

Fairbanks High School



2011/2012 STUDENT/PARENT HANDBOOK

School Information

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Milford Center, OH 43045
(937)349-3721/(937)349-5701
Fax: (937)349-2011
Website: www.fairbanks.k12.oh.us
Office Hours: 7:30 a.m. – 3:30 p.m.*

Enrollment: 348

Teaching Staff: 25

Yearbook: *Panther Tales*

Team Mascot: Panther

School Colors: Red and White

Athletic Affiliation: NWCC (Northwest Central Conference)

Signature Page

--- COMPLETE AND RETURN THIS PAGE ---

Handbook Acceptance

By signing below I acknowledge that I have read the contents of the Student/Parent Handbook and understand the established expectations of Fairbanks High School.

Name of Student (Printed) _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Acceptable Use Policy For Technology

(See Pages 26 - 29 for Acceptable Use Policy for Technology)

Student User Agreement and Parent/Guardian Permission Form

I have read, understood and agree to abide by the Acceptable Use Policy for Technology. I understand that any violation of this Policy may subject me to restriction on or termination of my access to district technology, discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action. I agree to report any misuse of the technology to the building principal or a systems administrator and to cooperate in any investigations regarding security issues and/or improper or illegal uses of the technology.

Internet content filtering software has been installed on some of the District's computers, on a building-by-building basis. The purpose of this software is to limit the user's ability to access Internet sites that may contain harmful material. However, the installation of this software does not guarantee that any user will not be able to access Internet sites containing potentially harmful material. Each user remains primarily responsible for appropriate access to and use of the Internet.

I understand that my technology account may be monitored. I agree to exercise responsibility by using my best efforts not to visit sites inconsistent with this Policy. I further agree to indemnify and hold harmless the district and its agents from any and all claims arising from the access to or use of information obtained over networked information systems.

Name of User (Printed) _____ Grade _____ School _____

Signature _____ Date _____

If the user named above is under 18 years of age, a parent or legal guardian must sign also.

As a parent or legal guardian of the minor student signing above, I grant permission for my daughter/son/ward to access district technologies, including networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some accessible materials may be objectionable, and I accept responsibility for setting and conveying standards for my daughter/son/ward to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____

Home Phone # _____ Work Phone # _____ Date _____

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FAIRBANKS HIGH SCHOOL STUDENT/PARENT HANDBOOK

Adopted by the Fairbanks Local Board of Education on June 27, 2011.

The purpose of this student/parent handbook is to inform students and parents of established policies and regulations and to provide a guide to the operations, expectations and activities of Fairbanks High School students. The Student/Parent Handbook does not supersede board policy.

PHILOSOPHY

The major responsibility of our schools today is to meet the educational needs of all students. Here at Fairbanks High School our goal is to:

- **Provide** the academic tools to enable each student to attain a level of proficiency in accordance with standards set forth by the Ohio Legislature,
- **Instill** confidence and develop and reinforce student initiative to problem solve and make appropriate decisions,
- **Introduce**, develop, and reinforce those skills that will prepare the student for future educational experiences,
- **Facilitate** opportunities for students to work with others and adjust and grow socially, and
- **Encourage** the development of the student toward the goal of becoming a well-adjusted, independent person who can, through future experiences, growth and training, accept his or her rightful role in society as a productive citizen

2011/2012 BELL SCHEDULE

Regular Bell Schedule

First Bell	8:00
1st Period	8:05 - 8:56
2nd Period	9:00 - 9:51
3rd Period	9:55 - 10:46
4A Period	Lunch A 10:50 – 11:20
	Class - 11:24 – 12:15
4B Period	Class - 10:50 – 11:41
	Lunch B 11:45 – 12:15
5th Period	12:19 - 1:10
6th Period	1:14 - 2:05
7th Period	2:09 - 3:00

2 Hour Delay Schedule

First Bell	10:00
1st Period	10:05 - 10:39
2nd Period	10:43 - 11:17
3rd Period	11:21 - 11:55
4A Period	Lunch A 11:59 - 12:31
	Class - 12:35 - 1:07
4B Period	Class - 11:59 - 12:31
	Lunch B - 12:35 - 1:07
5th Period	1:11 - 1:45
6th Period	1:49 - 2:23
7th Period	2:27 - 3:00

ACADEMICS

GRADING POLICY

Please review the grading policy so you and your student have full understanding of the school's academic expectations and consequences of poor academic performance.

Grade Cards/Interim Reports

Grade cards are released on Progress Book at the end of each nine weeks. Also, interim grades will be published in Progress Book for all subjects approximately half-way through each nine weeks. Hard copies of interims will be mailed to homes when a student is failing a class. Parents who do not have online access to Progress Book, may request a hard copy be sent home with their student. Parents and students are encouraged to monitor student progress regularly through Progress Book.

Grade Classification Scale

Fairbanks High School has adopted the following scale for determining a student's grade classification.

Grade 9 - Promotion from Grade 8 (**0 – 4 credits**)

Grade 10 - Students with at least **4 ¼ credits**

Grade 11 - Students with at least **9 ¼ credits**

Grade 12 - Students with at least **14 credits** or students who have a plan approved by the principal that will allow for completion of the minimum requirements for graduation by the end of the current school year.

Grading Scale

The following percentages will be equated with corresponding letter grades for each nine-weeks grade:

Percent	Standard	Standard for AP Classes (starting with the Class of 14)
A+ = 98 – 100	A+ = 4.00	A+ = 5.00
A = 94 – 97	A = 4.00	A = 5.00
A- = 92 – 93	A- = 3.67	A- = 4.67
B+ = 89 – 91	B+ = 3.33	B+ = 4.33
B = 86 – 88	B = 3.00	B = 4.00
B- = 83 – 85	B- = 2.67	B- = 3.67
C+ = 80 – 82	C+ = 2.33	C+ = 3.33
C = 77 – 79	C = 2.00	C = 3.00
C- = 74 – 76	C- = 1.67	C- = 2.67
D+ = 71 – 73	D+ = 1.33	D+ = 2.33
D = 68 – 70	D = 1.00	D = 2.00
D- = 65 – 67	D- = .67	D- = 1.67
F = Below 65	F = .00	F = .00

Final Grades

Final grades will be averaged according to the following: For a yearlong course, each 9 weeks grade is worth 20% and each exam is worth 10%. For a semester course, each 9 weeks grade is worth 40% and the exam is worth 20%. The 9 weeks grades and exam grades will be averaged to a percent. These percentages will be averaged to a final percent. The final percent will be transferred to a letter grade. The final grade will be transferred to a point system when it is entered on the transcript.

