

Fairborn High School

2024-2025

***Student and Parent
Handbook***

for Secondary Students in Grades 9 - 12
“Soaring to New Heights”



Fairborn High School

1523 Commerce Center Blvd.
Fairborn, OH 45324
(937) 879-3611

Office Hours: 7:00 am – 3:00 pm

www.fairborn.k12.oh.us

Name _____

Grade _____ Advisory _____

Our Mission: The Fairborn City School District, in partnership with our community will provide a safe, nurturing environment that values individual differences and is relentless in the pursuit of personal and academic excellence that prepares all students for success.

Welcome

The faculty, staff, and administration of Fairborn High School welcome you! Our goal is to meet the needs of all students by providing a comprehensive, well-rounded curricular and extracurricular program. Whether you are a new student or have been at Fairborn for several years, we recommend that you become involved. Involved students maximize their potential for personal growth and educational success. Another way to help gain success is to set goals and plan for your future. To assist you in doing this, we encourage you to take advantage of this reference handbook.

The purpose of the handbook is to inform you of policies, procedures, rules, regulations, and items of importance in our school. A copy of the Student Code of Conduct is also included. We should caution you that not everything pertaining to the students is, or could be, included in a booklet of this type. It is every student's responsibility to be aware of the expectations of our school and to abide by them. You should read through this handbook carefully. If you do not understand something, then ask for an explanation. Also, you should share your handbook with your parents so they can become familiar with the information as well. This handbook is an excellent tool for you to use to help you stay knowledgeable, organized, and focused on your goals. If you have any questions, please contact the school.

Sincerely,
Fairborn High School Administration and Staff

NOTICE

This Student Handbook is based in significant part on policies adopted by the Board Of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook and may be referenced by number (for example, "poXXXX"). The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact your school principal, the Board of Education, or access the document on the District's website www.fairborn.k12.oh.us.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that he or she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Gary Walker	Director, Student Services	937-878-3961
Amy Gayheart	Asst. Superintendent, Certified Personnel	937-878-3961

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

STUDENTS WITH DISABILITIES - The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

HOMELESS STUDENTS - Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students, Ms. Bristen Wells, at (937)-878-4681.

ENROLLMENT

ENROLLMENT – Ohio law requires pupils entering a new school system to provide school authorities with a copy of the birth certificate, proof of residency, court papers allocating parental rights and responsibilities or custody (if applicable), and proof of immunizations. Students enrolling from another school must have an official transcript from their previous school to have credits transferred. The District Enrollment Secretary will assist in obtaining the transcript if it is not presented at the time of enrollment. If these records are not provided by the parent/guardian or former school in a reasonable amount of time, the local law enforcement agency will be notified about the possibility of the student being a missing child. The primary responsibility for supervision of a student rests with the parent/guardian or other responsible adult. The school district's staff will provide assistance to parents in this responsibility.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children regarding enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

WITHDRAWAL – The school must be notified at least one day prior to a student’s last full day of attendance so that grades can be finalized and textbooks can be collected. The custodial parent/legal guardian must meet with the enrollment secretary to sign the official withdrawal forms to indicate where the student is moving. The office will give the student a “withdrawal form” to take to all teachers and other offices for signatures verifying that the student has returned textbooks, library books, and other school-issued items including Chromebook, Chromebook case, charger, and Yondr pouch. Physical education lockers and school lockers are to be cleared and cleaned. All personal supplies are to be taken with the student. Students are to return the withdrawal form to the enrollment secretary and will receive a copy to take to the new school. All outstanding debts for lost books, fines, and class fees must be paid upon withdrawal. Outstanding fees must be paid in cash, money order, personal check or certified check.

SCHOOL COUNSELING SERVICES and SCHEDULING

SCHOOL COUNSELING SERVICES

The School Counseling program includes both individual counseling and peer mediation for students. Assistance is provided for personal growth and development. School Counselors help students resolve problems themselves. The School Counselor maintains the role of a positive and willing helper in the time of need by being readily accessible to students. School Counselors also facilitate standardized testing and the scheduling process. Another important role is that of acquainting new students to the building and programs in which they will be involved.

School Counseling services can best be defined as the services available to students to help them better understand and accept themselves; to help them better understand their strengths and limitations; to identify their interests; to aid them in planning for and obtaining realistic goals. School Counseling services for each student are achieved through:

- | | | |
|-------------------------|------------------------------------|------------------------------------|
| ■ individual counseling | ■ information services related to: | ■ testing |
| ■ group counseling | ■ vocations & job opportunities | ■ work with community groups |
| ■ parent conferences | ■ educational opportunities | ■ assistance to teachers and staff |
| ■ conflict resolution | ■ scheduling | ■ referrals to assistance programs |
| ■ financial aid | ■ college entrance information | ■ career planning |

The heart of School Counseling is the counseling situation where the student and the counselor discuss, confidentially, whatever problem has brought the student to the office. Students may need information, an impartial point of view or, in many instances, just the opportunity to talk about a problem.

Because the goal is to transition students to independent problem-solving, the level of parental notification for counselor conferences in middle school is typically less than at the elementary level. Parent questions about School Counseling services and student situations are always welcome.

FHS Student’s Grade Level:

9th Grade

Ms. Rachel Ebert

rebert@fairborn.k12.oh.us

10th Grade	TBD	rbishop@fairborn.k12.oh.us
11th Grade	Mrs. Melissa Hensel	mhensel@fairborn.k12.oh.us
12th Grade	Mrs. Kristin Drakeford	kdrakeford@fairborn.k12.oh.us
Special Concerns Counselor	Ms. Jennifer Franks	jfranks@fairborn.k12.oh.us
Special Concerns Counselor	Mrs. Dawn Gruber	dgruber@fairborn.k12.oh.us

SCHEDULING AND STUDENT ASSIGNMENT – A schedule of class assignments is provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student’s needs, choices, and available class space. Any requests for changes in a student’s schedule should be handled through the School Counselor (See *Schedule Changes*). Students may be denied course enrollment due to lack of available space or the need for the student to pass a prerequisite course. Students are expected to adhere to the assigned schedule of classes. Any variation must be approved with a pass or schedule change.

THE SCHEDULING PROCESS

Fairborn High School students will make course requests with the help of the FHS teachers and school counselors after a class-wide meeting. A scheduling meeting with parents is also held in the evening, typically in February. Students can contact their assigned FHS counselor if they have questions about the course options. Please be sure to select alternate course requests should your first choices be closed. Students should keep a record of their course history so that they can be sure they are on the right track to meet all of their graduation requirements on time. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

SCHEDULE CHANGES: All staffing decisions for the school year are based on the total number of enrolled students, the limitations of class sizes, and the number of students requesting each course. Additionally, depending on the courses a student needs or desires, the number of sections may limit when particular classes can be offered. Therefore, students and their parents/guardians are expected to carefully and accurately make scheduling decisions. Every effort is made to schedule as many students into their top choices as possible; however, there is no guarantee that a student will be able to be scheduled into a particular course. School Counselors have the responsibility to make schedule change decisions that are in the best interests of students. Any adjustment in a student’s schedule will be handled on an individual basis. **Students who wish to drop a class must first confer with the teachers involved and then the school counselor.** Schedules will not be changed after the start of the school year. Students needing schedule changes should make an appointment with their counselor prior to the first day of classes.

The ONLY acceptable reasons for changes are listed below:

Acceptable Reasons for Schedule Change Requests:

1. Student’s courses conflict (creating a hole in the schedule) or are not being offered
2. Student has not completed the prerequisites for the scheduled course
3. Student has been incorrectly scheduled (in the wrong grade-level class, for example)
4. Student has been scheduled into the same course more than once in a school year
5. Student has medical reasons documented by a physician

6. Student has been identified as needing intervention support, remediation, and/or specialized instruction

Schedules will not be changed for convenience of schedule, staffing preferences, students not “liking” a class, students wanting to be in a class with a friend, or lack of student effort.

Adding Courses - Courses must be added by the third school day of the course.

Auditing Courses - Courses must be taken for credit; auditing of courses is not permitted.

Repeating Courses - Students may retake a course in order to earn a higher grade. If a course is repeated and a higher grade is earned, it will replace the previous attempt in calculating the student's overall GPA. However, all attempts at a course will be reflected on the final transcript. Additional credit may not be earned by repeating a course. Certain courses such as Band, Choir, PE, GRADS, etc., are exceptions to this process. Please see your counselor if you are interested in repeating a course.

Incompletes - Students who do not complete required work and/or projects will receive an “I” (representing an incomplete). Incompletes must be made up within two weeks. If the incomplete work is not made up within two weeks after the end of a quarter, the “I” will be converted to an “F” for the nine weeks. If the incomplete work is not made up within two weeks after the final quarter of a course, the “I” will be converted to an “F” for the course, and no credit will be granted.

ACADEMIC SERVICES

HOME INSTRUCTION - The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. **Parents** must contact the Office of Student Services at the Board of Education to set up a meeting through the Director of Student Services to initiate the process of setting up home instruction tutoring.

COLLEGE CREDIT PLUS (CCP) - Ohio's new College Credit Plus can help students earn college and high school credit at the same time by taking college courses from public colleges or universities. The purpose of CCP is to promote rigorous academic pursuits and to provide a wide variety of academic options to college-ready students. College Credit Plus is free. There is no cost for tuition, books, or fees. There may be costs assessed to students who choose to attend a private college or university. The student taking classes in person at the college or university is responsible for his/her own transportation.

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the enrollment requirements established by the participating college or university and any requirements established in law.

To be eligible for enrollment in CCP, students must attend the annually scheduled College Credit Plus Informational Meeting held by the High School School Counseling Department, typically in October.

Attendance at this Informational Meeting is mandatory for participation in the program, and the student must complete a College Credit Plus application to the college(s) from which they intend to take classes.

NOTE: The Superintendent will seek reimbursement from the student or his/her parents for the amount of state funds paid to the college for a failed College Credit Plus course. In addition, the school district may withhold the grades and credit received by the student for district courses until the student or his/her parents provide the reimbursement. **Please be aware that seeking reimbursement from the student or his/her parents is mandatory under the law.** FHS is not responsible for any scheduling conflicts between college courses and FHS classes and/or school activities. This includes credits

needed prior to FHS commencement exercises. **If a student is absent from Fairborn High School and is enrolled in CCP courses, it will count as a full unexcused absence unless the school is provided the necessary documentation to excuse the absence.**

**** REFER TO THE COURSE OF STUDY FOR DETAILED INFORMATION ABOUT CCP ****

CREDIT FLEXIBILITY - An effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing high school students access to more resources, customization around individual student needs and the use of multiple measures of learning by shifting the focus from seat-time to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

A student's approved credit flexibility plan can enable him/her to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

Contact the Fairborn High School School Counseling Office with any questions about credit flexibility.

GIFTED SERVICES - "Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code. Gifted identification scores include those at or above the **ninety-fifth percentile** at the national level on an Ohio-approved individual or group standardized achievement test or ability test. Areas of identification include superior cognitive ability, specific academic ability (Reading/writing, Math, Science, Social Studies), creative thinking ability, and/or visual and/or performing arts. The district must follow policy and procedures established in Ohio Administrative Code 3301-51-15 which specifies that the assessment instruments and identification score minimums must come from the list approved by the Ohio Department of Education.

IDENTIFICATION & SCREENING

The district makes every effort to ensure that assessment instruments allow for appropriate screening and identification of gifted minority and disadvantaged students, children with disabilities, and students for whom English is a second language.

Screening Opportunities - Screening opportunities are full grade assessments that nominate students for gifted identification testing. Students will be tested using Assessments from the Individual Nomination Measures in the Winter or Spring of the qualifying year.

Identification Opportunities - ***Qualifying scores at or above the 95th percentile nationally immediately identify students as gifted.*** Parents/guardians will be contacted regarding gifted services within 30 days after receipt of results.

Appeal - Parents may appeal any decision about the results of any screening procedure for assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services by submitting a letter to the Gifted Education Coordinator, Building Principal, or Superintendent outlining the nature of the concern. A meeting will be held with the parent/guardian, which may include other

school personnel. The Gifted Education Coordinator will issue a final written decision within 30 days of the appeal. The written notice will include the reason for the decision.

Written Education Plans (WEPs) - Gifted education services are guided by a Written Education Plan (WEP). The WEP describes the services that are provided, identifies staff providing the services, and establishes learning goals and methods of evaluation. Goals are mailed in the fall, progress reports are mailed in winter, and final goal evaluations are mailed at the conclusion of the school year. Goal performance does not impact gifted service provision, but signed WEPs are filed in student records.

Withdraw from Services - If at any time, a parent/guardian wishes to withdraw a student from gifted services, the parent/guardian should submit the request to the gifted coordinator. If students request to withdraw, parents will be notified. Parents, administrators, counselors, or the teacher may request a meeting to discuss the reasons for withdrawal. Parents/guardians are required to complete a Withdrawal from Gifted Services form which will be filed in the student's records.

Questions can be directed to:

Sarah Fulton

Gifted Coordinator

PHONE: 937-878-3961

EMAIL: sfulton@fairborn.k12.oh.us

ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

ATTENDANCE GUIDELINES (po5200) – Ohio law requires students to be in attendance every day that school is in session. School attendance is ultimately the legal responsibility of the student and the family. It is state law that a student must attend school until the age of 18. In accordance with state regulations, a note from a parent/guardian explaining an absence is considered a request for school officials to excuse the absence. All tardies and absences, excused or unexcused, count towards a student's attendance per Ohio House Bill 410.

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself- successfully improve attendance. A professional staff member's responsibility must include, but not be limited to:

- providing meaningful learning experience every day; therefore, a student who is absent from any given class period would be missing a significant component of the course.
- requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

Notification of Absence

Acceptable forms of notification from a parent/guardian explaining an absence as a request for school officials to excuse an absence include:

- A. Doctor's Note with dates and Doctor's phone number.
- B. Parent Phone Call
- C. Email from parent/guardian
- D. Note written and signed by a parent

IMPORTANT ABSENCE TIME FRAMES

Fairborn High School

LATE ARRIVAL

7:15am – 8:15am - Tardy

Early dismissal days and partial calamity days will be calculated as regular days for the purpose of participation in extracurricular events.

