

2018 - 2019

Fairborn City Schools

Student and Parent Handbook

for secondary students
Grades 6 -12



Fairborn High School

900 E. Dayton-Yellow Springs Rd.
Fairborn, OH 45324
(937) 879-3611
Office Hours: 7:00am – 3:00pm

Principal: Mrs. Amy Gayheart
Assistant Principals:
Mr. Jason Skidmore
Mrs. Deb Hauberg

Baker Middle School

200 Lincoln Dr.
Fairborn, OH 45324
(937) 878-4681
Office Hours: 7:30am – 3:30pm

Principal: Mr. Brad Holt
Assistant Principals:
Mrs. Stephanie Reynolds
Mr. Waylon Stegall

www.fairborn.k12.oh.us

Name _____

Grade _____ Homeroom/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 Baker Middle School and Fairborn High School welcome you! Our goal is to meet the needs of all students by providing a comprehensive, well-rounded curricular and extra-curricular 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 and your agenda planner are excellent tools 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,

The Baker Middle School and Fairborn High School Administration, Faculty, 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.

Table of Contents:

Part 1: FCS Secondary School Items – Applicable to Grades 6-12

Part 2: Fairborn High School Specific Items

Part 3: Baker Middle School Specific Items

An index by topic is provided at the back of the handbook for your convenience.



PART 1:

Fairborn Secondary Schools

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he 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, Certified Personnel 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 American's 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, Mrs. Gretchen Wudke, at 878-4681.

ENROLLMENT

ENROLLMENT – Ohio law requires pupils entering a new school system to provide school authorities with a copy of the birth certificate, 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 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 come 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. 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.

GUIDANCE SERVICES and SCHEDULING

GUIDANCE SERVICES

The guidance program includes both individual counseling and peer mediation for students. Assistance is provided for personal growth and development. Counselors help students resolve problems themselves. The counselor maintains the role of a positive and willing helper in the time of need by being readily accessible to students. 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.

Guidance 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 attaining realistic goals. Guidance services for each student are achieved through:

- | | | |
|--|---|---|
| <input type="checkbox"/> individual counseling | <input type="checkbox"/> information services related to: | <input type="checkbox"/> testing |
| <input type="checkbox"/> group guidance | ✓ vocations & job opportunities | <input type="checkbox"/> work with community groups |
| <input type="checkbox"/> parent conferences | ✓ educational opportunities | <input type="checkbox"/> assistance to teachers and staff |
| <input type="checkbox"/> conflict resolution | <input type="checkbox"/> scheduling | <input type="checkbox"/> referrals to assistance programs |
| <input type="checkbox"/> financial aid | <input type="checkbox"/> college entrance information | <input type="checkbox"/> career planning |

The heart of guidance 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 counseling services and student situations are always welcome.

BMS: Students Last Name Beginning	A-K	Mrs. Kristine Park	kpark@fairborn.k12.oh.us
	L-Z	Mrs. Beth Myers	bmyers@fairborn.k12.oh.us

FHS: Students Last Name Beginning	A-E	Ms. Holly Powell	hpowell@fairborn.k12.oh.us
	F-M	Ms. Sarah Sercu	ssercu@fairborn.k12.oh.us
	N-Z	Mr. Chris Downing	cdowning@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

5th Graders scheduling for middle school: Fairborn Intermediate 5th graders will have a class-wide meeting about what to expect in terms of what their schedule will look like at the middle school. All 6th grade students take the same core classes, but may take them at different times in the day and may have different teachers. The standard 6th grade classes are: English/Language Arts (ELA), Math, Science, Social Studies, Physical Education, Computer Applications, Lunch, and Access. 5th grade students will then decide on a performing art (band, orchestra, or choir) or take PLTW and General Music for one additional class, their “Encore” class. Students can contact their assigned BMS counselor if they have questions. Students in grades 5 who enroll in Fairborn City Schools after April should contact their BMS counselor to make sure we know what your requested Encore courses are for the following year. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

6th/7th Graders: The scheduling process for 6th and 7th graders is similar to that for 5th graders, except that the information and paperwork is managed at BMS with the student’s regular counselor. Many parents are comfortable with the courses and procedures by this time, so no parent meeting is typically scheduled. 7th and 8th graders will still take ELA, Math, Science, Social Studies, Physical Education, Lunch, Access, and Encores. 7th grade students will also take Visual Art and choose between a performing art (band, orchestra, or choir) or Health and PLTW. 8th grade students will be given the ability to share their preferences for Encore classes. They may choose from Art, Music, PLTW, and Health (if they did not take it as a 7th grade student). Parents with scheduling questions are encouraged to contact their child’s counselor. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

8th Graders scheduling for high school: BMS 8th graders will make their freshman high school course requests at Baker with the help of the BMS counselors and the FHS counselors after a class-wide meeting. A scheduling meeting with parents is also held in the evening, typically in February or early March. Students can contact their assigned FHS counselor if they have questions about the course options. Unlike middle school where you only have one elective choice, when you schedule for high school, there are multiple choices for most of your classes. Please be sure to select alternate course requests should your first choices be closed. Students in grades 8-9 who enroll in Fairborn City Schools between the months of March and April should schedule an appointment with their FHS counselor to request courses for the following year. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

High School Students: Fairborn High School students will make course requests with the help of the FHS teachers and 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. 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 guidance counselor.** Schedules will not be changed after the start of the school year. Students who wish to make schedule changes should do so 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 - For high school, courses must be added by the third school day of the course.

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

Repeating Courses- In high school, 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.

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 Guidance Department, typically in November. **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.**

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 Guidance Office with any questions about credit flexibility.

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.

IMPORTANT ABSENCE TIME FRAMES

Fairborn High School

LATE ARRIVAL:

7:20 – 8:20 A.M.Tardy
8:21 A.M. – 10:45 A.M.1/2 day absence
After 10:45 A.M.Full day absence

EARLY DISMISSAL:

Before 10:45 A.M.Full day absence
10:45 A.M. – 1:09 P.M.1/2 day absence
1:10 P.M. – 2:10 P.M.Early Dismissal

Baker Middle School

LATE ARRIVAL:

7:45 – 8:45 A.M.Tardy
8:46 A.M. – 11:14 P.M.1/2 day absence
After 11:14 P.M.Full day absence

EARLY DISMISSAL:

Before 11:15 A.M.Full day absence
11:15 A.M. – 1:39 P.M.1/2 day absence
1:40 P.M. – 2:40 P.M.Early Dismissal

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

NOTE: Extra-Curricular Participation Time Frames – To participate in extra-curricular events on a given day, students must be present at least one-half (1/2) day, regardless of reason. For the purpose of extra-curricular participation, ½-day = 3 hours 25 minutes. To be eligible to participate, students must:

FHS:	Arrive BEFORE 10:45 A.M.	or	Leave AFTER 10:45 A.M.
BMS:	Arrive BEFORE 11:10 A.M.	or	Leave AFTER 11:15 A.M.

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 no later than 8:00 A.M.

FHS: Attendance Office 878-1282 BMS: Main Office 878-4681

Parents can also leave a voice mail 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 report to the attendance office immediately upon his/her 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 are 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. Illness in the family necessitating the presence of the child
 - c. Quarantine of the home
 - d. Death in the family
 - e. Necessary work at home due to the absence or incapacity of parent(s)/guardian(s)
 - f. Observance or celebration of a bona fide religious holiday
 - g. Out-of-state travel (up to a maximum of 24 hours per school year) to participate in a District-approved enrichment or extracurricular activity.
 - h. Such good cause as may be acceptable to the Superintendent
 - i. Medically necessary leave for a pregnant student
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 **truant** (absent without legitimate or legal excuse) or **habitually absent** (excessive excused and/or unexcused absences) from school to attend a parental education or training program.
6. Necessity for Doctor's Statement: When illness has caused an excessive number of absences for a student, the principal and/or attendance officer may 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.
7. Attendance at Extracurricular Activities: **Students who are absent for more than half a day (3 hours 25 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 appointment 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, or In-school detention.

TARDINESS TO SCHOOL: Students arriving late to school will not be permitted to enter class until they have reported to the attendance office and received admission slips. The penalties for tardiness will be increasingly more severe for students who are repeatedly tardy:

STEP 1: 1-3 Tardies	Student meeting and warning letter sent home.
STEP 2: 4-6 Tardies	Student meeting with principal and additional warning letter sent home. Student may be assigned an after school administrative detention.
STEP 3: 7-9 Tardies	Student meeting with principal, additional warning letter sent home. Student may be assigned up to two sessions of after school administrative detention
STEP 4: 10-12 Tardies	Student meeting with principal, additional warning letter sent home. Parent notified by telephone. Student may be assigned up to two sessions of after school administrative detention or assigned to the In-school detention (ISD) program for up to two full school days.
STEP 5: 13 or more	Mandatory Parent Meeting with attendance principal. Student may be assigned to the In-school detention (ISD) program for up to two full school days in addition to loss of privileges of participating in school-sponsored activities (field trips, dances, special events, etc.)

EARLY DISMISSAL: No student 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 signed by the custodial parent(s) or guardian.

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. **At FHS** 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. **At BMS** parents must report to the attendance office to sign out the student, at which time an early dismissal slip will be sent to the student. Students are not called out of class until a parent/guardian arrives and signs the student out.
5. 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 the time needed. Students returning without the appropriate signed, verified note, or early dismissal slip will be given an unexcused absence.
6. 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 of the Student Information Sheet 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.

NON-EMERGENCY ABSENCE Parents are strongly encouraged to arrange non-emergency absences for their children with the school calendar in mind. The principal managing attendance will consider any non-emergency absence request individually after a WRITTEN request is received. Such requests will only be considered for brief periods of time that do not conflict with standardized tests, exams, and other important academic dates. The principal will consider the student’s attendance history and academic standing. The principal may deem any such time taken as excused or unexcused, depending on the individual circumstances. It should be noted that in accordance with policy, non-emergency absences will count as excused only up to a maximum of four days per school year. The student must make all necessary arrangements with his/her teachers to make up work, including any quizzes, tests, and standardized assessments, within the allotted time frame (same number of days absent). All tardies and absences, excused or unexcused, count towards a student’s attendance per Ohio House Bill 410.

COLLEGE/MILITARY SERVICE VISITS

Students are allowed two (2) days per year to visit post-secondary institutions. Additional visits must receive prior administrative approval.

The college visitation guidelines are:

1. Make an appointment with the guidance counselor at least five (5) days prior to the college visitation day to discuss possibilities and to receive a planned visitation form.
2. Call college admissions office to make appointment. Get the following information: date, time, place, contact person to meet, and directions.
3. Obtain parent's signature on form.
4. Obtain teachers' signatures on form.
5. Turn copy of form into the guidance counselor at least two (2) days prior to visit.
6. In order to be counted as an excused college day, student must return to the attendance office 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 guidance department will hold a group guidance 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 work missed. Time equal to the amount of time absent 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 call the school counselor's office. Assignments may be picked up 24 hours after the request. If a student is absent 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, 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. In preparation for the fourth (4th) consecutive absence day.

