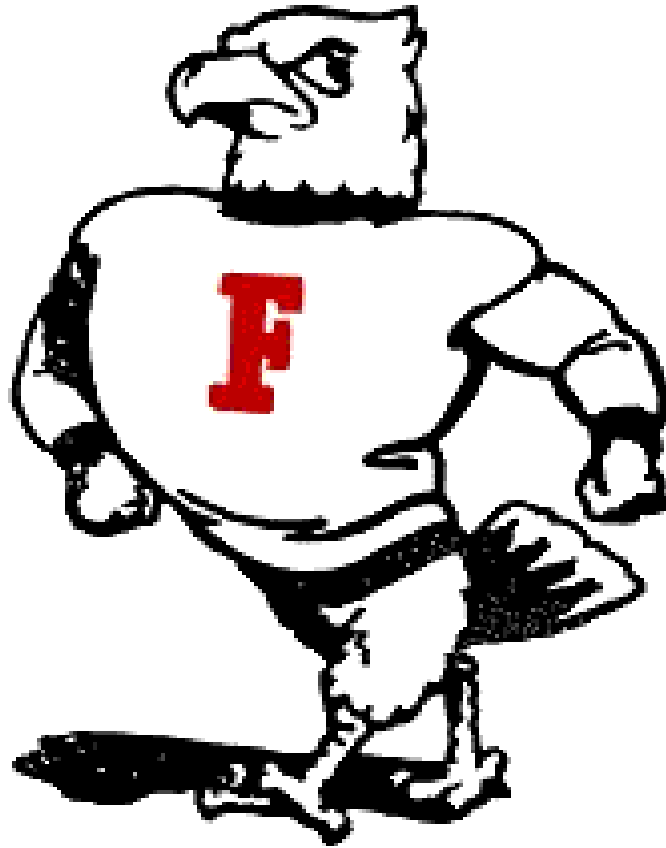


Nine Weeks Progress Will Be Reported in Infinite Campus  
Grading Scale:

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Progress Grades will be pulled from Summit Platform Each 9 Weeks and Calculated with other grades from the class and reflected in Infinite Campus.

In addition to a performance-based progress report, students will also be given standards-based progress reports every nine weeks. These reports will reflect how effectively the student has mastered each of the grade-level standards at that point in the year.



### **SCHOOL SONG**

Of all the schools we love Oh Fairview best  
The little ones, big ones, and all the rest

We'll always cling to you and faithful be  
No matter where in later life we chance to be  
The memories of you will be so dear  
And you will always fill our hearts with cheer

We'll always love you best Oh Fairview School, Fairview School

Rah! Rah! Rah!

**EAGLE PRIDE!**

**ALWAYS PROUD TO BE AN EAGLE!**