NOTE: ExtraCurricular Participation Time Frames – To participate in extracurricular events on a given day, students must be present at least one-half (1/2) day, regardless of reason. **For the purpose of extracurricular participation, ½-day = 3 hours 23 minutes not including lunch time.**

ABSENCE REPORTING: When a student must be absent, it is important that families communicate the absence as soon as possible using the following procedures:

1. The parent/guardian should phone the school to report a student absence as soon as possible.

The parent/guardian should phone the school to report a student absence as soon as possible. Parents/guardians can leave a voicemail message stating the student's name and grade, the name of the person calling and his/her relationship to the student, and the reason for the absence. If an absence is not called in, the student should return to school with a note from the parent/guardian or doctor, which states the date(s) of the absence and the reason(s) for the absence. If a telephone call or written note is not received by the office within 48 hours, then the absence will remain classified as unexcused.

2. The Board considers the following to be reasonable excuses for absences, late arrivals, or early dismissals from school:
 - a. personal illness or injury
 - b. appointment with a health care provider
 - c. illness in the family necessitating the presence of the child
 - d. quarantine of the home

- e. death in the family
 - f. necessary work at home due to the absence or incapacity of parent(s)/guardian(s)
 - g. observance or celebration of a bona fide religious holiday
 - h. out-of-state travel (up to twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
 - i. such good cause as may be acceptable to the Superintendent
 - j. medically necessary leave for a pregnant student
 - k. service as a precinct officer at a primary, special, or general election
 - l. college visit
 - m. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
 - n. absences due to a student being homeless
3. Any phone calls or written notes for absences, late arrivals, and/or early dismissals must come directly from the parent/guardian of the student.
 4. Excessive absences will be monitored, and if parental assistance is not obtained in alleviating the problem, such cases may be referred to the attendance officer for possible court action/parental education program.
 5. According to the Ohio Revised Code, the Board may require a parent of a student who is **habitually truant** (absent without legitimate or legal excuse) or **chronically absent** (excessive excused and/or unexcused absences) from school to attend a parental education or training program.

Absenteeism Type	Consecutive Hours	Hours per School Month	Hours per School Year
Chronic Absenteeism	NA	NA	10% of total hours either <i>excused</i> or <i>unexcused</i>
Excessive Absences	NA	38 excused or unexcused hours absent <i>unless</i> the absence is medically excused	65 excused or unexcused hours absent <i>unless</i> the absence is medically excused
Habitual Truancy	30 hours <i>without</i> a legitimate excuse for the consecutive absences	42 hours <i>without</i> legitimate excuses for absences	72 hours <i>without</i> legitimate excuses for absences

6. Necessity for Doctor's Statement (Doctor's Notes Only): When illness has caused an excessive number of absences for a student (65 hours in an academic school year), the principal and/or attendance officer will require the parent or guardian to secure a statement from a licensed physician giving the reason for the absence and the date that the child may return to school in order for the absence to be medically excused. **Parents/Guardians must submit this information within (5) school days in order to be counted as medically excused.**

*Medically excused absences count toward student's overall attendance hours but do not calculate in the excessive category in accordance with Ohio truancy laws.

7. Attendance at Extracurricular Activities: **Students who are absent for more than half a day (3 hours 23 minutes) cannot attend or participate in any after-school activity that day.** Students who come to school late or leave school early because of illness or scheduled appointments must be in attendance half of the school day in order to attend or participate in **any** after-school activity. Students with doctor's appointments must have a signed note from the doctor and must be in attendance one-half day. Extenuating circumstances may be approved by administration with prior notice. (Refer to Absence Time Frames in this Handbook for specific cut-off times for each building.)
8. Absenteeism and Trespassing: Students absent from school are not to be on school property. This includes getting assignments, books, or transporting other students to or from school. Violators may face a penalty and/or an unexcused absence. If a student has an extenuating circumstance to come to school, he/she should report directly to the office.
9. Tardiness to school, class cuts, and trancies may result in administrative detention, loss of driving or school-related privileges, community service, and/or In-school intervention.

TARDINESS TO SCHOOL: Any student arriving late to school is to sign in at the office before going to class. **Being tardy to school adds into a student's total attendance calculation.**

Consequences to being tardy to school:

1st Tardy: Documentation and phone call home

2nd Tardy: Documentation and phone call home

3rd Tardy: Documentation and phone call home

4th Tardy: Administrative detention/ *loss of privilege for the semester

5th Tardy: 1 day ISI

6th Tardy: 1 day ISI

7th Tardy: 1 day ISI

8th Tardy: Progressive discipline

*loss of privilege includes student parking permit being revoked for time period

Cutting Class Consequences:

1 class cut: Loss of Privilege (Smart Pass)

2 class cuts: 1 hour detention

3 class cuts: 2 hour detention

4 class cuts: 1 day ISI

5 class cuts: 1 day OSS

6 class cuts: Progressive Discipline

TRUANCY (po5200) – Fairborn City Schools, along with all public schools in the state of Ohio, just adhere to the mandates of House Bill 410. Unexcused absence from school (truancy) is not acceptable. After 30 consecutive unexcused hours, 42 unexcused hours in a month, or 72 unexcused hours in a year, the parent/guardian will be required to attend a meeting with the administrator. At this meeting, an Attendance Intervention Plan will be put in place. Failure to improve unexcused absences (truancy) will result in referral to the Attendance Officer for Fairborn City Schools. Habitual absences have consequences that are mandated by Ohio law and include court actions. If a student is habitually truant and the student's parent fails to improve the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call, email or note from a parent/guardian.

After ten days a doctor's note is required.

EARLY DISMISSAL: No student regardless of age may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note, verified email, or verified phone call signed by the custodial parent(s) or guardian or denoted as "Authorized to Pick Up" in DASL .

Notification of Early Dismissal

Acceptable forms of notification from a parent/guardian explaining an early dismissal as a request for school officials to excuse an absence include:

- A. Doctor's Note with dates and Doctor's phone number.
- B. Parent Phone Call
- C. Email from parent/guardian
- D. Note written and signed by a parent.

Early Dismissal Procedures

1. A note from the parent or guardian requesting an early dismissal must be presented in the attendance office before school begins in the morning.
2. The names of students who will be leaving early will be maintained by the attendance office and will appear on the absence list roster, if applicable.
3. Early dismissal forms (passes) will be delivered to students by the Attendance Office. Prior to leaving for the early dismissal, students **MUST** sign out in the attendance office.
4. Students returning to school before the day ends must sign in at the attendance office and present a signed, verified note (doctor, dentist, legal, etc.). It is expected that students will be absent only for the time needed. Students returning without the appropriate signed, verified note, or early dismissal slip will be given an unexcused absence.
5. For security, anyone signing a student out of school should be prepared to show a valid picture ID. The school will not release a student to anyone other than a parent/guardian without expressed parent/guardian permission [Relatives, family friends, and any other adults that may need to pick up a student for an early dismissal **MUST** be listed on the Emergency Contacts section **in their OneView account** that parents are asked to complete the first week of school. No student will be released to an individual not specifically listed as an Emergency Contact unless a prior agreement has been between the Attendance Office and the parent/guardian.

STUDENT-INITIATED DISMISSALS: Students may not contact home to be picked up during the school day without the permission of the clinic assistant or a principal. Students who do not obtain such permission to leave will be marked as "unexcused" or "truant" and disciplinary consequences for use of personal electronic devices could also be assigned, if applicable.

ABSENCES FOR VACATION:

MUST BE COMPLETED PRIOR TO ABSENCE

The Board discourages students from being excused from school for nonemergency trips. The Ohio Revised Code limits the number of hours that can be used for non-emergency trips out of the District. If a parent determines an absence is necessary, the appropriate forms (FCS 149A for grades KG-5 and FCS 149B for grades 6-12) must be submitted to the building in advance, for approval. The responsibility for makeup work rests with the students and parents and they should not expect work missed by their child to be re-taught by the teacher. To be considered for approval the following conditions must be met:

1. The FCS 149 A (grades KG-5) or FCS 149 B (grades 6-12) **must be completed at least five (5) days prior to the extended absence.**
2. The requested time is **not** during important academic dates such as: quarterly, semester, final, state End-of-Course /count week, cumulative semester and final assessments, etc.
3. The student has good attendance and is NOT on doctors or official note only list.
4. The extended absences are a direct result of a **trip with a parent or guardian.**

COLLEGE/MILITARY SERVICE VISITS

Form must be completed at least one week prior to your college visit. Students are allowed two (2) college visits per year that last (in total) no more than three days and will count as a non-absence on your record. Additional visits must receive prior administrative approval and will count as an absence.

The college visitation guidelines are:

1. Call the college admissions office to make an appointment. Get the following information: date, time, place, contact person to meet, and directions.
2. Complete Section 1 with your information and get your parent or guardian's signature.
3. Complete Section 2: Have all of your teachers initial for all class periods.
4. Complete Section 3: Obtain your counselor's signature.
5. Complete Section 4: Submit this form to the attendance office for signature.
6. Complete Section 5: Take this form with you for your visit and have the college representative sign the form. In order to be counted as an excused college day, students must return to the attendance office the morning that you return to school for your absence to be excused with the copy of the visitation form signed by the college representative.
7. If the form is not completed and returned on time, it will be an unexcused absence.

Most colleges have special weekends available for students and parents to visit their campuses. If possible, take advantage of these special times. The School Counseling Department will hold a group counseling session for parents and students early in the school year dealing with college admission, ACT/SAT preparation, catalog familiarity, and the various types of available financial aid.

Students are allowed one excused day in their senior year to meet requirements for entrance into the military service. Interested students are to follow the same rules and guidelines applying to a college visit.

MAKE-UP WORK: When a student misses school, he/she is expected to make up the missed work. Time equal to the amount of time of approved absences will be given to complete make-up work. Students are held responsible for tests/projects/assignments that are given (or due) on the day of return if the assignment was made prior to the absence. It is the student's responsibility to take the initiative in making up the work. The student and teacher may need to work out alternatives to the above procedures if circumstances so dictate. An "F" (or a score of zero) is assigned to work not made up within the allotted number of days.

A student who is absent from school for an extended period of time (more than 3 days) may request assignments by having his/her parent(s) call the School Counselor's Office. Assignments may be picked up 24 hours after the request. If a student is absent for fewer than 3 days, the student can contact another

student in the class, check ProgressBook or teacher website, contact the teacher directly for the assignments, or request the assignments in person on the day they return to school. If a student obtains work during an absence, it is expected that a reasonable amount of the work will be completed and ready to hand in when the student returns from the absence.

STUDENT EVALUATION

Student progress is measured on the basis of the successful completion of assigned tasks and should include personal and social characteristics as well as the academics. Gradually, students will be granted increasing responsibility for an opportunity to participate in the evaluation of their own growth. A strong home-school relationship can enhance the educational experience for students. Formal parent-teacher conferences are scheduled twice each year. Parents, teachers, and students are encouraged to use the Student Agenda Planner (at BMS) ProgressBook, emails, notes, and telephone calls to regularly communicate about student progress in addition to the in-person formal conferences.

GRADING SCALE, PROGRESS REPORTING & ELIGIBILITY

Fairborn City Schools believe that students, staff, and parents are stakeholders in the climate and culture of our schools. We believe that all students can and must learn in order to achieve success in society. We further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect and responsibility.

GRADE REPORTS – There are four (quarterly) grading periods in the school year, typically lasting nine to ten weeks each. In addition to quarterly report cards, midterm reports will be available on Progressbook. Please refer to the district calendar for dates that midterms and report cards will be sent home. The Fairborn City Schools' grading scale is as follows:

A = 90% - 100%	Excellent
B = 80% - 89%	Above Average
C = 70% - 79%	Average
D = 60% - 69%	Below Average
F = below 60%	Failure
I = Incomplete	
NG = No grade	
Withdraw Fail (W/D Fail)	

Special Cases:

Intervention, enrichment, and participation-based classes are graded as pass/fail.

P (Pass) = 70% or higher

Fail = below 70%

Pass/fail courses do not calculate into the student's GPA but are printed on report cards and transcripts.

PROGRESSBOOK – This online grade-reporting system allows students and their parents to monitor academic progress and assignments. Parents generate their own passwords upon initial set-up and carry over from year to year. Instructions for initial set-up are typically sent home with students during the first full week of the school year. To access this system, click on the ProgressBook link on the FCS website (www.fairborn.k12.oh.us). While there is some end-user assistance for parents provided by the school, the school cannot access forgotten passwords. However, the school can send out a password reset. For password resets, please contact the Main Office Secretary at (937)-879-3611.

High School Calculation of Final Course Grades

1. The final mark in a yearlong course is determined from the arithmetic average of **four factors**: four quarterly percentage marks (ex for yearlong class: Q1- 70%, Q2- 82%, Q3- 77%, Q4- 91%; $70+82+77+91= 320/4= 80\%$ for final grade).
2. The final mark for a semester course is determined from the arithmetical average of two quarterly percentage marks (ex: Q3- 73%, Q4- 81%; $73+81 = 154/2 = 77\%$ final grade).

Final Mark Scale:

A = 90 - 100% B = 80 - 89.99% C = 70 - 79.99% D = 60 - 69.99% F = 0 - 59.99%

HONOR ROLL

1. A student must be carrying five or more subjects ($\frac{1}{2}$ credit each) per semester on the FHS campus.
2. All subjects are to be counted. This includes band, choir, physical education and health.
3. **Honor Roll**: A full 3.0 grade point average is necessary for eligibility.
4. **Principal's List**: A full 3.6 grade point average is necessary for eligibility.

HIGH SCHOOL CLASS STATUS (PROMOTION/RETENTION) - Twenty-one credits (of which 15.5 are specific) are required for students to graduate. Class status is only changed one time annually, at the beginning of the year. Class Status is determined by credits earned as follows:

Freshman:	0 – 4.75 credits	Junior:	10 – 14.75 credits
Sophomore:	5 – 9.75 credits	Senior:	15 or more credits

Semesterizing Grades:

We will be moving to Semester grades for the 2024-25 school year. This means students will be able to earn $\frac{1}{2}$ credit for each passing semester in a year-long course. In the event a student transfers to another district, students who have completed a semester of a class, will earn a $\frac{1}{2}$ credit for successful completion of a semester of a yearlong course.

SAFETY and SECURITY

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, she or he must notify a staff person immediately.

SURVEILLANCE - Fairborn City Schools utilizes electronic surveillance equipment to assist in monitoring the interior and exterior of the facility, as well as transportation via school bus. This includes stationary and mobile cameras that may be operated in areas of concern. Students, staff, and visitors should assume that they are being monitored in the public areas of the facility or when using school vehicles. Surveillance data will be used to determine consequences for violations of the rules and regulations outlined in the student handbook.

FIRE, TORNADO, AND SAFETY DRILLS - The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, other acts of violence, or cases where the safety and security of the people in the building could be compromised.