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, Progress Book, 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 printed for students. Please refer to the district calendar for dates that midterms and report cards will be sent home. The Fairborn City School's grading scale is as follows:

A = 90% - 100%	Excellent	Special Cases: Intervention, enrichment, and participation-based classes are graded as pass/fail. Pass = 70% or higher Fail = below 70%
B = 80% - 89%	Above Average	
C = 70% - 79%	Average	
D = 60% - 69%	Below Average	
F = below 60%	Failure	
I = Incomplete		
X = No Grade	(for exam exemption)	Pass/fail courses do not calculate into the student's GPA but are printed on report cards and transcripts.

PROGRESS BOOK – 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 Progress Book 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.

CALCULATING FINAL MARKS

When calculating a final course mark, numerical values are assigned to letter grades as follows:

A = 4 B = 3 C = 2 D = 1 F = 0

High School

Full Year Classes: The final mark in a year-long course is determined from the arithmetical average of five factors: four 9-weeks marks and the combined average of the midyear and final examination marks.

Students must pass three (3) of the five (5) factors. All divisions shall be carried out to two decimal places and rounded to the nearest tenth.

Semester Classes: The final mark for a semester course is determined from the arithmetic average of five factors: two 9-weeks marks (each of which shall be given double weight) and one final examination mark. Students must pass three (3) of the five (5) factors. All divisions shall be carried out to two decimal places and rounded to the nearest tenth.

Exam Exemptions (high school only): If a student qualifies for an exam exemption, the student's final mark in a yearlong course is determined from the arithmetical average of nine factors: four 9-weeks marks (each of which shall be given double weight) and the midyear examination mark. Students must pass three (3) of the five (5) factors listed. All divisions shall be carried out to two decimal places and rounded to the nearest tenth.

Middle School

Full Year Classes: The final mark in a year-long course is determined from the arithmetical average of the: four 9-weeks marks. All divisions shall be carried out to two decimal places and rounded to the nearest tenth.

Semester Classes: The final mark for a semester course is determined from the arithmetic average of the two 9-weeks marks. All divisions shall be carried out to two decimal places and rounded to the nearest tenth.

HONOR ROLL

BMS – a GPA of 3.0 to 4.0 during a quarterly grading period with a maximum of one (1) C, if balanced by an A (No D's or F's.)

FHS - 1. A student must be carrying five or more subjects (½ 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.

MIDDLE SCHOOL PROMOTION AND RETENTION – Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade may be retained unless the student's Principal and teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

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
Sophomore: 5 – 9.75 credits

Junior: 10 – 14.75 credits
Senior: 15 or more credits

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, s/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 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 – 1-800-4-1-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 web site. 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 web-site (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 nametag.

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. Guests (parents, guardians, grandparents) can join their child/grandchild for lunch and are welcome to bring in a meal to share with their child.

- Guests must sign in at the main office and will be escorted to the lunch room.
 - Food for other students besides their child cannot be brought in.
 - Adults who eat lunch with their child must be on the student's contact list or approved by the parent/guardian with a note or phone call to the main office in advance. The office will not contact the parent to get approval for a lunch visitor.
2. 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 - Busses load and unload in the front 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 busses 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. **Busses depart the loading zone by 2:17pm for FHS and 2:50 p.m. for BMS.** 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 busses 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.) Bus routes are typically publicized 1 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 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 -

FHS: The drop-off/pick-up area for parents transporting their children to the high school is located in the **Community Park East parking lot**, to the rear of the tennis courts. Morning drop-off/pick-up times are **between 6:50 am and 7:20 am.** **No student drop-offs are permitted in the front or side lots at FHS during this time.** **Access to the high school entrance via Dayton-Yellow Springs Road is also restricted to bus traffic only between 1:45 pm and 2:20 pm as well, so parents will need to use the pick-up area during these times.** Parents who wish to drop off or pick up students

before or after school should enter Community Park (to the west of the school) and follow the east drive around to the rear of the tennis court area. Using the parent drop-off/pick-up area will ensure that there is no interference with bus loading/departure. To safeguard students being dropped off or picked up in the Community Park East lot, barricades will prevent flow of traffic straight into school in mornings and afternoons creating a safe crossing zone for students as they leave FHS and go to the Community Park East lot or vice versa. Parents of students with disabilities or mobility issues should contact the FHS office to arrange for special pick-up/drop-off instructions.

BMS: The drop-off/pick-up area for parents transporting their children to the middle school is located in **the pull-through lane in the front of the building on Lincoln Drive near the Spirit Rock** as well as on the curbs on Lincoln drive on the “school side” side of the street only. [Please be aware that the city does not permit parking/standing on the Fairborn Apartments side of Lincoln Drive, and local law enforcement regularly patrols that area for violators.] The building opens for students at 7:35 am (7:25 am for students going through the breakfast line), therefore, for safety, ***please do not drop off students earlier than 7:35 am. Access to the middle school main parking lot is restricted to bus traffic only in the mornings between 7:15 am and 7:55 am, and in the afternoon from 1:30 pm to 3:00 pm.*** Using the parent drop-off/pick-up area will ensure that there is no interference with bus loading/departure.

STUDENT DRIVERS and PARKING PASSES- Baker Middle School students, regardless of age, are not permitted to drive to and from school or park their vehicles in the lots during the school day.

Fairborn High School students may park in the lot located behind the school or on the east side (I-675 side) of the school. **Students may not park in the school’s front lot or west lot (adjacent to Community Park East). These lots are designated for faculty and staff only.** (The only exception is that students participating in College Credit Plus are permitted to park in the front lot if they arrive after the start of the regular school day; the front entrance doors is the only entry point for students once the school day begins.)

All students who drive to school should obtain a **parking pass** at the start of the school year from the finance office. Parking passes must be clearly displayed by being hung on the rear-view mirror at all times. 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 or in the parking lot at Community Park East 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 and parking rules will be denied the privilege of driving to school.

MEDICAL INFORMATION

CLINIC - The clinic is located in the main office area. School buildings do not have a full-time nurse; 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. A gender-neutral restroom is available in the clinic for student and staff use.

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.

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 chicken pox, 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.

BMS: **Students entering the 7th grade** will need BOTH a Tdap (Tetanus, Diphtheria, Pertussis) and a Meningococcal (meningitis-MVC4) vaccine in order to begin school.

FHS: **Students entering the 12 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 nonprescribed (Over-the-Counter) medications during the school day must comply with the same guidelines listed above. No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the clinic.

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 maintains 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. Because 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.

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)

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. Eighth graders and seniors who have unpaid fees will not be permitted to attend the Washington D.C. trip nor the Senior Class Trip, respectively.) 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 (PAY-TO-PLAY) 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 athletics, extra-curricular activities or clubs will pay a participation fee as follows:

Middle School sports - \$100 per student per sport season

High School sports - \$150 per student per sport season

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

Payment Due Dates for Athletics and Extra-Curricular Activities:

- Full payment can be made to the Finance Secretary prior to the first practice. If a payment plan is established with the finance office, the first payment must be made by the first Wednesday of practice and then the balance must be paid over four deadlines throughout the season.

- All fees must be paid to the building finance office. Coaches are not responsible for collecting money. Athletes cannot participate after the payment due dates until the payment is paid in full.
- Refunds will be given for the following reasons only:
 - a.) A full refund will be given if the sport is canceled due to insufficient number of athletes.
 - b.) A refund of half of the total fee (granted that the entire fee has been paid) will be given to an athlete who becomes ill or injured (doctor's verification required) and cannot complete the season until 25% of the scheduled events have occurred. Refunds shall be prorated. Proration is calculated from the first day of organized practice to the last scheduled event.
- Parents requesting a refund must do so in writing to the Athletic Department within 10 days of an illness/injury. (Doctor's verification required.)
- Payment of the participation fee **does not** imply any privileges beyond membership of the team. (For example, no athlete is guaranteed an equal or certain amount of playing time.) Decisions of this type are those of the coach/advisor and shall not be challenged.
- Any family can enter into a payment plan which will be managed through the Financial Secretary as follows:

25% of pay-to-participate fee paid on the payment due date, which will be announced prior to the season; next 3 payments to be set annually by the athletic director, treasurer, and superintendent.

If any of the four (4) payments is not received by the due date, then the student becomes immediately ineligible to participate.

ATHLETICS, EXTRA-CURRICULAR ACTIVITIES, and SPONSORED EVENTS

SCHOOL-SPONSORED EXTRA-CURRICULAR ACTIVITIES - A vital part of the American school curriculum is the extra-curricular program of activities; talent development, leadership, and interest in school are potential products of such a program. Extra-curricular 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 web site, 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 extra-curricular 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 after-school activities 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 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.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES - Non-school-sponsored student groups may meet in the school building during noninstructional 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 nonschool 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 proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No nondistrict-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 extra-curricular 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 extra-curricular 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 extra-curricular clubs, students must also have the necessary 2.00 GPA for the fourth quarter of the previous school year to participate in these activities.

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 75% passage rate in all courses during the fourth grading period of the 8th grade year

Returning middle school students includes current enrollment and enrollment in school during the immediately preceding grading period. The student must maintain a GPA of 2.0 during the preceding grading period with no more than one "F." NOTE: ELA counts as two course grades (i.e. has double weight) since it is two periods.

First-time incoming 7th graders are eligible for the first grading period regardless of previous academic achievement.

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.**

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 application fee for a work permit is \$5.00. The forms are available in each Main Office. A 24-hour turnaround time is required to process work permits. Work permits may be revoked at the discretion of the principal.

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.

FHS Location: On the second floor with entries from both the front and back hallways.
BMS Location: On the first floor of the Baker wing, with entries near classroom #141 and at the end of the Band Room hallway.

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	Middle School
Found Books:	Attendance Office	Main Office
Valuable Items:	Main Office	Baker Office
Clothing/Bags:	Collection bin in commons	Cafeteria or East Hall Collection Box

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. Students must use their school-assigned agenda planner for student-initiated requests for hall passes.

LOCKERS

Students are assigned a locker to store their personal items during school. Sixth grade lockers are located in the East wing within the classrooms. These lockers are large, and so there are 2-3 students assigned to each locker. There are no locks on sixth grade lockers. All other secondary 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 Attendance Office at FHS and to the Baker Office at BMS.

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 insure 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** (po 5771).

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 approval before being displayed. Items must be posted only on bulletin boards or display strips; 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. Ala carte items are available as well. 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 s/he is eligible, please contact the Main Office or the Office of Nutrition Services at Fairborn Intermediate School.

MyPaymentsPlus® 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.