Incomplete Grades

Incomplete grades may be given only under extenuating circumstances with administrator approval. Incompletes are not to be used to extend the grading period.

GRADUATION REQUIREMENTS

21 units of credit and passage of all sections of the Ohio Graduation Test are required for all current students. The Board of Education assumes that at the time of graduation each student will have fulfilled all academic and financial obligations. A school record that documents good scholastics, attendance, behavior, and attitude is the best recommendation an applicant can offer to a college or a prospective employer.

Requirements	Class of '12	Class of '13
English	4	4
Mathematics	3	3
Science	3	3
Social Studies	3	3
Phys Ed*/Health	1	1
Fine Arts, Foreign Language, or Technology	1	1
Electives	6	6
Proficiency	OGT	OGT
TOTAL	21	21

Requirements	Class of '14	Class of '15
English	4	4
Mathematics	4	4
Science	3	3
Social Studies	3	3
Phys Ed*	.5	.5
Health	.5	.5
Fine Arts	.5	.5
Financial Mgt I	.5	.5
Electives	5	5
Proficiency	OGT	OGT
TOTAL	21	21

***Phys Ed Waiver** - Students in grades 9 – 11 may be exempt from the physical education course requirement by participating in district-sponsored interscholastic athletics, marching band, or cheerleading for at least two athletic seasons during grades 9 – 11. In addition, students must complete at least one semester of instruction in another course of study which is in addition to all other courses of study and hours of instruction that are required to graduate. Students still need to earn a minimum of 21 credits to meet the graduation requirements. Please see the guidance counselor for the complete policy.

Early Graduation

Students who want to graduate from high school in less than the normal four-year period must meet the requirements set forth by the Fairbanks Board of Education.

- All requirements for graduation as established by the Fairbanks Local Board of Education and the State Dept. of Education shall be met in full.
- The student desiring to graduate early must be enrolled full-time and carry a full academic load during the year he/she graduates.
- Any credit earned toward graduation taken by private instruction, summer school, night school, extended day school, correspondence courses or other outside means, must be approved by the high school principal before the student enrolls in the course.
- The student and his/her parents or legal guardian must make an appointment with the high school principal or guidance counselor to discuss career and job guidance, educational opportunities, employment outlook, and social adjustment in an adult world before permission will be granted to graduate early.
- All cases will be acted upon individually by the Board of Education.
- Applications for early graduation must be received by the high school principal by July 1 of the beginning of the school year the student would graduate, unless new circumstances occur between that date and the beginning of the school year.
- Students who graduate early during times of transition between graduation requirements, must meet the standards of the class with which they graduate.
- Students permitted to graduate early must take required courses through the school's regular program or be scheduled in an acceptable alternative by the high school principal.
- When the Board of Education approves early graduation for a student, the diploma earned will be given to the student upon completion of the graduation requirements.

(Fairbanks Board of Education Policy IKF-R)

Tolles Admission Requirements

If you plan to attend Tolles Technical Center, you must have a minimum of six (6) credits and two years of attendance in High School. The following credits are recommended for Tolles admission:

2 units each of English, Mathematics, Science, Social Studies

3 units of electives

1 ¼ units of Wellness

*Tolles students need 3 credits of social studies including 1/2 credit of Government to graduate

Criteria for Diploma with Honors - Students need to fulfill 7 of the 8 criteria for either of the following Diplomas with Honors.

Criteria for Diploma with Honors

Subject	High School Academic Diploma with Honors	Career-Technical Diploma with Honors
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including physics and chemistry
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
Grade Point Average	3.5 or higher on a 4.0 scale	3.5 or higher on a 4.0 scale
ACT/SAT Score *excluding scores from the writing sections	27 or higher ACT / 1210 or higher SAT	27 or higher ACT / 1210 or higher SAT
Additional Assessment	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

College Admission Requirements

Courses	Requirements
English	4 credits
Mathematics	3 credits (Algebra I & II & Geometry)
Science	3 credits (2 lab courses)
Social Studies	3 credits
Foreign Language	2 credits of the same language, but 3 credits recommended
Health	.50 credit
Visual or Performing Arts	1 credit
Electives	2 or more (varies)
TOTAL REQUIRED	19+ CREDITS (VARIES) (A college prep curriculum often includes a minimum of 21 credits or more)*

*Ohio Minimum Core Curriculum - State universities in Ohio have endorsed the Ohio Minimum Core Curriculum which includes 4 English, 3 Math, 3 Science, 3 Social Studies, 2 Foreign Language and 1 Arts credits. The Ohio Department of Education and the Ohio Board of Regents recommends 3 credits of the same Foreign Language. Students wishing to enter a math/science program in college will be expected to have 4 credits in math and science. ALL COLLEGE PREPARATORY STUDENTS SHOULD ASSUME RESPONSIBILITY FOR UNDERSTANDING THE ADMISSION REQUIREMENTS OF THE COLLEGE OF THEIR CHOICE.

COURSE/SCHEDULE INFORMATION

Minimum Class Requirements

Minimum Number of Classes Students Must Take Per Year

9th Grade – Attend school all day

10th Grade – Attend school all day

11th Grade – Minimum of 6 credit granting periods each semester (Early Dismissal or Late Arrival)

12th Grade – Minimum of 5 credit granting periods each semester (Early Dismissal and/or Late Arrival)

*Provisions will be made for PSEO students.

Schedule Change Policy

Schedule changes of any kind are to be treated seriously. During registration, students should confer with parents, teachers, and the counselor to assure that they are placed properly. Fairbanks High School's master schedule is organized around the requests of students. Your scheduling requests are met to the best of our ability as we build our master schedule. Once the schedule is constructed, changes in your request play havoc with our balance and efficiency. In general, there will be no schedule changes in the fall.

Students must abide by the decisions made regarding registration for the next school year. Schedule changes will not be made in the fall except for educational placement or clerical changes. In a few cases necessary schedule changes may be made during the first five days of each course ONLY with parent permission and counselor approval. Under special circumstances, schedule changes that occur after the first five days of the course require the principal's permission.