Standard Safety Drill Procedures:

1. Check the posted instructions in each classroom indicating how to vacate the building in case of an emergency or where to relocate in the case of a tornado or lockdown/stay-in-place emergency.
2. Walk. No talking. Move quickly and quietly to the designated area.
3. Be serious about drills and obey all adult directions. It could save your life in the event of an emergency.

SAFE SCHOOL HELPLINE - 1-800-41-VOICE ext. 359 (numerically 1-800-418-6423 ext. 359). Use this contact if you should ever fear for the safety of another student and/or suspect someone is planning an event that would threaten our safety at school.

SAFEGUARDING VALUABLES - Students should not bring items of value to school. Items such as jewelry, expensive clothing, large sums of cash, electronic devices, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

WEATHER DELAYS/CANCELLATIONS – The most effective way to get information about school delays, closings, and other time-sensitive announcements is to subscribe to the FCS e-Communication system. The e-Communication system sends emails and text messages to subscribers of a particular school quickly, oftentimes before it is announced in the local media outlets. Detailed instructions on setting up your subscription are sent home with students the first day of school and can also be found on the district's website. If there is a possibility of school cancellation due to inclement weather you can also tune into listen to local TV (television stations 2, 7, 22; cable stations 7, 9, 11; FCS-TV Cable channel 6) and/or radio stations (WHIO, WING, WONE, WWSN/WDAO), district-sponsored social media sites, or visit the district website (www.fairborn.k12.oh.us).

VISITORS - For the protection of students and staff, **all visitors must report to the main office upon entering the school to sign in.** Any visitor found in the building who has not signed in faces possible arrest for trespassing according to Ohio state laws. Parents who drop off items for their children should label the items and bring them to the school office. Students will then pick up the items on the office counter later to avoid classroom disruption.

Unplanned visitations can be very disruptive to the learning environment. Anyone wishing to talk to a staff member (outside the scope of district-scheduled parent-teacher conference events) should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time. However, even with an appointment, visitors must register at the main office and obtain a visitor's name tag. **Students from other schools are not permitted as casual visitors.** Students may not bring visitors to school without prior permission from the principal and will only be considered in cases where the visit is of sound educational merit.

LUNCHTIME VISITORS -

1. Other guests (youth organization leaders or community members associated with FCS clubs such as Interact or Leo Club) may join students associated with that organization during lunch time.
 - Solicitation, recruiting, proselytizing or evangelizing of students is strictly prohibited.
 - These guests must sign in at the main office and will be escorted to the lunch room.

- When a guest is visiting with multiple students, bringing in lunch is strongly discouraged.
 - Guests who plan to stay for multiple lunch periods should wait in the main office between lunch periods.
3. Siblings or friends will not be permitted to bring in lunch or visit with students during lunch.
 4. All guest visits at lunch are subject to approval by administration.

TRANSPORTATION

Bus Information, Self-Transport, & Parent Drop-Off/Pick-Up Procedure

TRANSPORTATION (BUS) SERVICES – Transportation is provided from pickup points to school for all pupils who live in excess of one mile from the school.

SAFETY - Students are to always ride their assigned bus and use their assigned bus stop. While on or near the school bus, students are under the direct authority and responsibility of the bus driver. The safety and well-being of all students are of the utmost concern; therefore, it is imperative that student passengers be orderly and cooperative while on the bus. Each driver will inform students of their responsibilities and establish reasonable procedures for seating, loading and unloading, and student behavior. Noncompliance by students may result in referral to the principal for disciplinary consequences and/or the loss of riding privileges. All school rules apply on the school bus.

BUS CONDUCT - Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school) each student shall:

- be on time at the designated loading zone 5 minutes prior to the scheduled stop;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the bus stops and the driver gives the designated hand signal before moving forward to enter;
- refrain from crossing a road in front of the bus until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

During the trip each student shall:

- remain seated while the bus is moving;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling or horseplay;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, legs/feet, and all other objects out of the aisle;
- be courteous and respectful to the driver and to other riders (e.g. use of profanity);
- not eat or drink;
- not scream, yell, or use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency

and/or safety equipment).

Exiting the school vehicle each student shall:

- remain seated until the vehicle has stopped;
- When necessary, cross the road at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

LOADING/UNLOADING ZONE PROCEDURES - Buses load and unload in the bus parking lot.

Students with special needs may have alternate loading zones. **The parking lot is closed to other traffic during loading and unloading times.** Students should remain on the sidewalk until their bus is ready to be boarded. Students may board the bus as soon as all buses in the area have come to a complete stop and/or the bus driver opens the door. Students should enter and exit the bus immediately. Loitering or exhibiting public displays of affection near loading zones is prohibited. **Buses depart the loading zone by 2:05pm.** Due to traffic patterns on nearby roads, rigid bus routing schedules, and the bus fleet departing from the lot all at once, drivers will not stop to wait on delayed students. Students are expected to be on time for bus departure. Students who miss the afternoon bus are welcome to use the main office telephone to secure a ride home from school.

BUS ASSIGNMENTS/STOPS & BUS PASSES - Fairborn City Schools Transportation Department assigns buses and bus stops based on enrollment data, so it is very important to notify the Transportation Office and the School Office with a change of address (Proof of residency documents will also need to be provided to school and entered into the student's OneView record before a transportation change is approved). Bus routes are typically publicized one week prior to the first day of school. Bus schedules are published in the local newspaper, displayed at the FCS Booth at the Fairborn Sweet Corn Festival in August, and are usually made available to building offices before school begins. **For information about routes, schedules, and other bus information, please visit the district web site or call the Transportation Office at (937)-878-1772.** To maximize student safety, students must ride the bus to which they are assigned, and they must enter and exit the bus at their designated stop. **The school office will not issue any temporary bus passes.** Temporary alternate transportation must be arranged by the student's parent or guardian via FCS Transportation.

Self-Transportation to School

PARENT DROP-OFF/PICK-UP -

The drop off/pick up location for parents transporting their child to the high school is located at the front entrance of the building on Commerce Center Blvd . This is a one way entrance/exit. Students should enter/exit the front doors of the building if riding to school/home with parent/guardian/designated pick-up. Morning drop-off times are **between 6:50am and 7:10am.** **No student drop-offs are permitted in the side lots at FHS during this time.** Parents of students with disabilities or mobility issues should contact the FHS office to arrange for special pick-up/drop-off instructions.

STUDENT DRIVERS and PARKING PASSES -

The Fairborn High School Student Lot is located behind the school. **Students may not park in the school's front lot, east or west lot. These lots are designated for faculty and staff only** (the only exception is that students participating in College Credit Plus are permitted to reserve a space in the front lot if they arrive after the start of the regular school day; the front entrance doors are the only entry point for students once the school day begins).

All students who drive to school **MUST** obtain a **parking pass** at the start of the school year from the Main Office. The cost of a parking pass is \$20. Students must complete a form including a valid license, proof of insurance, license plate number, and a parent/guardian signature. Parking passes must be clearly displayed by being hung on the rear-view mirror at all times. **Students must only park in their reserved parking space.** All student drivers and passengers are expected to wear a safety belt at all times while in a vehicle on school property.

Fairborn High School is not responsible for any loss or damage to vehicles while on school property. Please lock all car doors to help prevent possible theft. Cars on school property are subject to random searches in accordance with the law and school board policies (po5771). Students are not permitted to sit in their cars or loiter in the parking lots when they arrive or leave school. All students, parents, and visitors are expected to obey the Traffic/Parking Attendants on duty. Students who refuse to cooperate with the driving/parking rules or failure to be on time to school may be denied the privilege of their school parking permit. When a student driver is tardy the fourth time, his/her/their school parking permit will be suspended for the remainder of the semester. Students who miss more than 30 unexcused hours will be placed on parking privilege probation. When a student has missed 65 unexcused hours, the school parking permit will be revoked for the remainder of the school year. No refunds will be issued.

MEDICAL INFORMATION

CLINIC - The clinic is located in the main office area. School buildings do not always have a full-time nurse available; however, there will be a clinic assistant to help students with any health-related incidents that occur on school grounds. Fairborn City Schools is not responsible for the care of accidents or injuries that occur away from school.

All medications are to be dispensed in the clinic (Refer to *Use of Medications* section of this Handbook for additional information). At no time should students have medication in their desks, backpacks/purses, lockers, or otherwise on their person. All prescription and non-prescription medications are held for students in the clinic and will be administered by a nurse or the clinic assistant.

As stated on the FCS66, parents agree to deliver the medication in the original container from the prescribing health care provider or licensed pharmacist. Medications remaining at the end of the year are to be picked up by the last day of school by a parent, or they will be disposed of by school personnel. Medication permission forms (FCS66) are available in the school office and clinic or on the district website.

A student must have a pass from a teacher to visit the clinic unless it is an extreme medical emergency. **For security and safety, no students may contact a parent/guardian concerning an illness on a personal device or request that they be picked up from school; all parental contacts will be made by, or with the consent of, the nurse, clinic assistant, an administrator, or a school counselor for the absence to be excused.** If a student is signed out of school for illness without going through the above process, then his/her absence will be considered **UNEXCUSED**. A parent or the alternate person listed on the emergency health card will be notified if a student needs to be sent home for any reason during school hours. The information on the health card is taken from your information provided from your OneView account.

INJURY AND ILLNESS – All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS - Ohio law requires immunization of public school children against chickenpox, poliomyelitis, diphtheria, tetanus, pertussis, measles (rubeola), mumps, rubella, hepatitis B, and Meningitis. ***Unless exempted from the immunization requirements, a child cannot be permitted to remain in school for more than 14 days unless the child presents written evidence satisfactory to the school of having received the required immunizations or being in the process of receiving the required immunizations.***

Vaccines can be given by your child's healthcare provider, through the Greene County Combined Health District Immunization Clinic, or through many local pharmacies. You may contact the Greene County Combined Health District at (937) 374-5600 for appointment times. Please make sure to get documentation of the immunization once given so you can provide it to the school.

Students entering the 12th grade are required to have the Meningococcal vaccine (meningitis MCV4). NOTE: The timing of this vaccine is of critical importance. If the 1st dose was given before a student's 16th birthday, then a 2nd dose is required.

EMERGENCY MEDICAL AUTHORIZATION FORM - State Law (ORC 3313.712) requires that a parent or guardian complete an Emergency Medical Authorization Form each year. The purpose of this form is to make it possible for the parent to authorize emergency treatment for a student who becomes ill or is injured at school. A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. A paper or electronic Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. If, in the opinion of the school nurse or other school official, an accident or illness is serious, the Fairborn Emergency Squad will be called. Every effort to reach the parent or guardian will be made; therefore, it is most important that Emergency Medical Forms be kept up-to-date with correct contact names, telephone numbers, and addresses

USE OF MEDICATIONS - A student who must take prescription or non-prescription medication during the school day must have completed and returned a signed FCS 66 form – **Request for the Administration of Oral Medication at School** at the time the parent/guardian brings the medication to school. **Students must never be given medications to hand-carry to and from school.** These forms are available from the clinic upon request. The completed form along with the medication must be taken to and kept in the clinic. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. Students should never give medication to (or take medication from) other students, including over-the-counter items like Tylenol, Midol, Advil, etc.

Students taking prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. All students, regardless of age, must have a medical permission form (FCS66) on file in the clinic. The medical form is to be completed by the student's licensed health care provider and parent or guardian before any medications, including non-prescription medications, will be administered. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Except as noted below, medication must be delivered to the clinic/principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the

student has written permission from a parent or physician and has submitted the proper forms. ***In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse.*** Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The clinic will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Students taking non-prescribed (Over-the-Counter) medications during the school day must comply with the same guidelines listed above. No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without physician consent and written parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the clinic. Cough drops, in the original packaging, can be administered with a signed parent consent.

Parents/legal guardians may administer medications to their own children in person. Parents may also give expressed permission to the school to have another adult administer medications to their child in person. Authorized adults should be listed on the Emergency Medical Form.

SUPPLIES, FEES, and FINES

SCHOOL SUPPLIES – Students are responsible for providing their own personal basic school supplies such as paper, pencils, pens, binders, calculators, and other such supplies. For middle school, a general list of school supplies that students might need is available in the office and is posted on the web site. Some courses require special supplies. Teachers will notify students of school supplies needed for their courses the first week of the term.

TEXTBOOKS – Textbooks are issued free to each student. Except for consumable-style textbooks that the students write in and personal workbooks that students purchase through the school, all textbooks must be returned at the end of each course. **Students will be assessed a fine to replace or repair any damaged, lost, or stolen book assigned to him/her.** The teacher will inform the student of the amount and the deadline for payment. **No additional textbook will be issued until the fine is paid.** Please notify the teacher immediately if you are issued a damaged book.

FEES - Fairborn City Schools maintain a single student fee structure by grade level to cover part of the cost of materials and supplies furnished to each child. In general, any supplies that are "consumed" or used up by students during school activities are purchased out of these fees. Specific information about school fees is sent home on the first day of school. Since some classes require additional consumable materials/supplies, course fees may be established for those classes. Course workbooks are "used up" by individual students, and students keep the books at the conclusion of the course, so workbooks are classified as a consumable item (Students are furnished textbooks without cost). Students electing to use school-owned musical instruments will also be assessed an annual rental fee. During the scheduling process, Fairborn High School lists the fees associated with courses in the FHS Program of Studies booklet. Student fees can also be paid for on the district website through EZ Pay. Parents will be invoiced for general fees and extracurricular fees.

FINES - Students using school property and equipment can be fined for its excessive wear, loss, and abuse including textbooks, lab equipment, uniforms, instruments, and other school-owned items. In addition, the late return of borrowed books or materials from the Media Center (Library) may be subject to appropriate fines. If a student damages, steals, or renders another's property useless, a fine/restitution may be assessed to the student for the cost of repair or replacement in conjunction with disciplinary consequences (po5513). Parents will be invoiced for IT fees.

PAYMENTS AND WAIVERS - Families are encouraged to take care of fee/fine obligations as soon as possible. ***All outstanding fees (as well as any outstanding fines from previous school years) are due no later than the first Monday in October.*** Students who are unable to meet this financial obligation should contact the Finance Secretary to set up a payment plan.

Students who are eligible for free lunch through the district's food services program may have fees waived or reduced, provided they submit a "Waiver of Confidentiality" form that permits the finance office to have access to the free/reduced-price lunch program form. There is no such waiver/reduction for fines.