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 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 School's 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 sheet must be signed and returned to the school for each child. 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 Department at the Board of Education, 878-3961, extension 117, 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. 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 five (5) major offenses shall carry a penalty of a ten (10) day suspension with an automatic recommendation for expulsion;

3. 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.
 - a. Malicious destruction of school property. (Restitution will be required.)
 - b. Verbal or physical abuse of a staff member.
 - c. Severe disruptive behavior
 - d. Possession of a weapon. (po5772)
 - e. Alcohol/drug offenses. (po5530)

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, 12-13, 15-17]

1. **Truancy** (po5200): A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is considered a serious offense.
3. **Fighting/Violence**: A student shall not mutually participate in an incident involving physical violence. A student shall not physically attack or threaten to attack any person.
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).
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 substance 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. **Disruptive/Disobedient 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 **Disruption in School:** any act that disrupts the orderly conduct of a school function, or behavior that substantially disrupts the orderly learning environment
 - 18.3 **Failure to Serve Punishment:** students shall fulfill assigned consequences
 - 18.4 **False Identification:** Students will not use or attempt to use false identification to mislead school personnel.
 - 18.5 **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.
 - 18.6 **Profanity/Obscenity:** Lewd, filthy, disgusting and/or irreverent language including the use of swear words
 - 18.7 **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.
 - 18.8 **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.
 - 18.9 **Disrespect:** A student will not use any form of gross disrespect to others or fail to abide by rules which may be established.
 - 18.10 **Misuse of 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.
 - 18.11 **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.
 - 18.12 **Organizations:** Students shall not organize, join or belong to a fraternity, sorority, or secret society.
 - 18.13 **Possession of Electronic Device** (po5136):
 - 18.14 **Repeated Offenses:** A student shall not repeatedly violate the Student Conduct Code.
 - 18.15 **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.
 - 18.16 **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.
19. **Harassment/Intimidation** (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 **Extortion:** A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
 - 19.2 **Frightening/Intimidating/Disgraceful Acts:** A student will not, by written, verbal, sexual, gesture, or other means, annoy or humiliate others or disrupt the education process by using harassment, profanity, obscenity, or verbal abuse.
 - 19.3 **Hazing and Bullying:** (Refer to Hazing and Bullying section of this handbook for details.)
20. **Firearm Look-alikes:** A student shall not use, possess, sell, handle, distribute, or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm. 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, 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 – Sexual Abuse

21.2 Unwelcome Sexual Contact

- 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, e-mail, cellular telephone, personal digital assistance (PDA), 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 individual.
- 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 extra-curricular 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 student 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 charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

TRUANCY (po5200) – A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence. If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in Board policy. If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may be adjudicated as a delinquent child.

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 (e-mail) 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. Baker Middle 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.

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. This handbook supersedes all prior handbooks.

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 Leader, Access Teacher, or Classroom Teacher and ask that person's

advice or assistance as a mediator.

- b. Seek the help of another teacher or the guidance 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 guidance 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 – For making poor choices a student may be assigned an after school administrative detention. Administrative detentions are held after school and last up to sixty (60) minutes. The discipline office will give students 24 hours to arrange transportation before enforcing detention assignments.

COMMUNITY SERVICE – 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.

ISD – IN-SCHOOL DETENTION - Students earning ISD 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.

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 ALL work missed. It is the responsibility of the student, upon his/her return to school to make up 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 extra-curricular 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 ISD, OSS, Administrative Detention, or Community Service are subject to exclusion from incentives and extracurricular field trips.

BMS: 6th Grade students who receive an administrative consequence (Afterschool Detention, Service Learning, ISD, or OSS) during fourth quarter will not be permitted to attend the end of the year Young's Jersey Dairy field trip. Students with excessive unexcused absences may also be excluded.

8th Grade students who receive ISD or an out of school suspension at any time during the school year, will not be permitted to attend the 8th Grade Washington DC trip. Students with excessive unexcused absences may also be excluded.

FHS: 12th Grade students who receive ISD or an out of school suspension at any time during the school year, will not be permitted to attend the Senior trip. Students with excessive unexcused absences may 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.



PART 2:

Fairborn High School

FHS Directory

Assistance

Absence/Tardiness	Attendance Office: 878-1282
Bus Information.....	Transportation Office: 878-1772
Change of Address	Main Office/Guidance Office
College Information/Scholarships/Transcripts	Guidance Office
Debts/Fees	Finance Office
Illness	Clinic
Locker Problem.....	Attendance Office
Lost and Found – clothing, purses, wallets, jewelry, electronics.....	Main Office
Lost and Found – backpacks, textbooks, binders, folders	Attendance/Discipline Office
Personal Problems/Schedule Problems/Testing Information	Guidance Office
Work Permits	Main Office
Withdrawing from School/Moving.....	Guidance Office

Administration, Counselors, and Support Personnel

Mrs. Amy Gayheart	Principal
Mr. Jason Skidmore	Assistant Principal
Mrs. Deb Hauberg..	Assistant Principal
Mrs. Melissa Skavaril	School Psychologist
Mr. Kevin Alexander.....	Athletic Director
Ms. Holly Powell.....	Guidance Counselor: Names A-E
Ms. Sara McCarty	Guidance Counselor: Names F-M
Mr. Chris Downing.....	Guidance Counselor: Names N-Z
Ms. Gretchen Wudke	Special Concerns Counselor

Secretaries

Mrs. Debbie Holcombe.	Finance Office
Mrs. Terry Oberschlake	Guidance Office
Mrs. Pam Browning.....	Main Office
Mrs. Denise Riley	Athletics/Discipline Office
Ms. Regan Durbin	Attendance/Discipline Office

Student Activity Advisors

Art Club.....	Mrs. Pam Koverman/Mrs. Debbie Mabry
Athletics Programs.....	Mr. Kevin Alexander
Band Programs.....	Mr. John Gorretta
G.W.O.C. Academic Challenge.....	Mr. Austin Cordle
Interact Club	Mrs. Jovita Wade
Media Club	Mrs. Linda Yoder
National Honor Society	Ms. Kelly Gaudette
Spanish Club	Mr. Todd Morgan
Strings/Orchestra Programs.....	Mrs. Amy Whitehill
Student Congress	Mrs. Bridget Lanning
Varsity Club	Mr. Jake Dysinger
Vocal/Choral Programs	Mrs. Karen Gorretta
Yearbook	Mr. Mike Blandino

Class Advisors

Freshman Class.....	Mrs. Ailene Stormer
Sophomore Class	TBD
Junior Class	Mrs. Lauren Miller
Senior Class	Mrs. Becky Zink

FHS BELL SCHEDULES

Advisory Bell Schedule 2018-19				2 Hour Delay Bell Schedule 2018-19			
	Lunch A	Lunch B	Lunch C		Lunch A	Lunch B	Lunch C
Period 1 (46)	7:20 - 8:06	7:20 - 8:06	7:20 - 8:06	Period 1 (29)	9:20-9:49	9:20-9:49	9:20-9:49
Period 2 (44)	8:10 - 8:54	8:10 - 8:54	8:10 - 8:54	Period 2 (28)	9:53-10:21	9:53-10:21	9:53-10:21
Advisory (20)	8:58 - 9:18	8:58 - 9:18	8:58 - 9:18	Period 3 (28)	10:25-10:53	10:25-10:53	10:25-10:53
Period 3 (44)	9:22 - 10:06	9:22 - 10:06	9:22 - 10:06	Period 5 (Lunches)	(10:57-11:27 Lunch) 11:30-12:33	10:57-11:27 (11:30-12:00 Lunch) 12:03-12:33	10:57-12:00 (12:03-12:33 Lunch)
Period 4 (44)	10:10 - 10:54	10:10 - 10:54	10:10 - 10:54	Period 4 (28)	12:37-1:05	12:37-1:05	12:37-1:05
Period 5 (Lunches)	(10:58-11:28-Lunch) 11:31 - 12:34	10:58 - 11:28 (11:31 - 12:01 - Lunch) 12:04 - 12:34	10:58 - 12:01 (12:04 - 12:34 - Lunch)	Period 6 (28)	1:09-1:37	1:09-1:37	1:09-1:37
Period 6 (44)	12:38 - 1:22	12:38 - 1:22	12:38 - 1:22	Period 7 (29)	1:41-2:10	1:41-2:10	1:41-2:10
Period 7 (44)	1:26 - 2:10	1:26 - 2:10	1:26 - 2:10				
Friday Early Release Bell Schedule 2018-19				1 Hour Delay Bell Schedule 2018-19			
	Lunch A	Lunch B	Lunch C		Lunch A	Lunch B	Lunch C
Period 1 (43)	7:20-8:03	7:20-8:03	7:20-8:03	Period 1 (39)	8:20-8:59	8:20-8:59	8:20-8:59
Period 2 (41)	8:07-8:48	8:07-8:48	8:07-8:48	Period 2 (38)	9:03-9:41	9:03-9:41	9:03-9:41
Period 3 (41)	8:52-9:33	8:52-9:33	8:52-9:33	Period 3 (38)	9:45-10:23	9:45-10:23	9:45-10:23
Period 4 (41)	9:37-10:18	9:37-10:18	9:37-10:18	Period 4 (38)	10:27-11:05	10:27-11:05	10:27-11:05
Period 5 (Lunches)	(10:22-10:52 Lunch) 10:55-11:58	10:22-10:52 (10:55-11:25 Lunch) 11:28 - 11:58	10:22-11:25 (11:28-11:58 Lunch)	Period 5 (Lunches)	(11:09-11:39 Lunch) 11:42-12:45	11:09-11:39 (11:42-12:12 Lunch) 12:15-12:45	11:09-12:12 (12:15-12:45 Lunch)
Period 6 (41)	12:02-12:43	12:02-12:43	12:02-12:43	Period 6 (38)	12:49-1:27	12:49-1:27	12:49-1:27
Period 7 (43)	12:47-1:30	12:47-1:30	12:47-1:30	Period 7 (39)	1:31-2:10	1:31-2:10	1:31-2:10

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:

<u>Subject Area</u>	<u>College-Prep</u>	<u>Career-Technical Prep</u>
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 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 Government	3
Fine Arts	1
Health	½
Physical Education	½
Personal Finance Literacy	½
Electives	4.5
Total Required Credits	21

Four-Year Plan: It is recommended that each student develop a four-year 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 guidance office for students to use as a tool to develop such a plan and to track their own progress.

STUDENT ASSESSMENT

End of Course Exams

Students who started high school in the 2014-15 school year or after will be required to take end-of-course exams to complete Ohio's course requirements for graduation. Additionally, each student will have to take a nationally-recognized college admission exam, free-of-charge in the 11th grade. 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."

Semester and Final Exams

1. Semester and final written examinations 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 an 'F' on the exam but will remain in the class for the second semester.
2. Examinations 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. The semester and final examination 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 final exams for the following reasons:
 - Moving out of the district before final exams. 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 exams are **required** to make up the exams. A doctor's note is required.