Post Secondary Education Options (PSEO)

Juniors and seniors have the option of taking college courses for high school and college credit at area colleges or universities. Students wishing to take the post-secondary option must notify the counselor by **March 30** for the following school year. Each college and university has established eligibility requirements based on GPA and test scores. More information regarding post-secondary options is available from the school counselor.

TESTING

ACT/SAT/PSAT/PLAN Tests

Students who wish to take ACT, SAT, PSAT or other tests should see the guidance counselor for test information, applications, and test dates. Students may also register for the ACT at www.act.org. Results of all testing are shared with the individual student and his/her parents.

ACT – Recommended times for taking the ACT are the second semester of the junior year and September or October of the senior year. (These tests may be retaken.)

2011/2012 ACT Testing Dates

Test Date	Registration Deadline	Late Registration (Late Fee Required)
September 10, 2011	August 12, 2011	August 26, 2011
October 22, 2011	September 16, 2011	September 30, 2011
December 10, 2011	November 4, 2011	November 18, 2011
February 11, 2012	January 13, 2012	January 20, 2012
April 14, 2012	March 9, 2012	March 23, 2012
June 9, 2012	May 4, 2012	May 18, 2012

PSAT – Recommended time for taking the PSAT is Fall of the junior year (National Merit Scholar opportunity). Sophomores may take this test for practice.

PLAN - All sophomores will take the PLAN Test. PLAN helps tenth graders build a solid foundation for future academic and career success and provides valuable information that helps students plan for life after high school.

Ohio Graduation Test

All current students are required to pass all portions of the Ohio Graduation Test in order to graduate.

2011/2012 Testing Dates

Grades 11, 12: October 24 - 28, 2011 (Make-up: October 31 – November 4, 2011)
Grades 10 – 12: March 12 – 16, 2012 (Make-up: March 19 – 23, 2012)

GUIDANCE SERVICES

Guidance counselors are very interested in helping students with academic or scheduling concerns and with personal problems that students wish to discuss in confidence. Students are strongly encouraged to contact the guidance counselor whenever they have the need.

Guidance services include:

- Course selection and scheduling assistance
- Assistance in planning future education or school-to-work careers
- College applications and letters of recommendation to colleges
- College/vocational entrance test information and interpretation of the Ohio Graduation Test
- Occupational/Career information
- Assistance in improving study skills
- Counseling for home, school or social concerns

Class Rank

Each grade, for which a credit is earned, is assigned a point value, and the class rank will be determined by the grade point average. Class rank is computed at the end of a student's first semester and each semester thereafter including a senior's final grades.

Release of Information

Periodically, the U.S. Military and other organizations request student directory information (Name, address, participation in school activities, awards received, etc). If parents do not want this information released, contact the school office in writing and request that information not be released.

Student Records

A student's official record is available to be shown to that student and/or his parents. Requests to see student records should be made to the principal or guidance counselor. Students may see only their own records.

Withdrawal From School

Should it be necessary for a student to withdraw from school, the student is to see a guidance counselor at least two days before the withdrawal date, obtain a withdrawal form, and have the form signed by a parent or guardian. On the student's last day, the student is to take the form to all classes, turn in textbooks and other materials, and have each teacher sign and indicate the current grade on the form. All school materials need to be returned and outstanding fees and fines paid before withdrawing. The completed form is to be returned to the guidance office. Academic, health, special education and other information pertinent to the student will be forwarded to the new school upon that school's request after the student is enrolled there.

ACADEMIC HONORS

Honor Roll

High scholarship is recognized by the school through the publication of an honor roll at the end of each term. Grade averages of 3.6 and above are placed on the Distinction Honor Roll; grade averages of 3.2 through 3.59 are placed on the Merit Honor Roll. All grades are used to determine placement on the honor roll.

Year-Long Honor Roll

Students who achieve the "Year-long" Merit and Distinction Honor Roll list will be recognized at the awards ceremony held at the end of the year. To qualify for the year-long Distinction Honor Roll, a student must be on the Distinction Honor Roll during the first three grading periods. To qualify for the year-long Merit Honor Roll, a student must be on the Merit or Distinction Honor Roll during the first three grading periods.

National Honor Society

The National Honor Society recognizes students who have excelled in the classroom, service for school and community, leadership, and citizenship. Membership application is open to all students from the sophomore year status to graduating seniors. The selection process is outlined in the National Honor Society Constitution.

In order to receive consideration a student must:

- Meet the established minimum grade point levels (Sophomores - 3.5; Juniors – 3.45; Seniors – 3.40)
- Complete the NHS application
- Complete an essay on a selected topic
- Submit three references letters (two from current faculty members and one from a community member)
- Submit a resume of community service and school related service groups/activities

Note: A new student that was an NHS member at another school can submit a request for membership. After verification of eligibility the student will be accepted into Fairbanks National Honor Society.

ATHLETICS

Fairbanks High School offers and encourages students to participate in interscholastic sports. Listed below are the sports currently offered at Fairbanks:

Baseball
Basketball
Cheerleading
Cross Country
Football

Golf
Soccer
Softball
Track and Field
Volleyball

Athletic Policies

All students participating in interscholastic athletics must meet the eligibility rules of the Ohio High School Athletic Association (OHSAA). Additional requirements may be made by the school and its coaches. The OHSAA's rules and regulations are in effect at all times unless superseded by Fairbanks policies. Fairbanks athletic policies are contained in the Fairbanks Local Schools Student/Parent Athletic Handbook. This handbook will be given to each athlete by his/her coach and is available online.

Attendance at School-Sponsored Events

Students must be in class by 8:30 a.m. and they must be in school the remainder of their scheduled school day, in order to participate in all extracurricular activities for that day. Exceptions will be made only with a note from a physician or as approved by an administrator. Students with late arrival schedules must be in by the start of their first class and remain in attendance the rest of their scheduled school day. On weather delay days, students must be in by the start of their first class.

Code of Conduct

Fairbanks High School athletes are required to follow the guidelines set forth by the Athletic Code of Conduct. The Code of Conduct is contained in the Fairbanks Local Schools Student/Parent Athletic Handbook. Each athlete is given a handbook by his or her coach.

Conduct at Athletic Events

Students attending athletic contests involving Fairbanks High School teams are expected to act respectfully toward visiting teams and their spectators. Booing is prohibited. Persons failing to conduct themselves properly may be asked to leave the event and may not be permitted to attend other events. In addition to possible removal, pupils in violation of league rules may be subject to disciplinary action upon their return to school following the event in question.