Students who have unpaid fees or who are not current on an established payment plan will not be permitted to participate in extracurricular field trips (i.e. Seniors who have unpaid fees will not be permitted to attend the Senior Class Trip). Additionally, seniors who have an unpaid balance will not receive their diplomas or transcripts. If students have unpaid fees at the time they withdraw from Fairborn High School, transcripts and permission to take the G.E.D. test may be withheld.

Refunds: There shall be no refunds on fees or fines. Student fees are not prorated based on mobility and/or schedule changes. An administrator may request a fee refund on the student's behalf from the District Treasurer's Office only when a schedule is changed for academic reasons. The Treasurer's Office will process refund requests on a semi-annual basis, namely after the end of each semester.

PAY-TO-PARTICIPATE GUIDELINES: The Board of Education and the Administration recognize the value of participation in activities beyond the classroom. Pay to participate will be administered as followed:

General Guidelines: All families with middle or high school students participating in extracurricular activities or clubs may pay a participation fee as follows:

Clubs - \$10 per club (payable by September 30th or at the time of joining the club)

ATHLETICS, EXTRA-CURRICULAR ACTIVITIES, and SPONSORED EVENTS

SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES - A vital part of the American school curriculum is the extracurricular program of activities; talent development, leadership, and interest in school are potential products of such a program. Extracurricular programs are designed to meet students' needs, stimulate interest, and encourage participation. Social, cultural, academic, and leisure activities are developed through sports, clubs, and school-wide functions. However, these activities should never take precedence over academic work.

Fairborn City Schools offers a full program in many areas. Middle school activities are planned to be appropriate for the age group rather than attempting to emulate the activities at the high school level. Clubs and organizations can vary from year to year, but there are always opportunities for students to become involved and contribute to the overall success of their school. An interscholastic athletic program has been developed for students in grades 7 through 12. Athletics, club, and event information is given regularly on the daily announcements, posted on bulletin boards and the website, and sent by eCommunication.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements, and understand and abide by the Student Code of Conduct as well as the rules and expectations for the extracurricular activity. Since after-school activities are an extension of the school day, students participating in these activities must follow the attendance guidelines set forth in the attendance policy. All activities outside of school hours and time in the building must be under the direct supervision of an advisor or staff member. **Students on Out-of-School Suspension may not participate or attend these events. Students who are on school property when under out-of-school suspension can be removed from the event (this includes any school grounds in the district).** Students who choose to belong to any club or organization make themselves subject to additional responsibilities. Participation in these activities is an honor and privilege, not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES - Non-school-sponsored student groups may meet in the school building during non instructional hours. The application for permission to use school facilities can be obtained from the principal's office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that the event will not interfere with school activities, and that non-school students do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

ELIGIBILITY FOR ATHLETICS/ACTIVITIES – All students involved in interscholastic athletics and extracurricular activities must adhere to the eligibility policy including the study table program adopted by the Fairborn Board of Education (FCS Board Policy po 2431). This policy affects:

- all players, trainers, managers, support personnel and cheerleaders in grades 7-12 that participate in extracurricular athletics
- all band, choir, and orchestra members for participation in contests and programs
- all members of extracurricular clubs (i.e. Chamber Chorale, Flag Corps, Yearbook Club, Drama Club, Student Council/Congress, etc.)

In order for a student to be eligible for athletics, he or she must meet Fairborn City Schools and Ohio High School Athletic Association (OHSAA) requirements:

All students

- Must have the necessary 2.00 GPA for the fourth quarter of the previous school year in order to be eligible in the fall. For all band, music, and extracurricular clubs, students must also have the necessary 2.00 GPA for the fourth quarter of the previous school year to participate in these activities. For winter and spring sports, students must achieve a 2.00 GPA in the quarter that the sport begins tryouts.
- Eligibility is for a quarter-term grading period.
- Pass/fail classes count toward the 5 credit requirement but are not calculated into the GPA for the purposes of athletic eligibility.
- Students in off-campus or online CCP courses are responsible for accurate submission of quarterly grades to the FHS School Counselor Office by the established deadline(s).

Returning high school students must have passed the OHSAA requirement of 5 credits or the equivalent.

First-time incoming high school freshmen must have a 2.00 minimum GPA based on their courses during the fourth grading period of the 8th grade year.

One-Time Probationary GPA Exemption: Every student-athlete is able to receive one eligibility exemption in middle school as well as one in high school. If a student-athlete possesses a GPA lower than 2.0, the student must have a GPA ranging from 1.5 to 1.9 (unweighted) in order to receive the exemption. The exemption is valid only during the grading quarter in which it is applied. Once a student uses this exemption, should he/she fall below a 2.0 in future grading periods, he/she will be ineligible during that current quarter grading period.

CONDUCT CODE FOR ATHLETES - All students involved in interscholastic athletics must adhere to the conduct code for interscholastic athletics. Copies of this code are available from the high school principal, the athletic director, and individual coaches and advisors.

For more information about middle school or high school athletics, eligibility, code of conduct for athletes, and OHSAA rules and guidelines, contact the Athletic Office at Fairborn High School.

STUDENT ATTENDANCE AT SCHOOL EVENTS - Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. **Students on Out-of-School Suspension may not participate or attend these events. Students with past discipline may also be excluded from PBIS reward functions.**

STUDENT SERVICES AND OTHER INFORMATION

ELEVATOR- Students are not to use the elevator without permission from the office or the clinic. A student helping a student with special needs also may ride the elevator.

WORK PERMITS - Ohio law requires that students under 18 years of age must have a work permit if they hold a full-time or a part-time job. It is recommended that students not take jobs outside of school that could interfere with their academic success. Students who are interested in applying for a job in addition to going to school, should first contact their school counselor to discuss any legal requirements and to obtain any required documents. The forms are available in each Main Office at a fee of \$5. A 24-hour turnaround time is required to process work permits. Work permits may be revoked at the discretion of the principal and/or if the student's number of unexcused absence hours is 10% of attendance.

MEDIA CENTER - The Media Center/Library houses a wealth of resources, including supplementary printed materials, computers with printers, audio-visual equipment, visuals, magazines and newspapers, and books for research and recreational reading. Students may check-out circulated materials for a 28-day period. Students will be assessed a fine for lost or destroyed materials they have checked out. The Media Center has limited hours depending on class reservations, special programming, and school events. Contact the Librarian, a teacher, or the main office about open hours of operation for your campus.

Located: On the second floor with entries from both the front and back hallways.

LOST AND FOUND - Students are responsible for their personal property and for school-issued books. Found items should be taken to the appropriate area listed below. Unclaimed items will be given to charity at the end of each semester.

High School
Found Books: Finance Office
Valuable Items: Main Office
Clothing/Bags: Collection bin in Great Hall

HALL PASSES - Students must use hall passes when they leave their classrooms during class time for any reason. It is the student's responsibility to request a pass.

LOCKERS

Students are assigned a locker to store their personal items during school. Students are assigned smaller, individual lockers that are secured with combination locks. Physical Education lockers are also provided for some PE classes. PE lockers do not lock, so students are encouraged to not keep personal valuables and money in these lockers.

Students may not affix any personal locking devices on their lockers. Students should never share hallway lockers or give out their combinations to anyone. Lockers in hallways should be kept locked (and closed) at all times. School officials are not responsible for students' personal property. Plan ahead – students should not be visiting lockers during class time, but they can be used before and after school and during class changes. Spending time at a locker to get materials for class is not an acceptable excuse for being late to class. If a lock or locker is in need of repair, students should report this to the Main Office at FHS.

Decorating the outside of student lockers requires permission of a school administrator. Students are not permitted to use permanent decorative elements on the insides of lockers (i.e. no glue, contact paper, paint, etc.) without permission of the administration.

School lockers are the possession of the school board. Lockers will not be utilized for illegal or dangerous purposes and can be inspected by the administration to ensure safety and pupil welfare. Although a student and the board may have joint control of lockers, desks, or other school property, the student never has exclusive control of his property. **Fairborn City Schools conducts random searches of lockers and may also search vehicles** (po5771). Students are subject to be searched if there is more than one student in a bathroom stall or the vape detector alerts administration.

Students are required to participate in periodic locker clean-outs. It also is the student's responsibility to empty his or her locker prior to withdrawing from school. Students who are recommended for expulsion must clean out their lockers before leaving the premises. The school is not responsible for items (including books) left after the end of the school year, a withdrawal, or an expulsion.

POSTING SIGNS, FLYERS, BULLETINS, ETC. (po5722)

All flyers, signs, or other postings must have administrative or club advisor approval before being displayed. Items must be posted only on bulletin boards or display strips, nothing can be adhered to the wall; all others will be removed. Students failing to secure proper approval for posting may be subject to disciplinary action. All postings must be in good taste and be appropriate for a school setting.

MEAL SERVICES - The School participates in the National School Lunch Program and makes breakfasts and lunches available to students for a fee at Fairborn High School. Ala carte items are available for purchase at the High school. Students are welcome to pack their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the principal.

FREE/REDUCED LUNCH PROGRAM - Applications for the School's Free and Reduced-Priced Meal program are made available to all students upon enrollment and at the beginning of the school year. If a

student does not receive an application form and believes she or he is eligible, please contact the Main Office at 937-879-3611 or the Office of Nutrition Services at Fairborn Intermediate School at 937-879-8176.

PaymentsPlus® MEAL PAY ACCOUNTS - Fairborn City Schools contracts with MyPaymentsPlus,® an online school lunch payment service. MyPaymentsPlus provides parents with an easy-to-use, efficient way to make school lunch payments quickly and securely anytime using a simple Internet connection. Parents can manage all of their children's lunch accounts at the same time across the district with one easy payment. MyPaymentsPlus also offers the following benefits:

- 24-hour access the system via the Internet
- Account balances carry over from one school to the next
- Ability to make automatic payments or user-initiated payments by VISA, MasterCard, debit cards, or e-checks online as well as with cash or check in the school lunch line.
- Receive email alerts about low account balances and confirmation of payment
- Make split payments for multiple students in one or more buildings
- View or monitor purchases made in the cafeteria
- Peace of mind that comes from knowing you will no longer have lost or stolen lunch money
- Receive Live Chat or toll-free support from knowledgeable, friendly and courteous staff

To register for MyPaymentsPlus or to get more information, visit www.mypaymentsplus.com. To register, you will need to know the student's school ID number and the building he/she is attending. You may register at any time, even when school is not in session.

HAWK'S PANTRY - Generally opening around the second full week of school, the Hawk's Pantry is available for students to visit on Tuesdays during their lunch period just off the Great Hall. Once the pantry opens, the organizers will send a Google form for students to fill out if they are interested in using the pantry. Any student who is in need of food and supplies for themselves and/or family can visit the pantry where they can select free food, hygiene products, and/or cleaning supplies. The pantry volunteers will then package their items and deliver them to the door of the student's 7th period class for the student to pick up at dismissal time.

MESSAGES FOR STUDENTS - As children enter adolescence, it is reasonable and encouraged that they take on more responsibility for understanding, communicating, and remembering routine family matters such as transportation arrangements, school materials, scheduling of after school activities, etc. before heading to school each day. Students will not be excused from class to talk on the telephone for routine matters. Office personnel will deliver emergency messages to students upon proper identification of the calling party. Emergencies are generally considered to be unpredictable circumstances, which involve the health and/or safety of an individual. If an emergency exists, parents should call the Main Office and explain the nature of the emergency; **PLEASE DO NOT CONTACT YOUR STUDENT DURING SCHOOL HOURS ON HIS/HER CELL PHONE BY PLACING CALLS OR SENDING TEXT MESSAGES**. Not only does this distract your child and others from the learning process, it could also leave your child without adequate counseling services or support in a stressful situation or places your child in an awkward position to potentially violate the school's electronic device rules, which could result in disciplinary consequences. (po5136)

DELIVERIES FOR STUDENTS- Students may not order food or other items from outside establishments (such as UberEats, DoorDash, etc.) to be delivered during regular school hours. Because deliveries of this nature often cause a distraction and disruption in school, items such as balloons, flowers, singing telegrams, gifts, food treats, etc. **WILL NOT** be accepted in the main office for delivery to students. These items will be returned to the delivery person. Students will receive a note that a delivery is in the office for items that are dropped off and are needed for school activities. These items may be picked up between class periods.

STUDENT PUBLICATION (po5722)

The Fairborn City School District is proud of our student achievements and the district utilizes local media and social media (Fairborn City Schools' business website, business Twitter, and business Facebook) to showcase student achievements throughout the year. The media enables the district to communicate with the Fairborn community and surrounding communities to inform citizens about the notable achievements of our students and school district.

During the school year, the Fairborn City School district publishes electronic messages, school newsletters, etc., as well as maintains information on the Fairborn City Schools' website at www.fairborn.k12.oh.us. The district also works with local print media to provide coverage of student achievements at each building. At the time of enrollment and at the beginning of each successive school year, parents are provided with a Student Information/Emergency Medical Form (FCS 49C). This form has a Consent/Agreement section that gives parental permission for the district to publish a child's photograph/school work. (This information is filled out in OneView by the parent/guardian). The information is then referenced during the school year, as needed. As further explanation, it should be understood that the school takes candid pictures of students throughout the school year. If no name is attached to a picture, parental permission is not necessary. When names are attached to specific children, permission is always needed and verified before publication.

Please contact the district Public Relations representative, Mrs. Pam Gayheart, at the Board of Education, (937)-878-3961, extension 1117, with any questions or for further information.

TELEPHONE USE (po5136)

THE EDUCATION CONNECTION: The Education Connection (a.k.a. TEC) is a district-based automated calling system that teachers, coaches, club advisors, and administrators can use to contact large numbers of families with notifications, reminders, emergency information, and the like. For the system to work effectively, FHS staff requests that you keep your records up to date with the office, especially if you should relocate or change your telephone numbers. *Because the TEC is automated, it waits for your "Hello" or an answering machine tone to begin playing the message. This can take a few seconds to begin playing.* The system is programmed to leave messages on answering machines; however, the system cannot handle machines requiring a caller to "press 1 to leave a message." Please be aware of this if you find you are not receiving messages from the TEC.

TELEPHONE CALLS/MESSAGES FOR STUDENTS: (See **Messages and Deliveries to Students**)

STUDENT-INITIATED DISMISSALS: Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students who initiate such permission to leave will be marked as "unexcused" or "truant" and disciplinary consequences for use of personal electronic devices could also be assigned, if applicable.

PRANK CALLS: Prank calls to emergency services (911) and/or threatening calls made to the school will be taken seriously. Students who make such calls will be suspended and prosecuted by the Fairborn Police Department.