Exam Exemptions

Students can qualify for exam exemptions in one of three following ways:

1. If the course has an EOC test (English 9, English 10, Biology, Algebra I, Algebra II, American Studies and Government) but no SLO test, the student must:
 - Take the EOC test for that course on the day that the test is scheduled.
 - Have a 98% or higher attendance rate in the course in which the exemption is being used.
 - Have earned at least a C or better for all quarters in the course.
 - Have earned a C or better on the semester 1 exam (in yearlong courses).
 - Have no ISD or Out of school suspensions during the school year.
2. If the course does not have an EOC test, but does have a SLO test, the student must:
 - Take the SLO test for that course and meet their pre-determined growth target using the

- district formula.
 - Have a 98% or higher attendance rate in the course in which the exemption is being used.
 - Have earned at least a C or better for all quarters in the course.
 - Have earned a C or better on the semester 1 exam (in yearlong courses).
 - Have no ISD or Out of school suspensions during the school year.
3. If the course has both an EOC test and a SLO test, the student must:
- Take the EOC test for that course on the day that the test is scheduled.
 - Take the SLO test for that course.
 - Have a 98% or higher attendance rate in the course in which the exemption is being used.
 - Have earned at least a C or better for all quarters in the course.
 - Have earned a C or better on the semester 1 exam.
 - Have no ISD or Out of school suspensions during the school year.

Please note:

- Exam exemptions are not available for courses that do not have a SLO test or an EOC test.
- Exam exemptions are not available for semester 1 exams except in semester long courses with a SLO test.
- The AP exam exemption policy will trump these guidelines for the AP courses to which it applies.
- For semester-long courses, the SLO test must take the place of the exam grade when calculating final course grade.
- For yearlong courses, the exempted exam for semester 2 will not be included when calculating final grade. A grade designation of “Z” will be given for the semester 2 exam when the exam has been exempted.
- Students can always choose to take a semester exam even when they have fulfilled the exam exemption guidelines in order to improve their final course grade.
- Teachers cannot remove the exam exemption option for classroom discipline reasons.
- Exemptions are not available for yearlong courses during semester 1.

Final Exam Exemption Guidelines

Qualifiers:	EOC Only Class*	SLO Only Class	EOC+SLO Class
Take the course EOC on the scheduled day	X	--	X
Take the course SLO	--	X	X
Meet or exceed the district-formulated SLO growth target	--	X	--
Have a 98% or higher attendance rate in the course in which the exemption is being used	X	X	X
C or better in the course all quarters of the course	X	X	X
C or better on Sem 1 Exam, if a year-long course	X	X	X
No ISD nor OSS during the year	X	X	X
*English 9, English 10, Biology, Algebra I, Geometry, American Studies, or Government			

College Entrance Testing

College entrance testing information can be obtained from the Guidance 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.

For students who entered high school in the 2013-14 school year or prior must meet these requirements to earn a diploma from Fairborn High School:

1. Complete Fairborn High School curriculum requirements of twenty-one (21) credits. Fairborn High's curriculum requirements meet or exceed the standards set by the Ohio Department of Education.
2. Pass all sections of the Ohio Graduation Test (OGT)
3. Have paid all outstanding school fees and/or debts.

For students who entered high school in the 2014-15 school year or later to earn a diploma from Fairborn High School, the following requirements must be met:

1. Complete Fairborn High School curriculum requirements of twenty-one (21) credits. Fairborn High's curriculum requirements meet or exceed the standards set by the Ohio Department of Education.
2. Take the state-designated end-of-course exams and qualify for one of three standards for graduation as set by ODE. See new requirements below.
3. Have paid all outstanding school fees and/or debts.

New

All students take end of course exams:

- Algebra I and geometry or intergrade math I and II
- Physical science
American history and American government
- English I and II

Students studying Advanced Placement (AP), International Baccalaureate (IB), or taking dual enrolment s course in physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.



New

And meet one of the following three:

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment

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 High School Honors Diploma

Criterion	Ohio Diploma	Academic Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (includes music and visual arts)	Social Science and 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 four course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or four course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or four course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or four course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or four course sequence that contains equivalent or higher content
Science	3 units	4 units including two units of advanced science	4 units including two units of advanced science	5 units including two units of advanced science	3 units including one unit of advanced science	3 units including one unit of advanced science
Soc. Studies	3 units	4 units	4 units	3 units	3 units	5 units
World Language	N/A	3 units of one world language, or no less than 2 units of each of two world languages	2 units of one world language	3 units of one world language, or no less than 2 units of each of two world languages	3 units of one world language, or no less than 2 units of each of two world languages	3 units of one world language, or no less than 2 units of each of two world languages
Fine Arts	2 Semesters	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	4 units of Career-Technical minimum	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4 point scale	3.5 on a 4 point scale	3.5 on a 4 point scale	3.5 on a 4 point scale	3.5 on a 4 point scale
ACT/SAT/WorkKeys	NA	27 ACT/1280 SAT	28 ACT/1280 SAT/WorkKeys (6 Reading for Information and 6 Applied Mathematics)	29 ACT/1280 SAT	30 ACT/1280 SAT	31 ACT/1280 SAT
Field Experience	NA	NA	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	NA	NA	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	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	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	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
Additional Assessments	NA	NA	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	NA	NA	NA

-For the Academic and Career Tech Honors Diplomas, students entering grade 9 between July 1, 2013 - June 30, 2017 may choose to pursue the diploma by meeting these criteria or the previous criteria. Students entering grade 9 on or after July 1, 2017 must meet these criteria.

-Completion of any advanced standing program, which includes Advanced Placement, college Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors diploma.

-Students 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: 1/2 unit physical education (unless exempted), 1/2 unit health, 1/2 unit American history, 1/2 unit government, and 4 units in English. The class of 2021 and beyond will need to have 1/2 unit in world history and civilizations as well.

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

1. International Baccalaureate Honors Diploma
2. Career Tech Honors Diploma
3. STEM Honors Diploma
4. Arts Honors Diploma*
5. Social Science and Civic Engagement Honors Diploma

*includes dance, drama/theatre, music and visual art.

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.

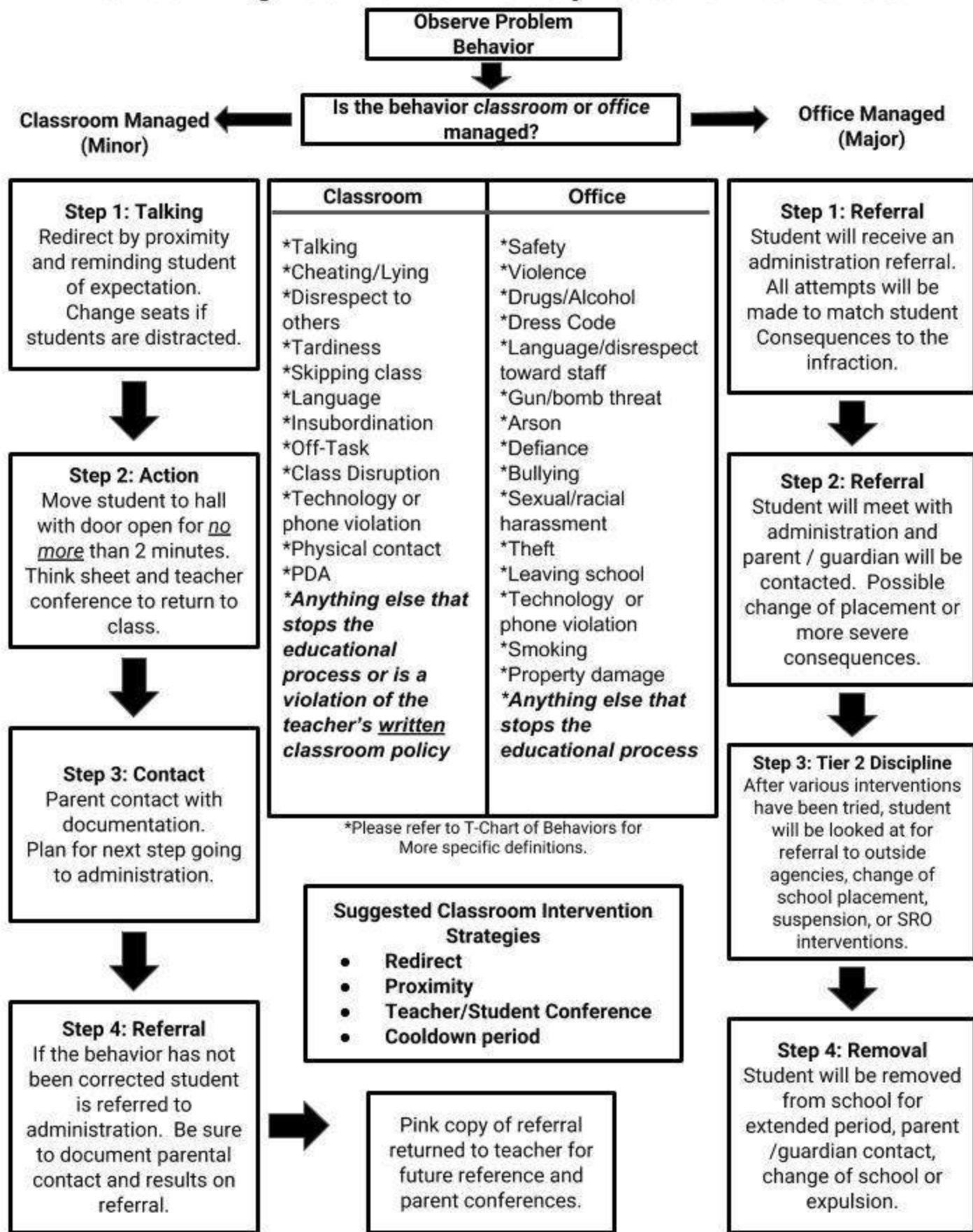
As a part of the PBIS program, we have established several clear expectations for the behavior we desire in all areas of our school. We will explicitly teach these expectations to the students and reward them frequently for demonstrating these behaviors.

Fairborn High School PBIS

Behavioral 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 Follow posted voice levels 	<ul style="list-style-type: none"> Do the right thing when others aren't watching 	<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 Follow posted voice levels 	<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 (Commons)	<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 this space Remain in your seat Clean up after yourself Follow posted voice levels 	<ul style="list-style-type: none"> Use school appropriate language Do what is right, even when no one else is watching 	<ul style="list-style-type: none"> Report problems to staff Include others Welcoming people to your table
Media Center And Computer Lab	<ul style="list-style-type: none"> Allow others to work Use school property appropriately 	<ul style="list-style-type: none"> Work with success in mind Follow directions of staff Follow teacher's electronic policy Follow posted voice level 	<ul style="list-style-type: none"> Do what is right, even when no one else is watching Use web resources to verify your work 	<ul style="list-style-type: none"> Report problems to staff Persevere through your frustration Ask for assistance

Fairborn High School Hawks Way Behavior Flow Chart



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 elsewhere in this handbook

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 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 semester exams. [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 withdraw 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. Spring CCP grades will be checked/verified once at the end of the third quarter to determine Top Scholar designation.