Drug Testing

To protect the health and safety of our athletes and to keep them from the dangerous situations that arise from illegal substance use, the Fairbanks Board of Education has adopted a policy permitting drug and alcohol testing of students who participate in interscholastic athletics. It is the belief of the Fairbanks schools that drug screening gives athletes an "excuse" not to use drugs and alcohol and allows them to better fight peer pressure. The goal of the program is to keep athletes from using drugs and alcohol.

All athletes will be tested prior to the first contest of their season and will be subject to random testing periodically throughout the season. A complete copy of the Drug Testing Policy and the Procedures for Random Testing is contained in the Fairbanks Local Schools Student/Parent Athletic Handbook.

Eligibility

The GPA for eligibility is determined each nine-week grading period and only the grades earned each nine-weeks are considered when determining athletic eligibility. The requirements are as follows:

- Through the first year a student must maintain a 1.0 GPA or higher each nine weeks to participate in athletics the next nine weeks.
- Through the second year a student must maintain a 1.5 GPA or higher each nine weeks to participate in athletics the next nine weeks.
- Through the third year a student must maintain a 1.75 GPA or higher each nine weeks to participate in athletics the next nine weeks.
- Fourth year students must have earned a 2.00 GPA or higher during the previous grading period to be eligible to participate.

In addition to the guidelines set forth by the Fairbanks Local Schools Board of Education, the OHSAA rules for eligibility require that each student must receive during the preceding grading period passing grades in a minimum of five units or the equivalent which count toward graduation. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the preceding grading period become effective. The exception is the first grading period where grades from the preceding grading period commence with the start of the fall season. Spring quarter determines eligibility for the first nine weeks of the following school year.

Participation Fee

The Fairbanks Board of Education established a participation fee to help offset athletic expenses. In order for athletes to compete in the first contest of any sport, all athletic fees and obligations (including submitting uniforms from a sport played earlier) must be met.

ATTENDANCE

Philosophy

Fairbanks High School is committed to provide a high quality education for its students. In order to fulfill this goal, students must be consistent in their attendance to school. Attendance and promptness to class are the responsibility of each student and his/her parent or guardian. Class attendance allows the student an opportunity to succeed academically as well as to develop the necessary habits and skills needed in life. Fairbanks High School will work with parents and students to promote increased attendance. Our policy is based upon State Attendance Standards, clear enforceable guidelines, and positive motivation for good attendance. Section 3321.040 of the Ohio Revised Code states that every parent, guardian, or other person having charge of any child of compulsory school age MUST send such child to a school prescribed by the State Board of Education for the full time the school is in session and said adult can be held liable in a court of law for a child's failure to attend.

Absences

The following reasons for excused absences are established by state law, and by regulations of the Ohio Department of Education and are adhered to by Fairbanks High School.

Excused Absences

- a) Personal illness of the student (A written physician's statement verifying the illness may be required.)
- b) Illness in the family (A written statement from a physician and an explanation as to why the child's absence was necessary may be required.)
- c) Quarantine of the home (The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.)
- d) Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
- e) Medical or Dental Appointment (A written statement from a physician or dentist and an explanation as to why the child's absence was necessary may be required.)
- f) Observance of a religious holiday consistent with the student's established creed or belief
- g) Emergency or other set of circumstances (circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence)
- h) College Visitation (Written verification of the visitation from the college, university or technical college may be required.)
- i) Out of State School District Approved Enrichment Activity (Students may be counted excused up to 4 days per year for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or in an extra curricular activity.)

Unexcused Absences

The following reasons for absences are not considered legitimate reasons for absence and will not be excused. Students will not receive credit for class work missed due to an unexcused absence.

- a) Oversleeping
- b) Car trouble
- c) Missed bus
- d) An absence for which a written excuse, signed by a parent or guardian, is not turned in within two days after returning from absence
- e) Shopping, haircuts, etc.
- f) Babysitting
- g) Having senior pictures taken
- h) Truancy
- i) Other absences not listed as excused
- j) Driver's Tests lasting longer than 1/2 day

10/20 Day Absence Limit Policy

If a student accumulates more than 10 absences in a semester course or 20 absences in a year-long course, that count toward the 10/20 absence limit, he/she will not receive academic credit for the course.

The following is a list of absences that do not count toward the 10/20 day absence limit:

- A doctor excused absence with the official written documentation
- Mandatory court appearance with the official written documentation
- Death of a parent, sibling or grandparent up to three days. (Written documentation may be requested). Approval for more than three days requires permission from the principal.
- Out of School Suspension (Work due on these days should be recorded as a zero)
- Approved College visitation with documentation from the college (two per junior year/three per senior year)

It is the responsibility of the student and his/her parents/guardians to track the number of absences and not exceed the limit.

Absence Reporting (Calls/Notes)

Each day a student is absent from school, a **parent/guardian must call the high school at (937) 349-3721** to report the absence by 9:00 a.m. If the school is not contacted by the parent/guardian, the school will make a reasonable attempt to contact the parent at home or work. Students are to bring a written excuse to the office upon their return to school stating the specific reason for the absence. Written excuses must be submitted no later than the end of the second day following the absence or credit will not be given for the day's work and further consequences may result.

Chronic Illness Procedures

If a student has been diagnosed by a physician with a chronic illness or condition that may result in excessive absences, written official documentation from the primary attending physician must be submitted to the principal. Included in the documentation must be the following:

- Approximate beginning of the condition
- The date the physician began treating the student
- Estimated length of the condition
- The condition that is resulting may result in absences
- Physician's original signature

Arrival/Dismissal

School starts promptly at 8:05 a.m. and is dismissed at 3:00 p.m. Unless students have been given permission to remain after school (to get help from a teacher, participate in sports or practice, club meetings, etc.), all students should exit the high school and leave school property via the school bus or other means of transportation. The school is not responsible for, and will not supervise, any student remaining at school without specific permission, at the end of the school day.

Assignments for Absent Students

When a student is absent, the student or parent should access Progress Book for assignments. If assignments are not updated by a teacher, the parent/student should contact the teacher. If Progress Book access is impossible for the student or parent, the parent can contact the HS office. In these situations, please allow at least 24 hours before the assignments can be picked up. Students are allowed up to one day per day of absence to make up the work.