CELL PHONES: Students must abide by the electronic device policy regarding cell phones and other wireless communication devices use. If an emergency exists, a student should report to the main office, the discipline office, or the clinic to report the emergency and to request to use the telephone.

SEXTING: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, or lewd images (commonly called texting, emailing, sexting, posting on Facebook, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing

of nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the code of conduct and may be reported to the appropriate law enforcement agencies.

GUIDELINES, REGULATIONS, AND BOARD POLICIES REGARDING STUDENT CONDUCT

DISCIPLINE & CODE OF CONDUCT

A code of conduct serves as a guide for behavior and should enable a positive climate for learning which reflects a basic belief in the growth, dignity and rights of every person. The most desirable goal of a code of conduct is to create conditions that foster student self-discipline when students understand their rights, when they know what is expected of them, and when they understand the consequences of breaking school rules or infringing on the rights of others. Any student who aids or assists another in committing a violation of the Code of Conduct shall be deemed equally responsible for the offense and may receive the same consequence.

As part of our ongoing program to improve student discipline and ensure the health, welfare and safety of all students, video cameras are placed on buses and in school buildings within the Fairborn City School District. Recordings from video cameras which monitor student behavior may be used as evidence in student discipline proceedings.

The lockers, desks, and other storage areas supplied by the Board and used by the pupils are the property of the Fairborn Board of Education. Therefore, these areas and any contents are subject to random search at any time without regard to whether there is a reasonable suspicion of violation of a criminal statute or a school rule. (po5771)

MAJOR OFFENSES – STUDENT BEHAVIOR THAT WILL NOT BE TOLERATED - There are various forms of conduct which are listed below that will not be tolerated in our schools:

- a. Malicious destruction of school property (Restitution will be required.)
- b. Assault (as determined by the School Resource Officer)
- c. Possession of a weapon (po5772)
- d. Alcohol/drug offenses (po5530)

The disciplinary action for these forms of misbehavior will be:

1. An immediate ten (10) day suspension on the first offense, with a possible recommendation for expulsion;
2. A second offense of any of these four (4) major offenses shall carry a penalty of a ten (10) day suspension with an automatic recommendation for expulsion.

A separate policy is established for weapons (See *Dangerous Weapons* section of this handbook). The principal may elect to file charges with the police depending on the severity of the infraction.

Student Code of Conduct:

STUDENT CODE OF CONDUCT POLICY (po5500): Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students. Respect for real and personal property; pride in one's work;

achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that: allows teachers to communicate effectively with all students in the class; allows all students in the class the opportunity to learn; has consequences that are fair, and developmentally appropriate; considers the student and the circumstances of the situation; and enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. [NOTE: The following code numbers do not have a corresponding conduct named: 2-3, 12-13, 15-17]

1. **Fighting/Violence:** A student shall not mutually participate in an incident involving physical violence. A student shall not physically attack any person.

1.1 **Pushing/shoving**

1.2 **Physical Aggression**

4. **Vandalism:** A student shall not cause or attempt to cause willful destruction or defacement of school or personal property.

5. **Theft/Stealing Personal or School Property:** A student shall not take or attempt to take the property belonging to another.

6. **Guns/Firearms:** A student shall not use, possess, sell, handle, distribute, or conceal any weapon which will, is designed to, or may be converted to expel a projectile by the action of an explosive (trigger). This includes firearm paraphernalia.

7. **Weapons:** A student shall not use, possess, sell, handle, distribute, or conceal a weapon, device, instrument, material, or substance (animate or inanimate), that is used for, or is readily capable of causing death or serious bodily injury.

8. **Gas/Explosives:** A student shall not use, possess, sell, handle, or distribute any explosive, incendiary, or poison gas. This includes devices that will, or may be readily converted to, expel a projectile containing explosives, incendiaries, or poison gas.

9. **Tobacco** (po5512): Students shall not use, possess, sell, handle, or distribute tobacco products, or any smoking materials in any form in school buildings, on school grounds, or at any school-related activity. This includes any form of electronic cigarette or smoking devices (vaping).

9.1 **Tobacco**

9.2 **Vaping**

9.3 **Juul**

9.4 **Lighter**

9.5 **Oil**

9.6 **Pods**

10. **Alcohol*:** Students shall not use, possess, sell, handle, or distribute intoxicating alcoholic beverages or products in any form in school buildings, on school grounds, or at any school-related activity.

**NOTE: Whenever a student of compulsory school age is expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the school will notify the Registrar of Motor Vehicles and the county juvenile judge. After receiving such notification, the current Ohio law requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, current law prohibits the registrar from issuing a temporary permit or license.*

11. Drugs*: Students shall not use, possess, sell, handle, or distribute any controlled substance, other than prescription medication that has been administered/approved according to district policy, in school buildings, on school grounds, or at any school-related activity. This includes any chemicals which release toxic vapors, anabolic steroids, and counterfeit-controlled substances of any kind.

14. False Alarm/Bomb Threat (po5772): A student shall not communicate any threat (verbal, written, electronic, etc.) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm others. This includes falsely reporting fires or other such threats to persons or property by (e.g. pulling a fire alarm).

18. Disobedient/Disruptive Behavior:

18.1 Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

18.2 Cheating/Plagiarism

18.3 Disrespect: A student will not use any form of gross physical or verbal actions/words to others.

18.3a Toward Adults

18.3b Toward Peers

18.4 Disruption in School: any act that disrupts the orderly conduct of a school function, or behavior that substantially disrupts the orderly learning environment

18.5 Failure to Serve Punishment: students shall fulfill assigned consequences

18.6 False Identification: Students will not use or attempt to use false identification to mislead school personnel.

18.7 Forgery: A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school.

18.8 Profanity/Obscenity: Lewd, filthy, disgusting and/or irreverent language including the use of swear words

18.9 Public Display Affection

18.10 Inappropriate Dress: A student will not dress or appear in a fashion that interferes with the student's health or welfare or that of others, and/or causes disruption or directly interferes with the educational process.

18.11 Insubordination: The unwillingness of a student to submit to authority and/or refusal to respond to a reasonable request. Students shall comply with directions of authorized school

personnel and abide by the rules established.

18.12 Misuse of School Technology: The rules contained in the Student Conduct Code apply to the use of telecommunication devices. In addition, students shall abide by the established Computer/Online rules and regulations.

18.13 Motor Vehicle Violation: A student shall abide by the school's automobile regulations and parking privileges while on school property or while attending school-sponsored events in other venues.

18.14 Organizations: Students shall not organize, join or belong to a fraternity, sorority, gangs or secret society.

18.15 Possession of Electronic Device (po5136). Except as authorized by a teacher, administrator or IEP team, students are prohibited from using Personal Communication Devices (PCDs) during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the administrator is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

18.16 Repeated Offenses: A student shall not repeatedly violate the Student Conduct Code.

18.17 Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times and/or when his/her presence may cause disruption of an activity, function, or the educational process.

18.18 Violations of the Law: Students shall not violate any law or ordinance when they are properly under the authority of school personnel, e.g., theft of property, dangerous operation of a motor vehicle, assault, etc.

18.19 Failure to Wear Mask: Students shall wear masks (if instructed) at school unless covered by an exception recognized by the Ohio Department of Health or while eating. Failure to comply with mask policy could lead to mandated virtual school.

18.20 Late to Class

18.21 Cutting Class

19. Harassment (po5517): A student shall not repeatedly annoy or attach using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile educational or work environment, without displaying a weapon and/or without subjecting the victim to a physical attack (e.g. bullying, hazing, threat of harm).

19.1 Threatening/Intimidating Acts: A student will not, by using physical, written, verbal, or electronic action to, annoy, humiliate or threaten others or disrupt the education process.

19.2 Hazing and Bullying: (Refer to Hazing and Bullying section of this handbook for details.)

20. Firearm/Weapon Look-alikes: A student shall not use, possess, sell, handle, distribute, or

conceal any item that resembles a firearm/weapon but does not have the explosive characteristics of a firearm/weapon. The look-alike may use a spring-loaded device or air pressure to propel an object or substance (e.g. toy guns, cap guns, bb guns, air-soft guns, toy knives, toy weapons, etc.).

21. Unwelcome Sexual Contact (po5517): Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment is prohibited (e.g. pinching, grabbing, pressure to engage in sexual activity, or suggestive comments, gestures, or jokes).

21.1 Harassment/Profanity/Obscenity – Verbal Sexual Abuse

21.2 Unwelcome Sexual Contact - Physical Sexual Abuse

22. Serious Bodily Injury: Students shall not become involved in an incident that results in serious bodily injury to oneself or others, defined as a bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or faculty.

DANGEROUS WEAPONS (po5772) - Students shall not possess, store, make, or use a weapon, including a concealed weapon, in a school safety zone, school building, or at the location of any school-sponsored activities, including in a Board-owned vehicle. The term "weapon" means any object which, in the way it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Policy exceptions include: items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation); theatrical props used in appropriate settings. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action. The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

HAZING, BULLYING, HARASSMENT, INTIMIDATION, & DATING VIOLENCE po5516, po5517, po5517.01

No student shall plan, encourage, or engage in any hazing, bullying, harassment, and/or intimidation. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. This behavior is prohibited on school property, on school transportation, and at any school-sponsored activity.

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation, or bullying means: any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship. Harassment, intimidation, or bullying also means

cyberbullying through electronically transmitted acts (i.e., internet, email, cellular telephone, personal communication device (PCD), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

SEXUAL HARASSMENT (po5517) – The Fairborn School District is committed to eliminating and preventing sexual harassment in all forms (verbal, nonverbal, and physical). Students should report inappropriate behavior to an adult in the building immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature. This includes sexual remarks and derogatory statements or harassment of students for their sexual orientation.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive

employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in ORC 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

USE OF TOBACCO, E-CIGARETTES, VAPES OR JUULS - Today's youth are facing new challenges with nicotine and tobacco-related products. More frequently, we are encountering students using smoking devices like vapes, e-cigarettes and Juuls along with cigarettes and chewing tobacco. Because this is a serious issue that impacts our students' health and often interrupts the day-to-day educational process, Fairborn City Schools have updated the procedures regarding these items. Any student found in possession of **OR** using Juuls, e-cigarettes, vapes, oils, cartridges, lighters, cigarettes, chewing tobacco or paraphernalia for these items will face the following consequences:

First Offense – Students will be required to enroll and complete a smoking cessation program (which takes place in In-School Intervention)

Second Offense -up to 3 days out of school suspension

Third Offense- up to 5 days out of school suspension

Additional Offense(s) - up to 10 days out of school suspension with a possible recommendation for expulsion.

Additionally, all items that are found in student possession will be handed over to the Fairborn Police. Fairborn City Schools will not return these items to the student, parent, guardian or other individual. Be advised that the Fairborn Police may issue a citation or fine to students who are found in possession of smoking-related items.

COMPUTER LABS – Computer labs, with a supervisory teacher, are available to all students. Misuse or destruction of the computer lab facilities and technology will cause the student to be denied access to the lab and result in disciplinary action.

COMPUTER/ON-LINE SERVICES (po7540, po7540.03): The following procedures are expected to be utilized by staff, students or community members who are authorized to use the District's networks:

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your home address or phone number or the home address and phone numbers of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.

9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, introducing computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or to the principal or immediate supervisor.

PLAGIARISM AND CHEATING

Cheating is claiming the work of other individuals, groups or agencies as one's own. Cheating includes:

- Copying, faxing, emailing or duplicating anything turned in and claiming it as one's own work;
- Exchanging assignments with other students, whether it is believed the work will be copied or not;
- Using any form of memory aid during tests or quizzes without teacher permission;
- Giving or receiving answers for tests or quizzes. (It is the student's responsibility to secure his/her papers so that other students will not have the opportunity or the temptation to copy);
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final product;
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration or securing copies for the purpose of providing it to others
- Using summaries and commentaries (*Cliff's Notes*, *Spark Notes*, etc.) instead of reading the assigned materials or for completing essays and responses.

Plagiarism is a form of cheating. It happens most often when students are researching information on topics for class projects or papers. Fairborn City School staff members view plagiarism as a serious form of cheating because it gives teachers a false view of a student's strengths and weaknesses. It prevents the opportunity for further instruction in areas where the student may be struggling and delays the student in reaching his/her academic potential. Plagiarism includes:

- Taking another person's assignment (or a portion of the assignment) and submitting it as one's own;
 - Submitting material written by another person or rephrasing the ideas of another without giving the author's name or source;
 - Presenting the work of tutors, parents, siblings or friends as one's own;
 - Failing to properly cite sources used in writing a paper or preparing a project;
 - Submitting purchased papers or papers from the Internet written by another person as one's own;
 - Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.
- Students who violate the cheating/plagiarism policy will receive an automatic zero (0) for that assignment.

DISCIPLINARY ACTIONS

The principal retains all rights to determine and issue penalties for violations stated or not stated in this handbook and to alter penalties and make interpretations of the contents of this handbook as are necessary to meet the circumstances of particular situations and for any new situations that may arise.

CONFLICT RESOLUTION – It is the student's right and responsibility to resolve any conflict that may arise at the lowest possible level; that is, with the person(s) with whom there is a problem. Common social/emotional problems that arise with young adolescents can include name-calling, verbal disagreements, rumors or harassment.

Conflict Resolution - Suggested Problem-Solving Guidelines for Students

1. If a problem exists with another student, help be a part of the solution by not engaging in negative or derogatory behavior with that other student. If attempts to solve the issue on your own have not been successful:
 - a. Explain the situation to your WEB/Focus Leader, Access/Advisory Teacher, or Classroom Teacher and ask that person's advice or assistance as a mediator.
 - b. Seek the help of another teacher or the School Counselor regarding the problem.
 - c. If the problem often occurs in the neighborhood, outside of the school setting, or if you need additional assistance, discuss the problem with your parents.
2. If the problem exists with a member of the school staff:
 - a. First, do not challenge that person's authority in front of a group. Emotions and feelings on the part of both parties may get in the way of problem solving. Obey reasonable requests and calmly and politely ask to discuss the matter with an adult.
 - b. If needed, then ask another teacher, another student, or the school counselor to listen and help you solve the problem.
 - c. If you need additional assistance, discuss the problem with your parents.
 - d. If all of the above don't help, ask for a meeting with the adults involved - teacher, counselor, parent, and possibly an administrator.

TEACHER ASSIGNED DETENTIONS - Teachers may assign detentions to students in their classes for various violations of their discipline plans. The purpose of a teacher detention is to counsel and/or confer with the student. Although attendance is mandatory, it is not considered punitive; therefore, it cannot be appealed. Teachers will give students 24 hours to arrange for transportation before enforcing detention assignments. Lunchtime detentions do not require prior notice.