OTHER ITEMS

Lunch

Lunch periods last 30 minutes and are scheduled before and after fourth and fifth periods. All students are to report directly to the Commons at the beginning of their scheduled lunch period. Students are not permitted to leave the Commons during lunch without a valid pass from a classroom teacher or staff member. Restrooms are available in the Commons for student use during lunch. Students are not permitted to leave the building during lunch for any reason. Student behavior in the Commons during lunch should be based on courtesy and cleanliness. This means students should leave their eating area clean.

Hall Passes

Students must use a hall pass if they are not in their classrooms during class times. Each student will be assigned a student planner that includes a page of hall passes, and a signed, dated and timed pass in the student planner must be used when a student needs to leave the room for any reason. The planner should be carried with the student who is leaving the classroom on a hall pass.

Computer Lab 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 drink in the computer lab.
2. Do school-related work. Stay on task.
3. Disks or CDs from home are not permitted.
4. Downloading **anything** is prohibited.
5. Chat or other messaging is not permitted.
6. Treat equipment respectfully and do not alter the computer settings.
7. Always log off and keep your password **secret**.
8. Use only **your** username, **your** files, and **your** personal folder.
9. Print only once! If it doesn't work, ask for help.
10. In classrooms, ask the teacher where to print.

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 advanced; no tickets will be sold at the door.
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 a 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.
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.

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 or are immodest
- Running shorts, biker/compression, cutoffs, cutoff-style, or athletic shorts that are not 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
- See-through clothing, spaghetti straps, halter tops, or any clothing that bares the midriff, 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 without sleeves or shirts with armholes that expose midriffs or underclothes
- Pajama pants or other lounge/sleepwear
- 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(s)
- Pants, shorts, or skirts not worn at the waist (No undergarments should be visible.)
- Earrings and other jewelry that may present a safety hazard (no spikes)
- Stocking-feet, slippers, cloth-bottomed footwear, roller-skate shoes or going barefoot
- Any other dress/clothing deemed inappropriate by the administration

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 student is unable to change clothing, he/she will be assigned to ISD for the day. All schoolwork can be made up for credit while in ISD.

*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 ISD until a change of clothing is delivered.

Electronic Devices po5136, po5136.01)

Because technology has become more important to educational programming, FHS allows students to bring their smart phones, 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, ISD 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 7:20, during lunch in the cafeteria, and after 2:10.
- May be used in the classroom **ONLY** when the teacher allows.
- **NO** headphones that cover the entire ear allowed and only **ONE** ear bud allowed in the classroom with teacher approval. The earbud not in use may NOT be draped over the ear.
- **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

Basic guidelines for acceptable classroom use include:

- Taking notes during class instruction
- Using the calendar feature to record and track assignments
- Checking Progress Book for student grade and assignment information
- Completing research for a project or assignment via the internet
- Using the calculator feature
- Reading books or stories via an e-reader device
- Taking photos or videos for educational purposes (class projects or assignments)
- Creating essays or projects using desktop publishing tools

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 guidance 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.
- 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 Auditorium 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.

**ELECTRONICS GUIDELINES FOR THE CLASSROOM,
MEDIA CENTER/COMPUTER LAB, AND AUDITORIUM**

Device Level

0	<i>NO CELL PHONE OR ELECTRONIC DEVICE</i>
1	<i>WITH TEACHER'S PERMISSION AND ONLY SPECIFIC WEBSITES AND/OR ACADEMIC PURPOSE</i>
2	<i>PER CLASSROOM RULES</i>

THE COMMONS IS ALWAYS A LEVEL 2 PER SCHOOL POLICY

THE HALLWAY IS ALWAYS A LEVEL 2 PER SCHOOL POLICY

POSTING ON SOCIAL MEDIA IS DONE OUTSIDE OF SCHOOL

Headphones that cover the entire ear are not allowed **at any time**. When students are using earbuds only **ONE** earbud may be worn. The earbud not in use may NOT be draped over the ear. 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.

Offenses and Penalties

1st Offense - Will be dealt with by the teacher and the parent will be called.

2nd Offence - The device and earbuds will be confiscated and turned into the office, the device must be picked up after school, and a one hour detention will be assigned.

3rd Offense - The device and earbuds will be confiscated and turned into the office, the device must be picked up after school by a parent or guardian, and 3 one hour detentions will be assigned.

4th Offense - The device and earbuds will be confiscated and turned into the office, the device must be picked up after school by a parent or guardian, and one day of In School Suspension (ISS) will be assigned.



PART 3: Baker Middle School

BMS Directory

Assistance

Absence/Tardy Notification	Attendance Office 878-1851
Athletics/Gym & Stadium Use	FHS Athletic Office 879-3611
Bus Information.....	District Transportation Office 878-1772
Change of Address	Baker Office Phone: 878-4681 FAX: 878-8193
Facilities Use (other than gyms and stadium)	Main Office
Free/Reduced Lunch Information.....	District Nutrition Office 879-8176
Locker Problem.....	Baker Office
Lost and Found.....	Cafeteria Cart/East Wing Bin/Baker Office
Lunch Account Payments	Cafeteria Office
Medication Forms/Immunization Information	Clinic
Personal Problems/Schedule Problems/Testing Info	Counselors' Offices
School Fees & Fines/Payment Plans.....	Baker Office Phone: 878-6108, FAX: 878-8183
Withdrawing from School/Moving.....	Main Office

Administration, Counselors, and Support Personnel

Mr. Brad Holt.....	Principal
Mrs. Stephanie Reynolds..	Assistant Principal
Mr. Waylon Stegall.....	Assistant Principal
Ms. Marchelle Mucha.....	Special Education Supervisor
Ms. Jill Anon.....	Special Education Supervisor
Mrs. Sarah Fulton	Gifted Education Supervisor
Mrs. Michele Berning	School Psychologist
Mr. Kevin Alexander.....	Athletic Director
Mr. Chad Weingart.....	BMS Athletics Site Manager
Mrs. Kristine Park.....	School Counselor, Last Names A-K
Mrs. Beth Myers.....	School Counselor, Last Names L-Z

Secretaries

Mrs. Gretchen Fauzey.....	Main Office
Mrs Cheri Hill	Main Office
Ms. Kim O'Loughlin.....	Baker Office
Mrs. Denise Riley.....	Athletic Office

6th Grade Teachers: (B) Blue House (O) Orange House

Mr. Nathan Ark.....	Intervention Specialist
Mr. Andrew Bauman	ELA (O)
Mrs. Jordan Bauman.....	Intervention Specialist
Mr. Jeff Barr	Science (B)
Mr. John Barr	ELA (O)
Mrs. Jeanne Bolser	ELA (B)
Mr. Josh Fries	Math (B)
Mr. Brad Grimpe	Social Studies (B)
Mrs. Amy Krall.....	ELA (B)
Ms. Lauren Mogey	Intervention Specialist
Mrs. Allyson Seifert.....	Math (O)
Mr. Dominick Simeone.....	Intervention Specialist
Mr. Matt Turner	Social Studies (O)
Mrs. Sonya Walker.....	Science (O)
Ms. Bridgett Williams	Computer Applications
Mr. Dan Young.....	Physical Education 6

7th Grade Core Teachers: (G) Green House (P) Purple House

Mr. Nathan Ark.....	Intervention Specialist
Mrs. Jordan Bauman.....	Intervention Specialist
Mrs. Carrie Bell	Science (P)
Mrs. Jenna Beltran.....	Intervention Specialist
Mrs. Marcey Boone.....	ELA (P)
Mr. Collin Cummings.....	Intervention Specialist
Mr. Mike Curry	Social Studies (P)
Mr. Billy Harchick	Physical Education 7
Mr. Chris Henson.....	Science (G)
Mrs. Megan Joseph	ELA (G)
Mrs. Amanda Newsome.....	Visual Arts
Mr. Michael Noonan.....	Social Studies (G)
Mrs. Lisa Rowell.....	Intervention Specialist
Mrs. Heather Rutan.....	Intervention Specialist
Mr. Steve Skolik.....	Intervention Specialist
Mrs. Rebecca "Becky" Stone	Math (G)
Mr. Kevin Taylor.....	Math (P)
Ms. Brianna Vance.....	ELA (P)
Mrs. Elizabeth "Lyz" Watson	ELA (G)

8th Grade Core Teachers: (R) Red House (Y) Yellow House

Mrs. Tiffany Andrews	Science (R)
Mrs. Jenna Beltran.....	Intervention Specialist
Mr. Taylor Davis.....	ELA (R)
Mr. Eric Green.....	Intervention Specialist
Mrs. Kitten Guere.....	ELA (Y)
Ms. Kayla Mustard	Social Studies (Y)
Mr. Rick O'Bleness	Science (Y)
Ms. Ashley Pierce	ELA (R)
Mrs. Rita Pierson	Math (Y)

Mrs. Lisa Rowell.....	Intervention Specialist
Ms. Jamie Roseberry	Physical Education 8
Ms. Amy Stamper	ELA (Y)
Mrs. Nikki Tighe	Social Studies (R)
Mr. Chad Weingart.....	Intervention Specialist
Mrs. Emma Wilson.....	Math (R)

Other Faculty and Staff

Mrs. Jenny Altensee	Digital Learning Lab
Mrs. Lisa Carter	Art
Mr. Chad Barker.....	Special Education Assistant
Mr. Dwight Bartlett	Project Lead The Way
Ms. Lisa Boger	ISD Monitor
Ms. Nikki Burson	MD Assistant
Mrs. Maria Calabrese.....	Transition Unit Teacher
Mr. Aaron Campbell	Instrumental Music
Ms. Kelly Clute	Intervention Specialist (MD)
Mrs. Heather Davis	Health
Ms. Charity Gallagher	Clinic Assistant
Ms. Carol Gerlaugh.....	Noon Duty Aide
Mrs. Shannon Gillman	Special Education Assistant
Mrs. Angelica Giotta.....	Head of Cafeteria
Mr. John Gorretta.....	Band
Mrs. Karen Gorretta	Choir
Mrs. Dawn Gruber.....	Mental Health Therapist
Dr. Krista Guy	Librarian/Media Specialist
Mrs. Brenda Hawkins.....	Music
Mr. Kyle Hutchison.....	Head Custodian
Ms. Virginia "Ginny" Hoops	MD Assistant
Mrs. Melissa Henderson ...	MD Assistant
Mrs. Fern Keen	Noon Duty Aide
Ms. Brandi Keeton	Math Fundamentals
Ms. Joan Kelly.....	Noon Duty Aide
Mrs. Lori Lawson.....	Speech Therapist
Mr. Chris Meleason.....	Adaptive PE
Officer Zach Zink.....	School Resource Officer
Mrs. Emily Schwartz	School Nurse
Ms. Rosa Joy Schwartz	Noon Duty Aide
Mrs. Julie Siders	Intervention Specialist (MD)
Ms. Ellen Sisco	MD Assistant
TBA.....	Digital Learning Lab Assistant
Mrs. Bev Stambaugh	Project Lead the Way
Mrs. Susan Tarantelli	Intervention Specialist (MD)
Mr. Joel Torres-Beltran	MD Assistant
Ms. Julie Wiener	Transition Unit Assistant
Ms. Amy Whitehill	Orchestra
Mrs. Gretchen Wudke	Homeless Education Liaison