Attendance at School-Sponsored Events

Attendance at any school sponsored activity is directly related to attendance at school that day. If a student is absent from school, **the student is not allowed to attend the school event.** A student who is absent from school but attends an after school event (without the approval of the principal) will not receive credit for the day's work. If there is an extenuating circumstance, this needs to be cleared with the principal in advance.

Participation in School Sponsored Activities

Participation in any school sponsored activity is directly related to attendance at school that day. Students must be in class by 8:30 a.m. and they must be in school the remainder of their scheduled school day, in order to participate in all extracurricular and co-curricular activities for that day. Exceptions will be made only with a note from a physician or as approved by an administrator. If there is an extenuating circumstance, this needs to be cleared with the principal in advance. Students with late arrival schedules must be in by the start of their first class and remain in attendance the rest of their scheduled school day. On weather delay days, students must be in by the start of their first class.

Class Cut

Any time a student is out of a class without permission of the teacher or principal, it will be considered a class cut. A disciplinary consequence will result from a class cut.

College Visits

Juniors and seniors who are seriously considering attending college can request a college visitation application from the Guidance Office or download a form from the school's website. The application must be completed and returned at least two school days prior to the scheduled visit. Students should make arrangements with their teachers prior to the college visit. Juniors may take up to 2 visits per year. Seniors may take up to 3 visits per year. College visits may not take place during exam weeks. Students who can show "official" documentation of being recruited for a "special talent" may take more than the allotted days with permission from the principal. Approved college visitation days with proper college documentation will not count toward the 10/20 day absence limit.

Early Dismissal/Doctor Appointments

It is strongly encouraged that doctor appointments be made before or after school hours. In the event that this is not possible, **the student should bring a dated excuse provided by the doctor's office upon return to school.** Students are to check in the office upon returning to school.

Late Arrival

Students who have a late arrival schedule are to arrive no earlier than 10 minutes prior to their class, unless they have made arrangements with a staff member. Students with late arrival are to sign-in in the office and wait quietly in the front lobby of the school until the bell rings.

Leaving the Building

Leaving the building or grounds is forbidden unless **permission has been obtained from the office.** No "sign outs" will be given without parent permission either in writing or by phone. All notes are to be dated and signed with parent's signature. During the school day, all students are to be accountable to a teacher or valid supervisor. Students who fail to check out through the office will be subject to discipline. Students must have legitimate reasons for leaving school that fall under the guidelines of the State of Ohio's reasons not to be in school. (See list of "Excused Absences.")

Planned Absence/Vacation

- 1) The Fairbanks Local Board does not believe that students should be excused from school for non-emergency trips out of the District. Board policy states: *Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher.*
- 2) Days taken for vacation purposes will count toward the 10/20 day maximum absence limit
- 3) Teachers shall have the option of giving assignments prior to the student's absence and to require that all work be turned in upon completion OR waiting until the return of the student and allowing a reasonable amount of time for completion of make-up work.
- 4) Upon written request from a parent/guardian, a vacation form will be given to the student for teacher, parent/guardian and principal signature. The form is available in the office
- 5) Emergency situations will be dealt with on an individual basis.

PSEO (Post Secondary Education Options)

Any obligations to PSEO outside the regular approved time, must be pre-approved by the principal. High School curriculum always receives top priority.

Sickness While in Attendance

If a student becomes ill at school, he or she must report to the office. The office will contact the parent or the parent's designee (as recorded on the emergency form filed in the office). The parent or designee must provide permission for the student to leave school. A note must be sent with the student upon return to school no later than the second day following the absence.

Tardies

1st Period Tardies - Any student who arrives at school after the 8:05 a.m. tardy bell will be counted tardy. Upon receipt of the fourth tardy per semester, a student will receive a Saturday school. Upon receipt of the fifth tardy per semester, a student will be assigned a day of ALC (Alternative Learning Center). A sixth tardy during the semester will result in an out of school suspension. An additional day of out of school suspension will be assigned for each additional tardy of the semester. Continued habitual tardiness may result in further consequences and referral to the proper authorities.

Other Tardies - Tardies to class (other than tardies to school), are left to the discretion of the teacher and will be handled according to classroom rules.

Truancy

Truancy includes leaving school without permission, being absent from school without a parent's knowledge, being absent from class without the school's permission, obtaining a pass to go to a specified place and failing to report there, coming to school but not attending classes, refusal to come to school, or any other circumstances that would meet the definition of truancy under Ohio Law. With the passage of **Senate Bill 181** (effective 9/4/00) truancy and related matters have been substantially redefined. Unruly now includes "Any child who is a habitual truant from school and who previously has not been adjudicated an unruly child for being a habitual truant". A parent can be held liable in a court of law for a child's failure to attend. "Habitual Truant" – means any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 5 or more consecutive school days; 7 or more school days in one school month, or 12 or more school days in a school year. "Chronic Truant" means any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 7 or more consecutive school days, 10 or more school days in one school month or 15 or more school days in a year.

Working At Home

Working at home is an excused absence when it is approved in **advance in writing**. The intent is to assist the rural community when a student is needed at home. A student must be **passing all** subjects and have **good attendance**. Three days per year may be requested with **two (2) days in a row being the maximum at any one time**. (If there are extenuating circumstances, principal approval is needed.)

BUS CONDUCT & REGULATIONS

The purpose of school transportation is to deliver students to and from school and to authorized curricular and extracurricular events. Conduct expected in school is also required on the bus and at loading and exit points. Parents are responsible for the behavior of their students prior to boarding the school bus.

Bus transportation is a privilege. If a student exhibits unacceptable behavior on the school bus, loss of bus privileges can occur.

Bus expectations and regulations include the following:

- The bus driver's word is **FINAL**; he or she is in full command of the bus at all times.
- Students must ride on their assigned bus. **Permission to ride another bus or get off at a different bus stop will only be granted with a parent note or approval by the principal.**
- Eating and drinking are not permitted on the school bus.
- Noise on the bus should be kept to a minimum; silence is required at railroad crossings.
- Students shall not extend their hands, arms or heads through bus windows.
- Throwing anything in the bus or out of the windows is prohibited.
- Students must demonstrate appropriate school behavior.
- Students must remain seated while the bus is in motion.
- Students may be suspended from riding the bus, assigned a Saturday school, or suspended and/or expelled from school if bus rules and/or school rules are violated.
- Bus drivers may assign seats or institute other rules of conduct for students as situations dictate.
- Any time a student is asked to identify himself/herself by a bus driver or other school personnel and refuses to do so or gives a fictitious name, the student may face immediate forfeiture of bus privileges.