ADMINISTRATIVE DETENTIONS – Students may be assigned an after school administrative detention as a disciplinary consequence. Administrative detentions are held after school for one hour (60) minutes or two hours (120) minutes on Tuesdays and Thursdays. The discipline office will give students 24 hours to arrange transportation before enforcing detention assignments.

COMMUNITY SERVICE/SERVICE LEARNING – Community Service is an after-school detention in which students are working with adult supervision while assisting the custodial staff clean the building. No student is subjected to harsh or abrasive chemicals and no student will be asked to perform tasks that they are physically incapable of completing.

ISI (IN-SCHOOL INTERVENTION) - Students earning ISI will be in a self-contained classroom with a teacher/monitor for a time determined by an administrator. Students will be working on assignments that their teachers provide during that time, will earn grades for their work, and will be able to participate in after

school activities. Students may pack a lunch or will be escorted to the cafeteria to get their standard school lunch.

STUDENT SUSPENSION – The Superintendent or principal may suspend a student from school for disciplinary reasons for not more than 10 school days. The suspension will be in accordance with the disciplinary reasons outlined in the Student Conduct Code. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee will be dealt with under the general suspension and expulsion policies. Students are not permitted on school grounds while their suspension is in place unless permission is given by the principal and the student is accompanied by a parent/guardian.

An informal appeal process can take place with the building principal within five (5) days of student suspension. You may, if you desire, following the informal hearing, make a written request for a hearing within five (5) days to the Director of Student Services at 937-878-3961.

STUDENT SUSPENSION/MAKE UP WORK (po5610)

Students suspended from school by the building principal or superintendent for a violation of the Student Conduct Code will be required to make up for ALL work missed. It is the responsibility of the student, upon his/her return to school to make up for all work missed within the same number of days he/she was suspended. An “F” shall be assigned to work not made up within the allotted number of days.

STUDENT EXPULSION (po5610)

Only the Superintendent may expel a student from school. Expulsion will be in accordance with the disciplinary reasons outlined in the Student Conduct Code. Expulsion is a removal of a student for more than 10 days duration, and may be for a period of up to 80 school days. The Superintendent is authorized to expel for up to one year any pupil who has committed an act that inflicts or creates the ability to inflict serious physical harm to persons or property as outlined in Board Policy and State law if the act was committed at school, on other school property, or at a school activity, event or program on or off school property. The Fairborn City Schools will honor the disciplinary expulsions and removals imposed by other public schools, both within and without Ohio. The Superintendent is required to initiate expulsion proceedings against a pupil who has committed an act that warrants expulsion under the district’s expulsion policy even if that student has already withdrawn from school. If after conducting the hearing to expel, the Superintendent finds that the student has committed an act warranting expulsion, the Superintendent must expel the student for the same period of time as an expulsion would be imposed on a student who has not withdrawn from school. If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

EXTRACURRICULAR FIELD TRIPS AND DISCIPLINARY ACTION

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments may be provided for any student whose parent does not give permission for the student to attend. Students who have received ISI, OSS, Administrative Detention, or Community Service are subject to exclusion from incentives and extracurricular field trips.

12th Grade students who receive 5 days or more of ISI or any out of school suspensions at any time during the school year, will not be permitted to attend the Senior trip. Students who are designated “habitually truant” will also be excluded.

MISCELLANEOUS RULES, GUIDELINES, PROCEDURES, & EXPECTATIONS

1. **Skateboards:** including in-line skates, heellies/wheelies, and other such recreational items are not permitted.
2. **Sales:** selling items or promoting sales with postings/announcements must have prior approval of the main office. (po5722)
3. **PDA:** Public displays of affection by students, either in school or on school grounds, are prohibited at all times.
4. **Language:** Students are expected to use **language** appropriate for the school setting. Respect for oneself and for others is the expectation at all times. "Street language," derogatory, lewd, foul or profane words or gestures are not to be used in school or at school functions or events.
5. **Physical Behavior:** Horseplay or inappropriate physical behavior will not be tolerated. Students should walk in classrooms and hallways (no running) and keep their hands, feet & objects to themselves.
6. **Backpacks:** Due to space limitations and classroom safety, it is strongly recommended that students leave large backpacks/duffle bags in lockers during the school day. String-style cinch bags, purses, and small totes are great ways to carry the supplies you may need from class to class. Students should NOT need to carry all of their belongings and all of their textbooks to every class.
7. **Meetings:** Meetings, parties, programs, and activities held on campus must be approved in advance by the principal and put on the calendar of events. A responsible adult must be present as a sponsor.
8. **Teacher Planning Areas** (i.e. lounges and workrooms): Teacher planning areas, workrooms, and staff restrooms are off limits to students at all times. Students who need to talk with a staff member located in a planning area should ask another teacher or the office to convey the message.
9. **Furniture and Fixtures:** Students are not to sit on, lay on, nor put their feet on the backs of chairs, tables, desks, or other furniture. Students should keep all four chair legs on the floor (not lean the chairs back on two legs). Students should never write on or otherwise deface walls, furniture, or other school property.
10. **Bicycles:** Students riding bicycles to school must park them in the bike racks provided immediately upon arrival. Bike locks are highly recommended! Bikes may not be ridden in the bus loading area or on the sidewalks. Follow all rules of the road. Mopeds may not be ridden to school.
11. **Security:** Be responsible for the security and use of your own personal items. Do not "loan" cell phones or other things to other students, share your locker combination or leave valuable items in unattended bags or purses. Make sure your name is clearly etched in your calculator. Again, do not leave bags unattended.
12. **Outlets:** As a general rule, students should not charge personal devices at school; please do this at home.

These are your schools. Be proud of them and take care of them.



Fairborn High School Directory

Absence/Tardiness
Bus Information
Change of Address
College Information/Scholarships/Transcripts
Debts/Fees
Illness
Locker Problem
Lost and Found – clothing, purses, wallets, jewelry, electronics
Lost and Found – backpacks, textbooks, binders, folders
Personal Problems/Schedule Problems/Testing Information
Work Permits
Withdrawing from School/Moving

Attendance Office: 937-878-3611
Transportation Office: 937-878-1772
Main Office/School Counseling Office
School Counseling Office
Finance Office
Clinic
Attendance Office
Main Office
Attendance/Discipline Office
School Counseling Office
Main Office
School Counseling Office

Administration, Counselors, and Support Personnel

Ms. Karen Chicketti
Mr. Craig Isaac
Mrs. Kelli Mumma
Mrs. Deborah Hauberg
Mrs. Melissa Skavaril
Mrs. Vicki Hudepohl
Mr. Kevin Alexander
Ms. Rachel Ebert
TBD
Mrs. Melissa Hensel
Mrs. Kristin Drakeford
Ms. Bristen Wells
Ms. Jennifer Franks
Mrs. Sarah Fulton

Principal, 12th Grade
Assistant Principal, 9th Grade
Assistant Principal, 10th Grade
Assistant Principal, 11th Grade
School Psychologist
Special Education Supervisor
Athletic Director
School Counselor: 9th Grade
School Counselor: 10th Grade
School Counselor: 11th Grade
School Counselor: 12th Grade
Special Concerns Counselor
Special Concerns Counselor
Gifted Education Supervisor

Secretaries

Mrs. Cheri Hill
Ms. Terry Oberschlake
Mrs. Denise Riley
Mrs. Juli Cherry
Mrs. Trisha Pressly

Finance Office
School Counselor Office
Athletic Office
Main Office
Attendance/Discipline Office

Student Activity Advisors

Academic Challenge Club	Mr. Austin Cordle
Art Club	Mrs. Pam Koverman/Mrs. Debbie MacFadyen
ASL Club (American Sign Language Club)	Ms. Michelle Lee
Athletics Programs	Mr. Kevin Alexander
Band Programs (Jazz, Pep, & Winter Color Guard Clubs)	Mr. John Gorretta
Black Student Union Club	Mrs. Jovita Wade
Crochet Club	Ms. Myron Montgomery
D&D Game Club (Dungeons & Dragons Club)	Ms. Elizabeth Ross
DECA Club	Ms. Laura McCabe
Diversity Club	Ms. Cara Garpiel
Environmental Club	Mrs. Amanda Taylor
eSports Club	Mr. Dan Rizzotte
GSA (Gender Sexuality Alliance) Club	Ms. Rachel Sauder/ Ms. Cassie Campbell
Indoor Drumline Club	Mr. John Gorretta
JROTC Clubs (Drill Team and Rocketry)	Major Matt Smith/Chief Steven Ousley
K-Club (Korean Culture)	Ms. Michelle Lee
Leo Club	Mr. Robert Borger
Media Club	Ms. Katie Schroeder
National Honor Society Club	Ms. Kelly Gaudette
Orchestra Programs	Ms. Amy Whitehill
PLTW Health Occupations Students of America (HOSA) Club	Mrs. Amanda Spirk
PLTW Technology Student Association (TSA) Club	Ms. Rachel Sauder
School Musical Club	Mrs. Karen Gorretta
Science Fair	TBA
Skyhawk Community JOI Club	Mrs. Jovita Wade
Spanish Club	Ms. Cara Garpiel
Student Ambassadors/ Anchored 4 Life	Mrs. Pam Gayheart/ Ms. Lexie Knick
Student Congress Club	Mrs. Bridget Lanning
Varsity Club	Mr. Charlie Spain
Vocal/Choral Programs (Chamber Chorale Club)	Mrs. Karen Gorretta
Yearbook	Mrs. Becky Zink/Ms. Kelly Gaudette

Class Advisors

Freshman Class	Mrs. Emily Schmidt
Sophomore Class	Ms. Cara Garpiel
Junior Class	Ms. Morgan Ruppert
Senior Class	Mrs. Becky Zink

FHS BELL SCHEDULES

Standard Bell Schedule (Tuesdays-Fridays)		Early Release Bell Schedule (Mondays)		2-Hour Delay Bell Schedule		1-Hour Delay Bell Schedule	
Period 1 (46)	7:15 - 8:01	Period 1 (43)	7:15 - 7:58	Period 1 (29)	9:15 - 9:44	Period 1 (39)	8:15 - 8:54
Period 2 (43)	8:05 - 8:48	Period 2 (40)	8:02 - 8:42	Period 2 (27)	9:48 - 10:15	Period 2 (37)	8:58 - 9:35
Advisory (20)	8:52 - 9:12	Period 3 (40)	8:46 - 9:26	Period 3 (27)	10:19 - 10:46	Period 3 (37)	9:39 - 10:16
Period 3 (43)	9:16 - 9:59	Period 4 (40)	9:30 - 10:10	Period 5 & Announcements (60)	A 10:50 - 11:20	Period 4 (37)	10:20 - 10:57
Period 4 (43)	10:03 - 10:46	Period 5 & Announcements (60)	A 10:14 - 10:44	B 11:23 - 11:53	Period 5 & Announcements (60)	Period 5 & Announcements (60)	A 11:01 - 11:31
Period 5 & Announcements (60)	A 10:50 - 11:20	B 10:47 - 11:17	C 11:20 - 11:50	Period 4 (27)	12:30 - 12:57	Period 6 (37)	12:41 - 1:18
B 11:23 - 11:53	C 11:56 - 12:26	Period 6 (40)	11:54 - 12:34	Period 6 (27)	1:01 - 1:28	Period 7 (38)	1:22 - 2:00
C 11:56 - 12:26	Period 6 (43)	Period 7 (42)	12:38 - 1:20	Period 7 (28)	1:32 - 2:00		
Period 6 (43)	12:30 - 1:13						
Period 7 (43)	1:17 - 2:00						

Bell Schedule Reminders:

* Attendance will be taken in first period as well as in every class period.

* FHS may also alter the bell schedule to accommodate students' needs for the following reasons: Standardized Testing, Unity Day and other large-scale assemblies, Semester and Final Examinations, First week of school orientations and class-level meetings

*No Advisory or Freshmen Focus classes will be held on days with delays or early dismissals.

Curriculum Requirements for Graduation

Fairborn's curriculum requirements meet or exceed the standards set by the North Central Association of Colleges and Secondary Schools and the Ohio Department of Education.

Recommended Credits Include:

Subject Area	College-Prep	Career-Technical Prep
English	4+ credits	4+ credits
Math	4+ credits	4+ credits
Science	4+ credits	3+ credits
Physical Education	½ credit	½ credit
Health	½ credit	½ credit
Social Studies	3+ credits	3+ credits
Performing Arts, Visual Arts, and/or Applied Arts	2+ credits	3+ credits
Foreign Language	2+ credits	2+ credits
Total 21 credits are required for graduation		

Fairborn High Graduation Curriculum Requirements

<u>Courses</u>	<u>Required Credits</u>
English Including: English 9, English 10, English 11, and one additional credit of advanced study	4
Mathematics Including: Algebra I, Geometry, Algebra II, and one additional credit of math	4
Science Including: 1 Biological Science, 1 Physical Science, and one additional credit of advanced study	3
Social Studies Including: World Studies, American Studies, and American Government	3
Visual Arts and/or Performing Arts If 2 semesters are successfully completed in grades 7/8, then substitute any other elective(s)	1
Health	$\frac{1}{2}$
Physical Education	$\frac{1}{2}$
Personal Financial Literacy Students attending GCCC will fulfill the economics & financial literacy state requirements through courses taken at the GCCC.	$\frac{1}{2}$
<u>Electives</u>	<u>4$\frac{1}{2}$</u>
Total Required Credits	21

Four-Year Plan: It is recommended that each student develop a four-year plan and revise it each year as a means to help ensure that graduation requirements are being addressed each year. A 2-page worksheet is available from the School Counselor office for students to use as a tool to develop such a plan and to track their own progress.

Please consult with the Fairborn High School 2023-24 Course of Study for additional information about course offerings, graduation requirements and recommended pathways of courses.

STUDENT ASSESSMENT

End of Course Exams

High School students are required to take end-of-course exams to complete Ohio's course requirements for graduation. Students must satisfy graduation requirements by either accumulating the necessary points on end-of-course exams, scoring at the "remediation-free" level on a college-admissions test (such as the ACT or SAT), or earn both an industry-recognized credential or a license issued by the state for practice in a vocation and a "workforce readiness and employability" score on a job skills assessment.