Student Activity Advisors

Drama Club.....	Mr. Taylor Davis/Mrs. Jeanne Bolser
Bible Club.....	Mr. Steve Skolik
Student Council.....	Mrs. Sonya Walker/ Mrs. Jeanne Bolser
Gaming Club.....	Mr. Nathan Ark
National Junior Honor Society.....	Mrs. Kitten Guere
Journalism/Publications	Mr. Eric Green
Science Olympiad/Science Club	Mrs. Carrie Bell/Mrs. Bev Stambaugh
Spelling Bee.....	Mr. Turner
Student Ambassadors.....	Mrs. Pam Gayheart
Talent Show	Mr. Eric Green/Mr. Chad Weingart
Power of the Pen	Mrs. Lyz Watson

MIDDLE SCHOOL and BAKER

The middle school concept is built on the premise that students passing through pre-adolescent and the early adolescent years have a wide variety of physical, emotional and mental growth development patterns. In recognition of this unique period in their lives, appropriate educational and social experiences are provided. The instructional setting is flexible, but also has well-defined limits that provide a degree of security during this time of rapid personal change. The skills and concepts developed at the elementary level are expanded and extended through the Common CORE Curriculum, but there are also opportunities to explore new areas in the academics, the arts, physical education, and social relationships. Gradually, students are granted increased responsibility and opportunity to make decisions like those they will experience in future years. This handbook describes the methods and programs designed to assist Baker Middle School students in making the transition from childhood dependence toward adult independence.

MIDDLE SCHOOL TEAMING – A SMALL SCHOOL CONCEPT WITHIN A LARGE SCHOOL

The educational program at Baker is designed to give each child the opportunity to succeed in academic and nonacademic endeavors through varied and flexible approaches to learning. Geared specifically to the middle school-aged child, the program allows for individual differences, provides remediation and acceleration, and provides an opportunity for each child to grow. Recognizing that students at this age level have unique needs in developing their self-concept and self-confidence, and also understanding that building relationships becomes even more important during this time of their lives, BMS operates with an organizational structure that creates smaller, interdisciplinary teams (called “houses”) within the school. The extent of team-teaching in any given unit will depend upon the nature of that unit and the needs of the students. The learning situations range from large groups to individual lessons designed to achieve the goals of units, accommodate the needs of students, and draw upon the strengths of the instructors.

Houses: A “House” consists of 140-170 students within a specific grade, but all houses use the same district-approved curriculum and operate within the scope of the larger school in the same way. Students are placed on a house that contains a team of teachers for the four core academic areas of English/Language Arts, Mathematics, Science, and Social Studies. Exceptional students may be placed in equivalent grade level classes based on their specific needs. Houses help optimize teacher-student interactions, students are able to develop deeper relationships with their classmates, and teachers are better equipped to consider the whole-child when communicating with parents about their child’s progress.

Encore Classes: In addition to these core courses, students have two periods a day for “Encore” classes which supplement the core curriculum with classes that help students apply what they are learning, explore technology and the arts, and provide enrichment or intervention support.

High School Credit Classes - Senate Bill 55 in the Ohio Legislation permits districts to grant credit for high school level courses taken at the middle school level. Algebra I meets this course classification. Students enrolled in this course are under all pacing and programming practices, grading policies, and examination requirements that are in

effect for the Algebra I classes at Fairborn High School for the current school year. In addition to course requirements, students in these courses will be expected to participate in all BMS standardized assessments, as well as any State mandated assessments related to the course.

Access Class: “ACCESS” stands for: **A**cademics,
College-preparedness,
Career Exploration,
Emootional Support,
Social Awareness & Positive Interaction, and
Success!!

In short, “Access” is a course aimed at supporting a school culture of tolerance and respect for the individual. Access serves administrative functions, reinforces academic skills, help students develop social skills and provides them space to discuss issues they face in their lives. Through access, we seek to prevent students from falling through the cracks by ensuring that at least one person knows the student holistically. The course includes targeted assignments, projects, activities and events that combine many elements of character education, college and career readiness, study skills, community service, math and reading skills, science and social studies exploration and much more.

Access offers support in two forms. First, it supplies built-in peer groups for all students. Second, it gives students an adult who gets to know them well and who can offer advocacy and support in difficult social and academic situations. Advocates of such advisory-type programs see a direct link between a student’s emotional and social experience and academic achievement. Advisory promotes self-esteem. It provides peer recognition in an accepting environment, offsetting peer pressure and negative responses from peers in other areas. The advisory curriculum is reflected upon and maintained regularly to effectively address the needs of students and the school.

Access groups meet daily for 30 minutes, and each group consists of students in the same grade. Basic math and writing skills are a primary focus of the course. On “**Math Mondays**” teachers and students tackle real world math problems without a calculator to help improve basic math literacy. “**Writing Wednesdays**” helps students fine-tune their writing skills through purposefully selected prompts that address current events as well as social and academic issues. This allows students to reflect upon their experiences and to formulate and organize their opinions. Wednesdays are also “**Flex Days**” where students can visit teachers for targeted intervention in their core classes. On Tuesdays and Thursdays, students participate in activities and projects that teach and reinforce the soft skills needed for continued success such as organizational skills, college and career readiness activities, social interactions, character education, etc. Fridays are reserved for academic follow-ups, goal setting and celebration of success. Within this framework, the curriculum progresses over the three years of middle school:

- The sixth grade curriculum is designed to help students with the transition to middle school. Access classes will consist of 2 to 3 WEB groups, approximately 10 students grouped together at orientation who have 8th grade mentors. Students work on organization and study skills, and take part in community-building activities with their 8th grade mentors throughout the year. Announcements and other administrative tasks are also covered.
- The seventh and eighth grade curriculum is designed to help students with planning for their futures. Students participate in a variety of activity that promote personal development, climate building, leadership, anti-bullying, service, organization, communication and academic follow-ups. Announcements and other administrative tasks are also covered.
- Selected eighth grade WEB Leaders will be trained in team building activities, cooperative skill development, and discussion skills. Each of these WEB Leaders will serve as a mentor to a group of sixth graders. WEB Leaders will work their WEB teams at orientation and stay in touch with them throughout the school year. They become leaders, motivators, role models and teachers.

BMS BELL SCHEDULES

Regular Bell Schedule			
1	7:45 - 8:35		
2	8:38 - 9:24		
3	9:27 - 10:13		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	10:16-11:02 (C)	10:16-10:46 (L)	10:16-10:51 (A)
B	11:05-11:35 (L)	10:49-11:24 (A)	10:54-11:40 (C)
C	11:38-12:13 (A)	11:27-12:13 (C)	11:43-12:13 (L)
5	12:16-1:02		
6	1:05-1:51		
7	1:54-2:40		

1 Hour Delay Schedule			
1	8:45-9:25		
2	9:28-10:05		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	10:08-10:47 (C)	10:08-10:38 (L)	10:08-10:45 (A)
B	10:50-11:20 (L)	10:41-11:18 (A)	11:48-11:27 (C)
C	11:23-12:00(A)	11:21-12:00(C)	11:30-12:00 (L)
3	12:03-12:40		
5	12:43-1:20		
6	1:23-2:00		
7	2:03-2:40		

2 Hour Delay Schedule			
1	9:45-10:17		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	10:20-10:53 (C)	10:20-10:50 (L)	10:20-10:55 (A)
B	10:56-11:26 (L)	10:53-11:28 (A)	10:58-11:27 (C)
C	11:29-12:00 (A)	11:31-12:00(C)	11:30-12:00 (L)
2	12:03-12:32		
3	12:35-1:04		
5	1:07-1:36		
6	1:39-2:08		
7	2:11-2:40		

Early Release Schedule (Every Friday)			
1	7:45-8:26		
2	8:29-9:10		
3	9:13-9:54		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	9:57-10:38 (C)	9:57-10:27 (L)	9:57-10:32 (A)
B	10:41-11:11 (L)	10:30-11:05 (A)	10:35-11:16 (C)
C	11:14-11:48 (A)	11:08-11:48 (C)	11:19-11:48 (L)
5	11:51-12:32		
6	12:35-1:16		
7	1:19-2:00		

SCHOOL HOURS

SCHOOL HOURS – The school day at BMS will start with the 7:45 a.m. tardy bell and continue until the 2:40 p.m. dismissal bell. Students should vacate the building immediately at the end of the school day unless they are involved in a supervised activity. Any student who is involved in extra-curricular activities after school is responsible for informing her/his parents of the activity, its beginning/ending time and location. Students who stay at BMS for a supervised activity should plan to walk home or be picked up within 15-minutes of the end of the activity.

STUDENT ARRIVAL TIME, BREAKFAST, and LUNCH

ARRIVAL TIME & BREAKFAST PROCEDURES - Students are invited into the building at 7:35 a.m. Parents are asked not to allow their children to come to school prior to 7:35 a.m. as teachers are usually involved in planning sessions and not available to students. However, students may receive extra help from teachers at some mutually agreed time, before, during or after school. All students are to enter the main entrances of the building. When students enter the building, they have a few minutes to take care of any necessary errands (such as returning library books, dropping off instruments in the music room, etc.) then they are expected to go directly to their locker to prepare for the day. First period begins promptly at 7:45.am.

Students who take advantage of the breakfast program are invited to enter BMS at 7:35 a.m. and should use the entrance doors located near the band hallway/media center off the large parking lot located near Whittier Avenue and follow the instructions of the teachers on duty there. Breakfast participants stay in the cafeteria until the rest of the student body arrives at 7:35 a.m. Students are to walk into the cafeteria using the designated door(s), sit in the designated area, and remain seated until dismissed by an adult. Eating is restricted to the cafeteria, with the exception of food purchased for or prepared in regular classes. Food and drinks are not permitted to be taken out of the cafeteria/eaten in classrooms without administrative approval. Students not participating in the breakfast program should enter the building using the main entrance at the standard time with the rest of the student body.