CAFETERIA EXPECTATIONS

Cafeteria Expectations

- Students will enter the cafeteria in an orderly manner and exhibit proper behavior while in the cafeteria.
- After eating, students are to dispose of waste materials and paper in the waste cans and clean up the area where they were seated for the next student to eat lunch.
- Restrooms are to be used prior to coming to the cafeteria. Students are not to be in the hallways or restrooms without permission during lunch.
- Eating is permitted only in the cafeteria.

Lunchtime Regulations

- Lunchtime is not open for visitors.
- Deliveries of carryout or fast food are not permitted.
- Students may not leave the school grounds during lunch.

Free and Reduced-Price Lunch Program

Students may be eligible for a free or reduced-price lunch at school, based on family income. Applications are available from the school office. The superintendent's office will notify parents of their eligibility to participate in the program. Students who qualify for free or reduced price lunches may request a fee reduction or waiver by filling out a Fee Waiver Request form.

Supervision

Students are supervised by staff during the lunch periods.

DISCIPLINE POLICY

A goal of Fairbanks High School is to develop and enhance respectful behavior while protecting and nurturing the physical, social, mental and emotional growth of our students. Discipline policies and procedures recognize the inherent dignity and rights of each individual. When a student deviates from the standard expected behavior, disciplinary action may be taken. Consequences are designed to help change behavior and guide the student in making more appropriate decisions in the future.

As required by the Ohio Revised Code 3313.661, a **STUDENT CODE OF CONDUCT** has been adopted which outlines those behaviors considered unacceptable in the high school and for which a student may face disciplinary action. **The CODE applies to all school premises, to all phases of school operations, including, but not limited to,** curricular and extracurricular activities (and on authorized transportation), at any school sponsored activity, and to any other circumstances such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities. Students may be disciplined for actions in violation of the code of conduct including actions that occur off school property but have a nexus to activities that have occurred on school property, or actions, regardless of where they occur, that are directed at a Fairbanks school official or employee, or the property of such official or employee.

The **CODE** shall apply to conduct also not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which poses a threat to the safety of persons or property.

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with the Fairbanks Board of Education Policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. **More severe consequences may be issued if the student is a multiple offender of school rules.**

Emergency removal, suspension, involvement of sheriff and/or juvenile court authorities and/or expulsion may result if a student exhibits severe behavior.

DISCIPLINARY CONSEQUENCES

- Reprimand
- Parent contact/parent conference
- Restriction of privileges
- Detention from Teacher
- Detention from administration (lunch detentions)
- Saturday school
- Emergency removal
- Out-of-school suspension for up to 10 school days per incident
- ALC – Alternative Learning Center (Alternative to out of school suspension)
- Expulsion for up to 80 school days or one calendar year as authorized by law
- Removal of student from activity, class or school
- Restitution
- Community service
- Notification of police or sheriff
- Referral of student and/or parent to court
- Parent shadowing
- Assignment of comparable, acceptable, and fair consequences
- Alternative work activity
- Notification of Registrar of Motor Vehicles for loss of driving privileges
- Removal from activity or use of technology

Expulsion

During an expulsion, a student may not take part in any school related activities. Example: An expelled student cannot attend athletic events, dances or graduation.

Suspension

During an out-of-school suspension a student will receive a “0” for all daily work missed due to the suspension. A student may take any major test or turn in a project immediately upon return to school and receive credit for it. If a student is suspended from school, any school related activities are denied during that time. Example: A suspended student cannot attend athletic events, dances or graduation.

STUDENT CODE OF CONDUCT

Disciplinary Violations

Rule 1. Assault and Fighting. No one will knowingly act or behave in such a way, which would threaten physical harm to anyone.

Rule 2. Cheating, Forgery and Falsification. A student shall not engage in academic misconduct including cheating or plagiarism or falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person or any other misrepresentation.

Rule 3. Computer Hardware and/or Software Abuse. A student shall not violate the Acceptable Use Policy for Technology through improper use of computer hardware and software, voice mail, email, the Internet and any other information resources or technology provided by the Fairbanks Local School District as more fully defined in the Acceptable Use Policy given to each student and available to each student upon request.

Rule 4. Damage to School and/or Private Property. A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, or materials. No student will cause or attempt to cause damage to private property on school premises or at any school activity off school grounds.

Rule 5. Dangerous Weapons and Instruments. A student shall not possess, handle, transmit, or conceal any object, which a reasonable person, under the circumstances, might consider capable of harming a person or property. Dangerous weapons include, but are not limited to, firearms, knives, razor blades, explosive devices, metal knuckles, martial arts devices, laser pens, other dangerous instruments or look-alike items which are mistakenly identified as dangerous instruments.

Rule 6. Disrespect Toward School Personnel and/or Property. A student shall not demonstrate disrespect toward any staff member. Disrespect may occur through action, attitude, or word.

Rule 7. Disruption of School. A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violation of rules cause disruption or obstruction to the educational process including that at all curricular and extracurricular activities.

Rule 8. Failure to Serve Detention or Saturday School. Failure to report, to report on time, or to serve the full duration of a detention will result in a Saturday School. Failure to report, to report on time, or to serve the full duration of a Saturday School (or 3-hour detention assigned for another day of the week) will result in suspension unless a doctor’s excuse for illness is produced or other extenuating circumstances occur that are approved by the principal or Dean of Students. A call or written note from home for illness, car failure, work, etc., will not be accepted for failure to attend a Saturday School. A student who is assigned a Saturday School shall be required to attend and if they choose to miss the Saturday School, they are not permitted to participate in any school activities during the hours of the Saturday school. This includes transportation, warm ups, etc.

Rule 9. Felony, Misdemeanor and Violation of Ordinances. A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

Rule 10. Harassment and Intimidation, Discriminating and/or Racist Acts. A student shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes, but is not limited to: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal, nonverbal, or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex that are harassment (As defined by Board of Education Policy) “Prohibition of harassment or discrimination” or that have the purpose or effect of (i) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (ii) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (iii) causing or intending to cause material disruption of the educational process; (iv) unreasonably interfering with a student’s curricular, co-curricular, or extra-curricular performance; or (v) otherwise adversely and unreasonably impacting upon a student’s educational opportunities.