Standardized Tests - Security

The following is a note regarding test security for any standardized test sponsored by or mandated by the State of Ohio. According to Fairborn City Schools guidelines, only authorized personnel are permitted to have access to the tests at any time. "Any alleged test security violation involving a student will be investigated by the Superintendent or designee. The student will be given notice of the alleged violation and be provided an

opportunity to respond and present a defense. Any student confirmed of violating test security procedures will have his/her test score(s) invalidated by the Superintendent, and may be subject to other disciplinary procedures in accordance with the Student Conduct Code. A student's test scores also may be invalidated by the Superintendent because of a test security violation by another individual."

Cumulative Semester and Final Assessments

1. Cumulative semester and final written assessments are course requirements and shall be given in all subject areas, covering the curriculum from that semester- or year-to-date, whichever is appropriate. In a yearlong course, if a student does not take a first semester exam, he/she will receive a zero (0%) on the exam but will remain in the class for the second semester.
2. Assessments shall include both objective and subjective test items. The subjective test items should be of the type that requires the student to organize his or her thinking and present thoughts in clear, concise sentences.
3. Cumulative semester and final assessment schedule will be established each year by the principal. Teachers must follow this schedule unless the principal grants permission for an exception.
4. Students may be excused from cumulative final assessments for the following reasons:
 - Moving out of the district before the cumulative final assessments. Students will need to clear all debts, and complete all work required so that he or she may receive a final grade and credit in the course.
 - Illness. Students who are ill during assessments are **required** to make up the assessments. A doctor's note is required.

College Entrance Testing

College entrance testing information can be obtained from the School Counselor Office.

Fairborn High School Diploma Requirements

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

EDUCATIONAL OPTIONS - The Board mandates that at the time of graduation each student will have fulfilled all state testing, academic, and financial obligations. A good school record is the best recommendation an applicant can offer either to a college or to a job. A record of good personal behavior and cooperation will be expected.

Students may earn a diploma from Fairborn High School by meeting the following requirements:

1. Complete all Fairborn High School curriculum requirements of twenty-one (21) credits. Fairborn High School curriculum requirements exceed the number of credits set by the Ohio Department of Education.
2. Have paid all outstanding school fees and/or debts.
3. Take and pass the state-designated end-of-course exams (EOCs) -OR- take the state-designated EOCs and qualify for one of three competency options for graduation as set by the Ohio Department of Education:
4. Earn at least two of the diploma readiness seals, one of which must be Ohio-designated.

Class of 2023 & Beyond Required State Tests (EOCs):

Students who entered grade 9 before July 1, 2017 may have different graduation requirements and/or options not listed here. Consult with your guidance counselor if you have any questions about graduation requirements for your particular situation.

You must earn a passing score on the state tests listed below as per the point requirements set by the state of Ohio. See your guidance counselor for additional ways to show competency if you have retaken and not passed either of these tests.

- Algebra I Mathematics
- English Language Arts II

In addition to the above tests which has score requirements as a condition for graduation, students are still required to take the following EOC state tests:

- Geometry²
- Biology[^]
- American History*
- American Government*

² Recent changes to state law direct the Ohio Department of Education to work with the U.S.

Department of Education to ensure compliance with federal testing requirements for mathematics. Following these discussions, the Geometry EOC test may be eliminated. Until that time, FHS will continue to administer the geometry EOC to students enrolled in a geometry course for the first time and have not already taken the test.

*College Credit Plus courses or approved advanced Placement (AP) tests in the subject area will satisfy the EOC test requirement in American history and American government. Students completing CCP courses in American history or American government will not need to take the EOCs in those subjects and will earn graduation points based on the letter grade earned.

[^]All students must take the biology EOC, however, the highest value of a students' biology EOC, CCP course grade, and/or AP test score will be used for biology graduation points.

Ohio's High School Graduation Requirements

Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*: Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

*At least one of the two must be a Foundational skill

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- ☐ OhioMeansJobs Readiness Seal (Ohio)
- ☐ Industry-Recognized Credential Seal (Ohio)
- ☐ College-Ready Seal (Ohio)
- ☐ Military Enlistment Seal (Ohio)
- ☐ Citizenship Seal (Ohio)
- ☐ Science Seal (Ohio)
- ☐ Honors Diploma Seal (Ohio)
- ☐ Seal of Biliteracy (Ohio)
- ☐ Technology Seal (Ohio)
- ☐ Community Service Seal (Local)
- ☐ Fine and Performing Arts Seal (Local)
- ☐ Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation



Ohio High School Honors Diploma

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content ⁴	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of advanced science ²	4 units, biology, chemistry, and at least one additional advanced science ²	4 units, including two units of advanced science ²	5 units, including two units of advanced science ²	3 units, including one unit of advanced science ²	3 units, including one unit of advanced science
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 units
World Languages	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts Electives	2 Semesters 5 units	1 unit N/A	1 unit N/A	N/A 4 units of Career-Technical minimum ³	1 unit 2 units with a focus in STEM courses	4 units 2 units with a focus in fine arts course work	1 unit 3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4.0 scale 27 ACT/1280 SAT ⁶	3.5 on a 4.0 scale 27 ACT/1280 SAT ⁶	3.5 on a 4.0 scale 27 ACT/1280 SAT ⁶ /WorkKeys (6 Reading for Information & 6 Applied Mathematics) ⁷	3.5 on a 4.0 scale 27 ACT/1280 SAT ⁶	3.5 on a 4.0 scale 27 ACT/1280 SAT ⁶	3.5 on a 4.0 scale 27 ACT/1280 SAT ⁶
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁸	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁸	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁸	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁸	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁸
Additional Assessments	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas

Ohio High School Honors Diploma

NOTES:

For the Academic, International Baccalaureate, and Career Tech Honors Diplomas, students who entered the ninth grade between July 1, 2013 and June 30, 2017 may choose to pursue the diploma by meeting the requirements of these criteria or the previous criteria. Students entering the ninth grade on or after July 1, 2017 must meet these criteria.

Completion of any advanced standing program, which includes Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors Diploma.

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Diploma with Honors requirements pre-suppose the completion of all [high school diploma requirements](#) in the Ohio Revised Code including:

½ unit physical education (unless exempted), ½ unit health, ½ unit in American history, ½ unit in government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in world history and civilizations as well.

¹ Writing sections of either standardized test should not be included in the calculation of this score. The Locating Information test is not included in the calculation of the WorkKeys score.

² Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

³ Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.

⁴ The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

⁵ Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.

⁶ The student portfolio is a collection of experiential learning and competencies based on the student's field experiences. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents their technical, critical and creative skills representative of their honors focus; students' work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students' work is focused, and the scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and local community. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.

⁷ Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.

⁸ These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website. Tables to concord SAT assessments taken prior to March 2016 can be found [here](#). Further information on test concordance can be found [here](#).

The Board mandates that at the time of graduation each student will have fulfilled all state testing, academic, and financial obligations. A good school record is the best recommendation an applicant can offer either to a college or to a job. A record of good personal behavior and cooperation will be expected.

Ohio students have the opportunity to choose to pursue four other honors diplomas:

1. Career Tech Honors Diploma
2. STEM Honors Diploma
3. Arts Honors Diploma (includes dance, drama/theater, music and visual art)
4. Social Science and Civic Engagement Honors Diploma

*For details or requirements for these diplomas please see your counselor.

Graduation Ceremony Eligibility

The law states that participation in graduation exercises is a privilege, not a right. As a result, any student who violates the code of conduct or is involved with criminal activity may be excluded from senior activities including the graduation exercises. Students must complete all graduation requirements listed above before graduation practice in order to participate in the graduation ceremony.

Early Graduation

Early graduation is an option for students who will complete all graduation requirements in less than four school years. If circumstances exist which seem to warrant early graduation, the principal, after careful consideration and discussions with the parents, the student, and the counselor, may grant permission for early graduation.

- Requests for early graduation must be made in writing by the parents to the high school principal by September 15 for January graduation or December 15 for a spring or summer graduation. The school cannot guarantee that a diploma and cap and gown can be ordered and delivered in time for students to participate in the graduation ceremony if these deadlines are not met.
- Students' final rankings will be with the class with whom they graduate.
- Students who graduate in the summer may receive their diplomas in the principal's office, or they may elect to participate in the next year's graduation ceremony.

Valedictorian(s) and Salutatorian(s) Selection

The valedictorian(s) and salutatorian(s) will be determined at the conclusion of the 7th semester from the roster of students who have spent at least four years in high school. The student(s) with the highest 7th-semester weighted GPA (rounded to two decimal places) will be named the valedictorian(s) and the second highest will be named the salutatorian(s).

In calculating the 7th-semester weighted GPA, a weight of .025 credit will be added for each semester-long *honors* course (including AP and College Credit Plus), and weight of .05 will be added for any year-long *honors* course (including AP and College Credit Plus) completed during the 7 semesters, as well as courses in progress for the 8th semester.

Fairborn High School Positive Behavior Intervention and Support (PBIS)

Positive Behavior Intervention and Support (PBIS) is a program supported by the Ohio Department of Education and Fairborn City Schools because we know that when good behavior and good teaching come together, our students will excel in their learning.

As a part of the PBIS program, we have established several clear expectations for the behavior we desire in all areas of our school. We will explicitly teach these expectations to the students and reward them frequently for demonstrating these behaviors.

Fairborn High School PBIS Behavior Expectations Matrix

	Respect	Responsibility	Integrity	Courage
Hallways	<ul style="list-style-type: none"> • Keep your volume at a conversation level • Use school appropriate language • Be mindful of your space 	<ul style="list-style-type: none"> • Move with purpose • Use your time wisely • Follow school's electronic policy • Post approved flyers only in appropriate areas 	<ul style="list-style-type: none"> • Do the right thing when others aren't watching • See something, say something 	<ul style="list-style-type: none"> • Report problems to staff • Help others
Classrooms	<ul style="list-style-type: none"> • Follow requests from staff • Act in a way that allows others to learn • Use school appropriate language 	<ul style="list-style-type: none"> • Be on time • Be prepared for learning • Own your actions and outcomes • Follow teacher's electronic policy 	<ul style="list-style-type: none"> • Submit honest work • Do what is right when no one else is watching • Posting on social media is done outside of school 	<ul style="list-style-type: none"> • Be willing to take on challenges • Persevere • Report problems to staff • Ask for assistance
Lunchroom (Great Hall)	<ul style="list-style-type: none"> • Follow directions of staff • Take pride in your surroundings • Keep volume at a conversation level • Use school appropriate language 	<ul style="list-style-type: none"> • Recognize others use of space • Remain in your seat • Clean up after yourself 	<ul style="list-style-type: none"> • Use school appropriate language • Do what is right, even when no one else is watching • See something, say something 	<ul style="list-style-type: none"> • Report problems to staff • Include others • Welcoming people to your table
Media Center	<ul style="list-style-type: none"> • Allow others to work • Use school property appropriately • Use quiet voices 	<ul style="list-style-type: none"> • Work with success in mind • Follow directions of staff • Return materials promptly and in the correct location 	<ul style="list-style-type: none"> • Do what is right, even when no one else is watching • Appropriate cite web resources to verify your work • See something, say something 	<ul style="list-style-type: none"> • Report problems to staff • Persevere through your frustration • Ask for assistance
Restrooms	<ul style="list-style-type: none"> • Wash Hands • Put garbage in cans • No cell phone zone 	<ul style="list-style-type: none"> • Use time wisely • Follow school policies 	<ul style="list-style-type: none"> • Give others privacy 	<ul style="list-style-type: none"> • Report problems to staff • Help others

Hawks Way Pillars: Defined

Respect: a feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements

- Use appropriate voice level.
- Use school appropriate language
- Be mindful of your space

Responsibility: the state or fact of being accountable or to take ownership for something or an action

- Work with success in mind
- Follow directions of staff
- Follow teacher's electronic policy

Integrity: the quality of being honest and having strong moral principles

- Use school appropriate language
- Do what is right, even when no one else is watching
- Be honest

Courage: the ability to do something that frightens one

- Be willing to take on challenges
- Persevere
- Report problems to staff
- Ask for assistance

Depending on if a behavior is classroom or office managed, determines the steps to follow.

Classroom Managed Behaviors (Minor)	Office Managed Behaviors (Major)
Step 1: Talking	Step 1: Referral
Step 2: Action	Step 2: Referral
Step 3: Contact	Step 3: Tier 2 Discipline
Step 4: Referral	Step 4: Removal

AWARDS AND RECOGNITION

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism

Honor Roll(s) – See Honor Roll section under Student Evaluation.

National Honor Society

Junior and senior students with a cumulative scholastic average of 3.5 or above are eligible for selection into this society. Eligible students are notified and asked to apply for selection if interested. Then teachers will rate

students who are academically eligible and interested in the areas of character, leadership, service, and citizenship. The final selection is determined by a faculty council. It is a privilege to be selected for the National Honor Society, not a right. Additional information will be given to students on the specific requirements for membership by the advisors.

Top Scholar Criteria

In order for a student to be eligible for Top Scholar standing at the end of the year, he or she must meet the following criteria:

1. Attain principal's List for each of the first three grading periods.
2. Achieve a 3.0 average for the cumulative semester assessments. [Note: .05 is added for each honors course]
3. Take at least four (4) courses each semester from the Program of Study booklet.
4. Be taking three (3) academic credits for the year.

Note: These credits could be divided unevenly. For example, four academic semester courses in the first semester and two academic semester courses in the second semester (Academic courses are chosen from the areas of Social Studies, English, Mathematics, Science, and Foreign Language).

College Credit Plus Considerations for Top Scholars:

- Students must take a combination of at least 5 FHS and/or College Credit Plus classes in a semester.
- A withdrawal grade appearing on any official College Credit Plus transcript will forfeit Top Scholar designation.
- College Credit Plus classes will be weighted the same as honors and AP classes.
- Fall College Credit Plus grades will be averaged in 1st semester cumulative GPA calculation and spring College Credit Plus grades will be averaged in 2nd semester cumulative GPA. Requests for Spring CCP grade verifications will be sent to CCP students once at the end of the third quarter to determine Top Scholar designation. It is the CCP student's responsibility to return these grade verifications by the deadline in order to be considered for Top Scholar.

Perfect Attendance

"Perfect Attendance" is determined by being in school, on-time, with no absences during a school day".

OTHER ITEMS

Lunch

Lunch periods last 30 minutes and are scheduled during fifth period. All students are to report directly to the Great Hall at the beginning of their scheduled lunch period. Students are not permitted to leave the Great Hall during lunch without a valid pass from a classroom teacher or staff member. **No food may leave the Great Hall or enter any classrooms.** Restrooms are available in the Great Hall for student use during lunch. Students are not permitted to leave the building during lunch for any reason. Student behavior in the Great Hall during lunch should be based on courtesy and cleanliness. This means students should leave their eating area clean.