At the beginning of the day students are to remain quiet until the public-address announcements are finished and their teacher has finished taking attendance. It is considered a sign of respect to stand during the Pledge of Allegiance.

FREE/REDUCED MEALS – For the 2018-2019 school year, breakfast and lunch will be free to all Baker Middle School students.

LUNCHTIME PROCEDURES - The designated lunch areas are the main cafeteria and the Baker cafe. Students are expected to use good table manners, be courteous and respectful of others, use their “inside” voices, and clean up their area of trash and food waste. Students may pack their lunches or may purchase lunches in the cafeteria. Neither parents nor students are permitted to order food to be delivered to the school. Parents are not permitted to bring fast food, pizza, etc. to their children at lunch unless they stay and eat lunch with their children in the conference room. Students may, however, bring restaurant food items as part of their daily packed lunch.

Students are to walk into the cafeteria using the designated door(s), sit in the designated area, and remain seated until dismissed by a lunch supervisor. Eating is restricted to the scheduled lunch periods in the cafeteria, with the exception of food purchased for or prepared in regular classes. Food and drinks are not permitted to be taken out of the cafeteria/eaten in classrooms without administrative approval.

Students are NOT permitted to:

- ☐ Charge lunches
- ☐ Carry bags/backpacks/totes/coats/jackets into the lunch line
- ☐ Use electronic devices in the serving line
- ☐ Put trays/food items back into the serving line or bin once students have touched them in any way.
If you are not sure what you are taking, ASK before you take it. Otherwise, you will be charged for it.
- ☐ Beg for, take, or touch another student's food/money/personal items
- ☐ Block entrances and exits or put personal items in the walkways
- ☐ Play with their food, toss/throw items, use utensils inappropriately, leave food scraps or trash in the area
- ☐ Take food/drinks outside the cafeteria.
- ☐ Cut in lunch line, push, shove, trip, or yell.
- ☐ Switch established lunch tables/lines without permission or “table hop” when finished eating

AWARDS AND RECOGNITION

As outlined in our Mission, Vision, and Values, Fairborn City Schools prepares young people for higher learning and life by nurturing the whole child, and emphasizing a pursuit for academic excellence. In middle school, we focus on helping students develop skills that will help them be successful in their schooling, their co-curricular activities, and their *personal* lives. Baker Middle School celebrates and recognizes successes in several areas: • Academics • Citizenship • Leadership, and • Significant Achievement in School Organizations. Specific Outstanding Student Awards given, along with the selection criteria, are listed below.

<u>Award</u>	<u>Criteria</u>
National Junior Honor Society	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 National Honor Society, not a right. Additional information will be given to students on the specific requirements for membership by the advisors. Community service and a participation fee is required
Spelling Bee Champion*	This award recognizes the BMS Spelling Bee School Champion.
Science Fair State Participant*	This award recognizes BMS students who qualify for the State Science Fair.

<u>Award</u>	<u>Criteria</u>
Power of the Pen State Participation*	This award recognizes BMS students who qualify for the State Power of the Pen Competition.
Science Olympiad State Participation*	This award recognizes BMS students who qualify for the State Science Olympiad Competition.
Straight A's	This award recognizes BMS students who earn A's in all classes for one entire school year.
Straight A's – Two Years in a Row*	This award recognizes BMS students who earn A's in all classes for two entire school years.
Straight A's – Three years in a Row*	This award recognizes 8 th grade BMS students who earn A's in all classes for three entire school years.
Perfect Attendance	This award recognizes BMS students who have had no excused or unexcused absences for one entire school year.
Perfect Attendance – Two years in a Row*	This award recognizes BMS students who have had no excused or unexcused absences for two entire school years.
Perfect Attendance – Three years in a Row*	This award recognizes 8 th grade BMS students who have had no excused or unexcused absences for three entire school years.
Junior Zink Athletic Award*	This award recognizes a 7 th grade girl and boy who exemplify sportsmanship, ethics, integrity and leadership characterized by Coach and Teacher Mr. Anton "Jr." Zink.
Ralph R. Bush , Jr. Citizenship Award*	<p>This award recognizes one 7th grade BMS student who exemplifies the following qualities: <i>Honest; Trustworthy; Cooperative; Responsible; Achieves academic potential; and Meritorious service to others (Is found to be helpful to others without expecting commendations)</i></p> <p>Note: The recipient of this award will receive a scholarship if he/she graduates from Fairborn High School and pursues additional education.</p>
Outstanding Student Award*	<p>This award recognizes three girls and three boys from each Academic House who exemplifies the following qualities: <i>Dependable; Honest; Has respect for authority and for the rights and privileges of fellow students; Has respect for the rights of teachers; Is enthusiastic; Has a beneficial influence on peers; Is friendly to fellow students; Accepts responsibility; Is neat and clean; Displays good manners; Gives an honest effort in the classroom; Participates in extracurricular activities</i></p>
Archie Griffin Sportsmanship Award*	This award recognizes one 8 th grade girl and boy who have continually displayed sportsmanship, ethics, and integrity on and off the fields of competition. This State Farm Insurance award is named for and characterized by Archie Griffin, the only two-time recipient of the Heisman Trophy.
100% Skyhawk Athlete*	<p>This award recognizes one 8th grade girl and boy who exemplify the following qualities: <i>Gives 100% in all games and practices; Is a good school citizen, behavior is good; Is respected by teammates, coaches, classmates, and teachers; Works hard to correct weaknesses; Has team spirit, encourages others to give 100%; Is a team player, puts the team first; Is confident but not cocky; Works hard in the classroom; Has integrity and is honest with self and others; Is coachable, listens to coaches</i></p> <p>To be nominated, the athlete must have competed in two sports in the seventh grade and two sports in the eighth grade.</p>
Outstanding Skyhawk Athlete Award*	<p>This award recognizes one 7th grade girl and boy who exemplify the following qualities: <i>Gives 100% in all games and practices; Is a good school citizen, behavior is good; Is respected by teammates, coaches, classmates, and teachers; Works hard to correct weaknesses; Has team spirit, encourages others to give 100%; Is a team player, puts</i></p>

Award

Criteria

the team first; Is confident but not cocky; Works hard in the classroom; Has integrity and is honest with self and others; Is coachable, listens to coaches

To be nominated, the athlete must have competed in two sports in the seventh grade.

Rebecca Galloway
Chapter D.A.R. Youth
Citizenship Medal*

This award recognizes one 8th grade girl who meets the following guidelines.

Honor: Honesty; High Principles; Trustworthiness; Loyalty; Truthfulness; Punctuality; Moral Strength; Stability; and Cleanliness in body and mind

Service: Cooperation; Meritorious; Kindliness; Unselfishness; Behavior bringing honor to school and community; True Americanism – individual responsibility to home, country and God

Courage: Mental and physical determination to overcome obstacles

Leadership: Personality; Originality; Ability to lead and hold others; Good Sportsmanship; and Responsibility

Patriotism: Fundamental and Americanism

American Legion
School Medal Post
#526*

This award recognizes one 8th grade boy who meets the following guidelines.

Courage: Determination and force to do right without public applause and regardless of personal advantage

Honor: Highly developed moral character; moral excellence; strength and stability of character; high standards of conduct; devotion to duty; adherence to truth; keen sense of what is right; practice of clean speech and thoughts

Leadership: Ability to lead and to accomplish through group action; ability to work in harmony and in unison with other leaders in accomplishing group results

Patriotism: An ideal of loyal Americanism, religious tolerance, righteous freedom and the willingness to defend our Flag against all enemies

Service: Kindliness; unselfishness; fellowship; protection of the weak; promotion of the interest and the welfare of associates

Principal's Award*

This award is given to one 8th grade girl and one 8th grade boy who have demonstrated outstanding leadership in all areas of school life, but most importantly in the areas of social and moral leadership. It is not meant as an award for the student with the "best" grades, nor to the "most decorated athlete", or even to the one who is "most important." The recipients of this award should regularly show quiet leadership qualities, not seek recognition/attention overtly, and be considered by most to be well-rounded "All-American" boys and girls.

The recipients exemplify the following characteristics of honor, integrity, and independence:

- Displays the strongest degree of respect – for faculty, staff, community members and their fellow students (regardless of their differences) which distinguishes them from others.
- Self-discipline – not only by taking on responsibility for their own growth in academics, social/extra-curricular endeavors, and ethical/moral behaviors.
- Selflessness and Spirit – have proven to be an overall loyal supporter of Baker Middle School and Fairborn City Schools and to making a sincere positive contribution on the overall school community. This is demonstrated by good attendance, allegiance, volunteerism and efforts to promote a positive school culture.

Award

Criteria

- Compassion and Caring Attitude – without wavering, follows the “Golden Rule.” Regularly demonstrates loyalty, kindness friendliness, and thoughtfulness by generally placing the welfare of others (and the school as a whole) above self

*Indicates awards that are presented at our Annual Awards and Recognition Ceremony in the spring.

RESPONSIBILITY FOR YOUR OWN ACTIONS

Students will be held responsible for the things they do or fail to do. What others do (or not do) is of little importance in determining whether or not a child has accepted his/her responsibilities as a good BMS citizen. If a student chooses to follow bad examples set by another student or students at Baker Middle School, he/she will be held responsible for his/her actions. Each student's decisions will be his or her own, and so will the consequences. A student's first responsibility then, is to decide how he/she should conduct him/herself while at school or at a school sponsored event. His/Her second responsibility is to be prepared to accept the consequences of his/her own actions. Lastly, **it is every student's responsibility to read and follow the guidelines, procedures, and code of conduct in this handbook.**

BAKER MIDDLE SCHOOL 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 those expectations to the students and reward them frequently with various positive rewards for their excellent behavior. You will be able to ask your child, “What are the expectations in your classroom/ cafeteria/ hallway?”, “What happens when a teacher sees you following school expectations?” When a student is caught demonstrating behavior that R.O.C.K.S., they will earn Baker ROCKS tickets. These tickets can be “cashed in” for prizes or submitted for weekly raffles. Any time students use their tickets they will be deposited into their grade level jug. When the jug is full, that grade level earns an incentive. The incentives progressively get more exciting. Students who have received ISD, OSS, Administrative Detention, or Service Learning since the previous incentive day are not permitted to participate in the incentives.