Rule 11. Hazing and Bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes either mental or 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. Permission, consent or assumption of risk by an individual subjected to hazing or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Rule 12. Insubordination. A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of said school personnel.

Rule 13. Loitering. Students are not to loiter in restrooms, hallways, or on school grounds immediately before, during, or after the school day or during school activities. Loitering includes being in the hall without a pass or being in an unauthorized area of the building.

Rule 14. Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances or mood altering chemicals of any kind. A student shall not possess, use, transmit, conceal, buy, sell, supply, or exhibit symptoms of evidence of use of any of the aforementioned list immediately before or after school hours or at any other time when the school is being used by a school group, or off the school grounds at any school activity, function or event. (This regulation does not apply to a student taking prescribed medication in accordance with district policy.)

Rule 15. Other Conduct. Because this code of conduct cannot list every conceivable action which may be properly subject to discipline, students may be disciplined for conduct not specifically set forth in this code and which substantially and materially disrupts or interferes with the good order, discipline, operation, or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

Rule 16. Possession and Use of Tobacco. A student shall not possess, transmit, use, or exhibit symptoms of evidence of use of any tobacco product while on or in visible sight of school property.

Rule 17. Profanity or Abusive Language. A student shall not use profane, vulgar, abusive, obscene, or other words which under the circumstances, are offensive to ordinary people in the school community or which disrupt normal school activities.

Rule 18. Public Display of Affection. Students shall not commit those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff and guests.

Rule 19. Repeated Violations of School Rules. More severe consequences may be issued if a student is a multiple offender of school rules.

Rule 20. Theft or Possessing Stolen Property. Students shall respect the personal ownership rights of others. principals may exercise their prerogative of reporting thefts, attempted thefts, or possession of stolen property (without making an attempt to return same) to the local police.

Rule 21. Threatening or Degrading Act. Students shall not engage in any act which threatens or degrades another person by written, verbal, or gesture means. Threatening behavior consists of any words or deeds that intimidate, bully or cause fear concerning a person's physical well being. A degrading act is an act which a reasonable person would believe does or is intended to degrade or disgrace the person toward whom the act or conduct is directed.

Rule 22. Truancy. Truancy includes leaving school without permission, being absent from school without a parent's knowledge, being absent from class without the school's permission, obtaining a pass to go to a specified place and failing to report there, coming to school but not attending classes, refusal to come to school, or any other circumstances that would meet the definition of truancy under Ohio Law.

DRESS CODE

At school, students are representatives of themselves, their families, and their community. As such, they should strive to dress accordingly, and look clean and neat. Parents must share in this responsibility. The administration reserves the right to review, assess, and revise these guidelines at any time. The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, as well as the administration. In questionable situations the administration will decide what is acceptable and unacceptable dress and appearance. **If students have questions regarding appropriate dress and/or appearance the student should check with the dean of students or principal before wearing the clothing or displaying the appearance.**

Dress Code

- Students must wear shoes or sandals and be fully clothed.
- Shoes shall be worn for health and safety reasons. Footwear that protects the foot is recommended.
- Clothing is to be neat and clean.
- Hair should be clean and well groomed at all times. Extreme styles which may cause health or safety hazards will not be allowed.
- All shirts must have sleeves. (No spaghetti straps, halter tops, or tank tops are permitted.)
- No bare midriff outfits or low cut tops are permitted.
- No inappropriate short clothing is permitted.
 - Shirts should be able to be tucked in while in a relaxed position. Shirts that expose the stomach, back and/or sides are not acceptable.
 - Shorts/skirts/dresses must be worn at or below the student's fingertip length when arms are extended at the sides.
- Coats, jackets and other articles of clothing classified as outerwear should be kept in the student's locker until the end of the day.
- Pants are to be worn at the hips or above.
- No oversized clothing which is excessive or compromises the safety of students is permitted.
- No apparel with profane or offensive pictures or slogans is permitted.
- No clothing depicting or promoting items, products, or services that violate school policies, i.e., drugs, alcohol, tobacco products, etc. is permitted.
- No ripped clothing or see-through clothing is permitted.
- No holes or tears are permitted on clothing above the knee.
- No sunglasses are permitted unless prescribed by a physician or as part of a spirit day designated by the principal.
- There shall be nothing done to the face to cause any distractions to students and staff. Colored hair spray and/or face paint is only allowed on days designated by the principal.
- No chains or studded accessories are permitted.
- No spiked neck collars or wristbands, or dog collars are permitted.
- No hats, caps, bandanas, or headwear are permitted to be worn in the building.

DRIVING TO SCHOOL/PARKING

Parking of Vehicles Driven By Students

- A student shall not park a motor vehicle without a proper parking permit, including any motorized conveyance, in any visitor or faculty parking area or in any location on school premises other than in the designated student parking lot between the hours of 7:30 a.m. and 3:30 p.m.
- A vehicle driven by a student shall be parked immediately upon arrival on the school premises. No loitering in car or parking lot.
- To facilitate identification, vehicles shall be parked with the front end headed into the designated parking space.
- Students may not park in designated NO PARKING areas or staff/faculty parking areas.
- The parking lot is an extension of the school, therefore all school rules apply.

Registration of Vehicles Driven By Students

- A student who desires to drive to and park a motor vehicle on school premises shall make application for and purchase a parking permit for a fee of \$10.00 per year. **Registration form must be completed in full and a valid driver's license must be presented at the time of application.**
- The vehicle/s to be driven to school must be registered in the office during the first week of school (or when a student begins to drive to school). The parking pass is not to be transferred to another person or vehicle, other than those vehicles listed on the school form. The office is to be notified if a different vehicle is driven to school.
- The assigned parking pass must be properly hung from the rear view mirror daily.
- A lost or stolen permit must be reported immediately to the office. Because of possible theft, it is highly recommended that car doors be locked. **Replacement cost of the permit is \$10.00.**
- Students properly licensed, who hold valid parking passes, are permitted to drive to school (unless restricted by the school for disciplinary reasons). Parking spaces are limited and will be issued on a first come/first serve basis.