Hall Passes

Students will submit an electronic hall pass (Smartpass) for locations such as the restroom, Clinic, and Main Office. Students will have 2 passes per day unless medical documentation is provided.

Computer Use Rules

The following rules are intended for students using school computers. Teachers will post these rules (provided by the school) near any computer in their classrooms.

1. Absolutely **no** food or drinks on or near the computer stations. Drinks must be stored on the floor.
2. Do school-related work. Stay on task.
3. Downloading **anything** is prohibited.
4. Chat or other messaging is not permitted.
5. Treat equipment respectfully and do not alter the computer settings.
6. Always log off and keep your password **secret**.
7. Use only **your** username, **your** files, and **your** personal folder.
8. Print only once! If it doesn't work, ask for help.
9. In classrooms, ask the teacher where to print.
10. **No student shall attempt to or successfully change any of the software capabilities of their school issued chromebooks (i.e. jailbreak). Students caught making these changes will be subject to disciplinary action**

Violation of the rules may result in loss of computer privileges and/or other disciplinary actions.

Dances

The following rules of behavior are expected to be followed at all Fairborn High dances:

1. All school rules are in effect.
2. Students are expected to dance appropriately. Respect for oneself and for others will be the rule at all times. "Grinding," lewd, suggestive, or profane movements will not be tolerated. Violations of these guidelines may result in removal from the dance.
3. Tickets must be secured in advance; no tickets will be sold at the door.
 - a. Only Junior and Senior students will be able to purchase tickets for prom.
4. No alcohol/tobacco/drugs are to be in vehicles or in/on one's body.
5. Only FHS students are permitted to attend, unless they have secured formal approval from the principal at least (10) days prior to the dance. No middle-school/junior-high (or younger) students, nor guests over the age of (20) twenty will be permitted to attend. All non-FHS guests will be required to provide an appropriate picture ID (ex: driver's license/school ID/military ID) as part of the attendance approval process and also upon dance entry. The deadline provided on the form is a strict guideline and will not be adjusted.
6. There is no re-entry for any reason. Students leaving the building will not be allowed to return, regardless of the time.
7. Decorations are to remain on the walls and in the event areas until the dance ends.
8. No more than 10% of the school days as Unexcused Absences will be allowed in attendance.
9. Students suspended within the same month as the dance will not be allowed to participate.

Appearance and Dress (po5511)

Students are expected to keep themselves clean and dress appropriately. Any fashion (clothing, accessory, or hairstyle) that exhibits the following characteristics are not permitted:

- presents a hazard to the health or safety of the student himself/herself or to others in the school;
- materially interferes with school work, creates disorder, or disrupts the educational program;
- causes excessive wear or damage to school property;
- prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students who are representing Fairborn City Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to ambassadors, athletic teams, cheerleaders, bands, and other such groups.

Unacceptable dress includes:

- Shorts, skirts or dress hemlines that fall above mid-thigh
- Clothing with holes, rips or tears above mid-thigh
- T-shirts, jewelry, and other clothing with obscene, profane, suggestive, pro-drug/alcohol/tobacco, sexual connotations or with themes of death or violence
- Hats, bandanas, sweat bands, head scarves, hoods or other non-religious head coverings that cover the entire head or come across the forehead. Sweatshirt hoods (hoods must remain down).
- See-through clothing, spaghetti straps, halter tops, or any clothing that bares the midriff, chest/cleavage, back or falls off the shoulder
- Necklines that expose cleavage or chest (Shirts must have a modest neckline or be buttoned to a modest height.)
- Shirts that expose the ribs, back, midriffs, or underclothes
- Blankets, pillows, and stuffed animals (this includes any type of toys)
- Any clothing, jewelry, insignia, or other item that identifies a student as a member of a gang or otherwise symbolizes support of a gang (i.e. rolled or pulled up pant leg)
- Clothing which shows undergarments
- Earrings and other jewelry that may present a safety hazard. (i.e. no spikes)
- Stocking-feet, slippers, cloth-bottomed footwear, roller-skate shoes or going barefoot
- Any other dress/clothing deemed inappropriate by the administration
- No sunglasses or face paintings

Teachers reserve the right and are expected to address dress code issues within the classroom. Exceptions may be made to some of these guidelines during spirit week. If a student refuses to comply with the remedy of a dress code infraction, or has repeated offenses, then the student will be considered insubordinate.

Appearance and Dress Violations Procedures

Disciplinary procedures for any of the above dress code violations while on school grounds will be as follows:

- First Offense – Warning and student must change clothes*
- Second Offense – One (1) administrative detention and student must change clothes*
- Further infractions will result in more serious consequences.

*If a student is unable to change clothing, he/she will be placed in ISI for the day. All schoolwork can be made up for credit while in ISI. Fairborn High School **DOES NOT** provide a change of clothing for students. Students may call home for a change of clothing to be brought to FHS for them, but will remain in ISI until a change of clothing is delivered.

Electronic Devices (po5136, po5136.01)

FHS allows students to bring their smartphones, laptops, ebook readers, and tablets to school for use in the classroom setting. It is not a blanket approval for students to use these devices in any fashion they may desire. Penalties for inappropriate use of technology may include confiscation of the object, classroom consequences, detention, service learning, ISI and/or suspension. No electronic devices brought by students are the responsibility of Fairborn City Schools or its staff or representatives. Furthermore, teachers may set their own classroom rules for use and may also establish times for when using electronic devices is not appropriate or permitted.

The main tenets of the electronic device policy are as follows:

- May only be used before 7:15 am and after 2:00 pm.
- **NO** videos or photos should be taken during the school day.
- Students will **NEVER** access or post to a social media site such as YouTube, Twitter, Facebook, Snapchat, Instagram, Tumblr, GooglePlus, etc. while at school.
- **NO** headphones that cover the entire ear.

Unacceptable electronic device usage includes the following:

- Students will never use technology, whether it be student or district owned, to bully, harass or otherwise threaten another person.
- Students will not create, transmit, download or copy any materials that are in violation of District Policies or any federal, state or local laws or that contain information for the purposes of creating explosive devices, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials. Any person possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs will be punished and may be reported to the appropriate law enforcement agencies.
- Students must obtain teacher permission to take a picture or video and these two forms of technology should never occur without the subject's direct knowledge and permission. Pictures and videos should never be taken in restrooms, locker rooms or other similar areas. Pictures that include students and/or staff should not be uploaded to the web as they may violate the district's "Do not publish" privacy guidelines.
- Students will keep their devices on silent as phone calls and text messages should not interrupt the learning environment.
- Students may not use their devices to call or text during the school day.
 - Students may **not** contact home to be picked up during the school day due to illness or other reason without the permission of the clinic or a principal. Students who do not obtain such permission to leave will be marked as "unexcused" or "truant".
 - If an emergency exists, a student should report to the main office, the finance office, the School Counselor office, the discipline office, or the clinic to report the emergency and to request to use the office telephone.
 - Telephone calls/messages for students (See "Messages and Deliveries for Students")
- Students must IMMEDIATELY turn over any electronic device to a staff member who requests the device due to misuse. Refusal to relinquish an item to a FHS adult when directed, whether it be for misuse, prevention of misuse, test security, etc., will be considered insubordination. Depending on the circumstances, if an electronic device is confiscated or turned into the office by school personnel, parents/guardians may be asked to personally pick up the device during regular school hours.

FHS Student Cell Phone Procedures

To promote the best possible learning and social environment at Fairborn Middle School and Fairborn High School and to limit distractions in the classroom and improve student engagement, mental health, well-being and reduce behavior issues related to cell phone use students will not be permitted to use their phones during the school day. Every student will be assigned a personal Yondr Pouch at the start of the school year, similar to the assignment of a Chromebook. Just like with the chromebook, students are expected to bring their Yondr pouch every day and return it in good shape at the end of the year.

Process for Yondr Pouch Use

Start of School Day

- 1) Prior to the first period bell, turn your phone off or put on airplane or silent mode
- 2) Unlock your empty Yondr Pouch using an unlocking base (if needed)
- 3) Place your phone inside the pouch, securely close it, and store it in your pocket, backpack or locker.
- 4) This process may take a few minutes. You are responsible for getting to class on time with a secured pouch. School start times (see exceptions on the school calendar):
 - Monday 7:15-1:20, Tuesday-Friday 7:15- 2:00

During the School Day

- 1) Keep your phone inside your Yondr Pouch for the duration of the school day.
- 2) If you leave campus for an appointment or for off-campus privileges, unlock your bag upon leaving and lock it upon re-entry. This must be done in the office.
- 3) You may not access your phone during the school day anywhere on campus unless you are leaving campus.
- 4) If a student experiences an emergency during the day, they should report to the office to contact a parent or guardian.
- 5) If a student fails to bring their pouch to school, a replacement Yondr pouch will be available in the Main Office. If not returned, the student will have a \$30 fee placed on their student account.

End of School Day

- 1) When your school day ends, unlock your pouch using an unlocking base which are located throughout the building near exits.
- 2) Remove your phone from your pouch.
- 3) Securely close your empty pouch so the pin doesn't get bent, and place it in your backpack for the next day.
- 4) Students are free to use their phones on campus after school ends at times listed above.

Violations

Each of the following violations may result in the student's phone and/or pouch being confiscated by school staff along with disciplinary action and/or restitution

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose.
(Ex: Inappropriate markings, holes, bent pin, stripped lock, etc.)
- 2) Losing the pouch.
- 3) Damaging or taking someone else's pouch.
- 4) Using a different device to attempt to keep from putting your personal phone in the pouch.
- 5) Using a phone anywhere on campus during school hours.

*A fee of \$30 will be assessed for pouches lost or damaged beyond use for #1,2 and/or 3

HOW IT WORKS



POUCH

Students Get a Personalized Pouch

Each secondary student is assigned a Yondr pouch at the beginning of the school year. They write their first initial and last name on their pouch and can personalize it as they see fit. Students are responsible for bringing the pouch to and from school daily.



SECURE

Phones Go in the Pouch During the School Day

Upon arrival each day, students turn their phones off, place them in their pouch, and store them in a backpack, purse, or locker until the end of the school day.



EXIT

Pouches are Unlocked at Dismissal or in Case of Emergency

Pouches are unlocked as students leave for the day. Phone access can also be granted during the school day in designated areas, like school offices.

Offenses and Penalties

- 1st Offense - teacher/Staff member confiscates device and turned over to office with parent pickup
- 2nd Offense - Teacher/staff member confiscates device and turns it over to the office and notifies parent to pick up; student received ISI
- 3rd Offense - Teacher/staff member confiscates device and turns it over to the office and notifies parent; parent/guardian will pick it up after school, suspension
- 4th Offense - Teacher/staff member confiscates device and turns it over to the office and notifies parent; parent/guardian will pick it up after school, progress suspension discipline

Technology Misuse or Property Damage: Issues that involve tampering with the operating system of a school owned chromebook or intentional damage

First or Second Offense Confiscate chromebook for 2 weeks with required education on acceptable use costs

Disciplinary Actions may result in 10 day suspension with recommendation and possible criminal action.

- Restitution costs will be issued to the student account which can be paid at the board office.
Note: If the Chromebook is damaged beyond repair, the student/parent/guardian is responsible for the full cost \$300 of replacement. Lost power bricks, cases and cords are not covered by the district. Replacement items must be purchased from the district.
 - Replacement Parts not Covered by the District
 - OEM (Original manufacturer) Charging Power Brick - \$25.00
 - Replacement Case (including all parts of the case) - \$25.00
 - New device - \$300
 - 2nd Damage - \$50
 - 3rd Damage - \$100

- ORC 2909.07 Criminal Mischief: students are not permitted to make changes to the software and/or security features included on school chromebooks. Students who are caught “jailbreaking” chromebooks will be subject to disciplinary action and possible criminal charges
- Second Offense
 - Loss of Device for the remainder of the quarter
- Prank calls and threatening calls to emergency services (911) and/or to any school will be taken seriously. Students who make such calls will be suspended and prosecuted by the Fairborn Police Department.

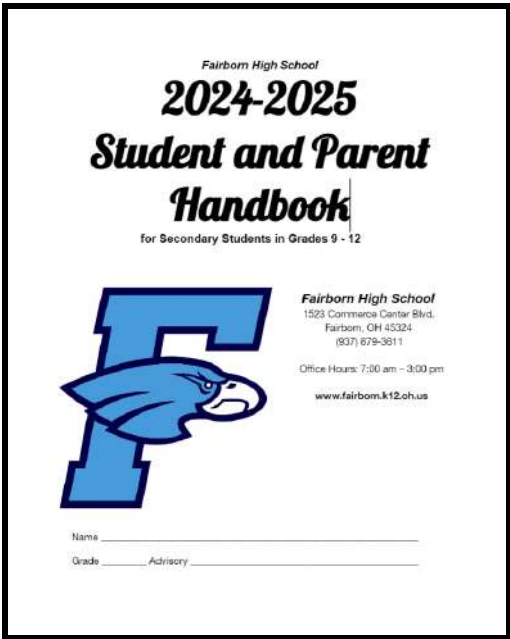
Each classroom, the Media Center, the Computer Lab, and the Performing Art Center will have strict policies on electronic device use that depends on the teacher in charge and the planned activities. There will be a sign updated by the teacher specifically stating what level of electronic device use is acceptable.

When students are using earbuds only **ONE** earbud may be worn. **Portable speakers may not be used at any time during the school day including on buses.** All electronic devices must be used with an earbud – no exceptions.

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Dear Students,



It is important for us to know that everyone is able to access the Fairborn City Schools Secondary Student and Parent Handbook. This handbook outlines policies, guidelines, expectations and rules everyone is required to follow at Fairborn High School.

By following the handbook, students will exhibit the quality character traits associated with being a true Skyhawk. Important revisions are made to this handbook each year, so we encourage every student and parent/guardian to read it thoroughly. Understanding how your school operates and following the expectations, rules, and procedures can help you and your students have the best possible school experience.

Please sign below to let us know that you have either received a paper copy or know how to access a copy online. Return this signed page to your teacher as soon as possible.

Sincerely,
FHS Administration

(Print) Student Full Name _____ Student ID# _____

Grade _____ HOMEROOM TEACHER _____ ROOM # _____

I have received a paper copy of and/or have electronic access to the Fairborn High School Secondary Student and Parent Handbook. I understand that I am responsible for reading the handbook and for understanding the procedures, guidelines, regulations, rules, and expectations. I understand that if I have questions, I may contact my teacher, a counselor, or an administrator for clarification.

Student Signature

Date