★ Baker Middle School R.O.C.K.S. ★

LOCATION EXPECTATIONS	Campus Wide	Hallways	Cafeteria	Classroom	Assembly	Restroom	Technology
Be Respectful	<ul style="list-style-type: none"> ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Be polite ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Follow directions ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Listen to the speaker ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Respect others' privacy ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Do not take picture or videos. ★ Treat everyone with respect
Take Ownership	<ul style="list-style-type: none"> ★ Keep property free of damage & litter ★ Follow dress-code & electronic device policy 	<ul style="list-style-type: none"> ★ Arrive on time or early to class ★ Get supplies from locker quickly & go to class ★ Keep locker & hallways clean 	<ul style="list-style-type: none"> ★ Keep area clean ★ Remember your belongings 	<ul style="list-style-type: none"> ★ Be on time & prepared ★ Turn in all assignments ★ Know teachers' expectations 	<ul style="list-style-type: none"> ★ Be prompt ★ Respond and participate appropriately ★ Remind your friends of expectations 	<ul style="list-style-type: none"> ★ Use appropriate voice level ★ Flush, wash & dry hands ★ Use restroom quickly & return promptly to class 	<ul style="list-style-type: none"> ★ Turn phone on silent during school hours ★ Only access school appropriate material on devices ★ Be responsible for devices
Show Consideration	<ul style="list-style-type: none"> ★ Use situation-appropriate manners & volume 	<ul style="list-style-type: none"> ★ Maintain appropriate voice level ★ Consider safety of others ★ Walk on the right and keep moving 	<ul style="list-style-type: none"> ★ Stay seated until dismissed ★ Store belongings under table ★ Use appropriate volume 	<ul style="list-style-type: none"> ★ Allow all to learn ★ Stay seated until teacher dismisses you 	<ul style="list-style-type: none"> ★ Use appropriate applause ★ Enter and exit in an orderly fashion ★ Stay seated until dismissed 	<ul style="list-style-type: none"> ★ Follow the school's electronic device policy ★ Throw away your trash in trash can 	<ul style="list-style-type: none"> ★ Before you use technology... T - Is it true? H - Is it hurtful? I - Is it illegal? N - Is it necessary? K - Is it kind?
Demonstrate Knowledge	<ul style="list-style-type: none"> ★ Know & follow expectations ★ Have a positive attitude 	<ul style="list-style-type: none"> ★ Make sure you have everything you need 	<ul style="list-style-type: none"> ★ Follow lunch procedures 	<ul style="list-style-type: none"> ★ Use your agenda ★ Be a positive participant 	<ul style="list-style-type: none"> ★ Make a good seating choice ★ Follow directions 	<ul style="list-style-type: none"> ★ Report any problems with the restrooms 	<ul style="list-style-type: none"> ★ Know when it is appropriate to use technology ★ Report problems to an adult
Achieve Success	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock!

The choices you make today, shape your world tomorrow!

Baker Middle School Student Behavior Management Process

Is the behavior **CLASSROOM** managed or

STAFF MANAGED

Minor Infraction Examples

- ★ Cheating
- ★ Classroom disruption
- ★ Disrespect to adults
- ★ Disrespect to students
- ★ Dress code violation
- ★ Failure to take punishment
- ★ Horseplay
- ★ Inappropriate comments/language
- ★ Inappropriate tone/attitude
- ★ Insubordination
- ★ Misuse of Technology
- ★ Off task behavior
- ★ Out of assigned area
- ★ PDA
- ★ Profanity
- ★ Property damage (can be student corrected)
- ★ Refusing to work
- ★ Running
- ★ Talking at inappropriate times
- ★ Tardy to class

1st Infraction

Teacher warning, discussion of next steps and documentation

2nd /3rd Infractions

Teacher documents, makes parent contact and issues a consequence.

4th and subsequent Infractions

Office Referral

**After 3 staff managed behaviors, the behavior can become an office managed behavior.*

OFFICE MANAGED

Major Infraction Examples

- ★ 3 or more staff managed behavior problems
- ★ Alcohol (possession of)
- ★ Dress code violation – Extreme cases
- ★ Drugs (possession of)
- ★ Excessive PDA
- ★ Excessive property damage
- ★ Extreme disrespect
- ★ Extreme disruption
- ★ Fighting or aggressive language – directed at students or staff
- ★ Harassment
- ★ Obscene comments or gestures
- ★ Posing a danger to other students
- ★ Skipping class
- ★ Smoking (possession of)
- ★ Theft
- ★ Threat

Administrator Delivered Consequences

Students who have received 3 strikes since the previous incentive/social event are not permitted to participate in the next incentive/social event. This includes end of the quarter reward parties and school dances. Students receiving these consequences will be subject to dismissal from extracurricular field trips as well.

1 strike = lunch detention, administrative detention, service learning

2 strikes = ISD

3 strikes = OSS

ALL PROGRESSIONS APPLY PER SEMESTER

SCHOOL GUIDELINES

APPEARANCE and DRESS CODE (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 or are immodest**
- **Running shorts, biker/compression, cutoffs, cutoff-style, or athletic shorts that are not 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
- See-through clothing, spaghetti straps, halter tops, or any clothing that bares the midriff, 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 without sleeves or shirts with armholes that expose midriffs or underclothes**
- Pajama pants or other lounge/sleepwear
- 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(s)
- Pants, shorts, or skirts not worn at the waist (No undergarments should be visible.)
- Earrings and other jewelry that may present a safety hazard (no spikes)
- Stocking-feet, slippers, cloth-bottomed footwear, roller-skate shoes or going barefoot
- Any other dress/clothing deemed inappropriate by the administration

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. Students may call home for a change of clothing, but will remain in ISD until a change of clothing is delivered. 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.

ELECTRONIC DEVICES (po5136, po5136.01) –

Because technology has become more important to educational programming, BMS allows students to bring their smart phones, 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, ISD 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 7:45, during lunch in the cafeteria, and after 2:40.
- May **NOT** be used in halls or restrooms between classes.

- May be used in the classroom **ONLY** when the teacher allows.
- **NO** headphones that cover the entire ear allowed and only **ONE** ear bud allowed in the classroom with teacher approval.
- **NO** videos or photos should be taken during the school day.
- **NO** portable speakers.
- **All devices must be used with earbuds when using sound. No sound should be heard by others.**
- Students will **NEVER** access or post to a social media site such as YouTube, Twitter, Facebook, Snapchat, Instagram, Tumblr, GooglePlus, etc. while at school

Basic guidelines for acceptable classroom use include:

- Taking notes during class instruction
- Using the calendar feature to record and track assignments
- Checking Progress Book for student grade and assignment information
- Completing research for a project or assignment via the internet
- Using the calculator feature
- Reading books or stories via an e-reader device
- Taking photos or videos for educational purposes (class projects or assignments)
- Creating essays or projects using desktop publishing tools

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 guidance 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 BMS 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.
- 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.

SCHOOL SOCIAL EVENTS/DANCES:

Social events/dances are open to BMS students only. Tickets will not be sold at the door. Students who have received administrative discipline (ex. ISD, Community Service, OSS) since the previous social event are not permitted to attend.

INDEX

Absence			
Non-Emergency	9		
Reporting.....	7		
Time Frames	7, 8		
Alcohol	24, 25		
Assessment			
EOCs	38		
Exams	38		
PSAT/ACT/SAT	39		
Test Security	38		
Athletics			
Conduct Code.....	20		
Eligibility	20		
GPA Probation.....	20		
OHSAA.....	20		
Pay-to-Participate	18		
Attendance			
College Visits	9		
Guidelines	6		
Student Initiated Dismissal.....	9, 24		
Awards & Recognitions			
BMS.....	56		
FHS	45		
Backpacks.....	32		
Bell Schedules			
BMS	55		
FHS	36		
Breakfast - BMS	55		
Bus Information.....	13, 14		
Cheating	30		
Class Status - FHS	11		
Clinic.....	15		
Clubs and Activities			
Non-school	20		
Pay-to-Participate	18		
School-Sponsored	19		
Code of Conduct.....	24, 25		
College Credit Plus (CCP).....	5		
College Visits	9		
Community Service	31		
Computer			
Labs.....	29		
Use	29		
Computer Lab	46		
Conflict Resolution	30		
Courses-BMS			
Access.....	54		
Encore classes	53		
High School Credit.....	53		
Credit Flexibility	6		
Dances.....	46, 64		
Delays/Cancellations	12		
Deliveries for students.....	23		
Detention			
Administrative.....	31		
Teacher	31		
Diploma			
With Honors	42		
Diplomas			
Educational Options	40		
Requirements.....	40		
With Honors	41		
Directory			
BMS.....	50		
FHS	34, 35		
Dress Code			
BMS.....	62		
FHS	46		
Early Dismissal Procedures.....	8, 9		
Electronic Devices.....	62		
FHS	47		
Elevator.....	21		
Emergency Medical Form	16		
End of Course Exams	38		
Enrollment.....	2		
Equal Opportunity	2		
Evaluation	10		
Exam Exemptions.....	38		
Expulsion	31		
Fees	18		
Payments	18		
Refunds	18		
Waivers.....	18		
Field Trips	32		
Fines	18		
Fire Drills	12		
Free/Reduced Lunches	22		
Grades			
Final Grade Calculation	11		
Grade Reports	10		
Grading Scale.....	10		
Incompletes	5		
Graduation			
Ceremony Eligibility	42		
Credits.....	37		
Early Graduates	42		
Educational Options	40		
Salutatorian	42		
Valedictorian	42		
Guidance Services	3		
Hall Passes	21, 45		
Harassment.....	26, 27, 28		
Home Instruction	5		
Homeless Students	2		
Honor Roll			
BMS.....	11		
FHS	11		
Houses.....	53		
Immunizations.....	16		
Injury/Illness	16		
Library.....	See Media Center		
Lockers	21		
Lost and Found	21		
Lunch Procedures			
BMS.....	56		
FHS	45		
Make-Up Work	10		
Meal Pay Accounts	22		
Meal Services	22, 55		
Media Center.....	21		
Medication	15, 16, 17		
Messages for students	23		
Middle School Concept	53		
MyPayments Plus	22		
National Honor Society.....	45		
National Jr. Honor Society	56		
Parking			
Passes	15		
Student Lots	15		
PBIS			
BMS.....	59, 61		
FHS	42, 43		
Pick-Up/Drop-Off Area			
BMS.....	15		
FHS	14		
Plagiarism	30		
Postings	22		
Progress Book	11		
Publications & Permissions	23		
Repeating Courses	5		
Retention			
BMS.....	11		
FHS	See Class Status - FHS		
Rules,Miscellaneous.....	32		
Safe School Helpline	12		
Safeguarding Valuables	12, 33		
Safety Drills	12		
Schedule			
Changes	5		
Scheduling Process	4		

School Supplies.....	17	Make-Up Work.....	31	Top Scholar.....	45
Security Cameras. See Surveillance		Out of School	31	Tornado Drills	12
Sexting	24	Tardiness.....	8	Truancy	25, 29
Shot Records ... See Immunizations		Telephone		Visitors	12
Signs	See Postings	Cell Phones	24	Lunchtime Visitors	13
Students with Disabilities	2	Prank Calls	24	Weapons	24, 25, 27
Surveillance	12	Sexting	24	Withdrawal	3
Suspension		The Education Connection....	23	Work Permits	21
In-School	31	Textbooks	17		