General Regulations for Student Driving and Parking

- A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority, or at any school-sponsored activity, function or event. No speeding, reckless operation or unnecessary honking/noisemaking is permitted on school property.
- A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions.
- A student operating a motor vehicle on school premises shall yield right-of-way to pedestrians, school buses, and the directions of any school personnel.
- A student who operates a motor vehicle on school premises shall have a valid operator's license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Board of Education shall not be liable for the student driver or for the vehicle and its contents.
- A motor vehicle parked on school premises in violation of parking and driving regulations may be towed away at the owner's expense.
- Any student who has had parking privileges revoked may not park on campus by any other means.
- Students are to enter and exit school property at the High School end. Students are NOT permitted to drive through the back area of the school before, during, or immediately after school. Middle School students who ride with HS students are to enter the building with the HS student
- Students who have a late arrival schedule are to arrive no earlier than 10 minutes prior to their class, unless they have made arrangements with a staff member. Students with late arrival are to sign in the office and wait quietly in the front foyer of the school until the bell rings. Students with early dismissal are to leave school property immediately after their last class, unless they have made arrangements with a staff member.

- Students are to report to school on time daily. Repeated tardiness will result in loss of parking permit.
- Students are not to leave school grounds without permission. All students leaving school property during the school day must obtain permission through the office. Students who leave school property without permission are truant.
- Oversized vehicles or hitched items are not allowed on school property without prior administrative approval.
- School officials reserve the right to search student vehicles parked on school property in order to maintain health, safety, and welfare of students and staff according to Ohio Revised Code Section 3313.20
- Students are not to be in the parking lot at lunchtime.
- Students are not permitted to smoke in cars or anywhere on school property.
- Students are to operate motor vehicles in a safe manner at all times on school property.
- All students, pedestrians, and drivers, shall follow the direction of staff members and abide by school regulations.

Disciplinary Action for Violation of these Regulations

Disciplinary action may result from the violation of any of the regulations set forth herein. The circumstances of a particular offense may result in the suspension or revocation of a student's registration permit without refund, or more severe disciplinary action may result.

1. The first offense may result in a two-week suspension of driving privileges.
2. The second offense may result in a nine-week suspension of driving privileges.
3. A third offense may result in a revocation of the privilege to park and drive on school premises.

However, the student shall be subject to other disciplinary action as appropriate and the sequence of disciplinary action herein shall be subject to alteration.

Car Searches

In connection with a student's permit to park an automobile on school premises, all students that drive a vehicle consent to the unlocking, opening, and inspection of the automobile and its contents while on school premises if requested by the principal or his/her designee. The student must agree to make any and all lock keys available to the principal, School Resource Officer or designee for this purpose. Except in extreme circumstances, the student will be informed and shall be present during the search.

Students Transporting Other Students

In compliance with state law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian, or custodian. Therefore, the Fairbanks Board of Education discourages students from transporting other students to and from student activities, events, and programs.

HEALTH AND SAFETY

Accidents/Emergency Treatment

Members of the staff take every precaution to insure the safety of students throughout the school year. However, accidents do occur occasionally. When a student has been injured in the building, the student is sent to the office. In the event of minor scrapes or bruises, appropriate first aid will be administered. If the situation is more serious, every reasonable attempt will be made to notify the parents immediately.

Accident Insurance

Accident Insurance application forms are in the office and student athletes should have them completed prior to participating in any sport. Student athletes not choosing to use the school insurance provided, need to turn in a statement that they are covered by other insurance. Non-athletes are also encouraged to be covered by accident insurance.

Child Abuse

The Ohio Revised Code Section 2151.421 requires any professional school employee to report incidents of suspected abuse immediately. Staff is trained in detecting signs of child abuse, be it physical, sexual or emotional abuse and/or neglect. The reporting person is protected by law from liability and is liable for prosecution if the suspected abuse or neglect is NOT reported.

Emergency Medical Authorization

It is vital that an Emergency Medical Authorization sheet be on file for every student. These are to be turned in prior to the pick up of schedules. Information should include any allergies of the child. The school must be able to contact parents if there is an emergency involving their child. Please notify the office if you make a change in your address, telephone or the designated person(s) to call in the event you cannot be reached.

Fire/Tornado Drill Procedures

Instructions for leaving the building are posted in every classroom. Teachers will instruct students to leave the building through the nearest exit during fire drills. Students are to exit in a quick, quiet and orderly manner. **The signal for a fire drill is a loud ring with short pauses in between.**

Students are to stay with their teacher at all times. Teachers will take attendance and account for all their students.

The signal for a tornado drill is a loud, shrill sound completely different from the bells for class changes or fire drills. Students are to follow directions issued by their teacher and move quickly and orderly into the halls to sit on the floor. Students are to stay with their teacher and class during a drill (**or an actual emergency**), and remain in the seated position facing the wall until the “ALL CLEAR” is given.

Immunizations

Students who do not have evidence of proper immunization will be excluded from school after the student's first fourteen days in attendance per Ohio Revised Code 3313.67-3313.671.

Prescription Medication

If a doctor decides that it is necessary for the student to take prescription medication, the parent should try to arrange the times so that the medication may be given during non-school hours. If this is not possible, it will be done in accordance with the following procedure:

- **A parent must bring the medication** to the office in the container in which it was dispensed by the physician or licensed pharmacist.
- An “Authorization for the Administration of Medication” form must be completed by the parent and the physician. The office must receive directions, in writing, from the physician who prescribed the medication.

- The parent or guardian must agree to submit a revised statement, signed by the physician who prescribed the medication, to the high school office, if any of the information originally provided by the physician changes.

When a student comes to the office for medication, the medication will be given and the person's name that administered the medication and the time the medication was given will be kept in the Medical Records Book.

STUDENTS MAY NOT CARRY OR ADMINISTER THEIR OWN MEDICATIONS, OR ANY FORM OF MEDICATION per Ohio Revised Code 3313.673 with the following exceptions:

Per Ohio Revised Code 3313.673 and 3313.718, the only medications a student is allowed to carry is an **inhaler** for respiratory difficulties and an **epinephrine autoinjector (epi-pen)** to treat anaphylaxis (severe allergic reactions). While the child is able to carry and administer such by himself, an "Authorization for the Administration of Medication" form still must be filled out and kept on file in the office. The right to carry and use these medications extends to any activity, event or program sponsored by the school or activity, event or program in which the school participates.

Non-Prescription Medication

Students wishing to take aspirin or other non-prescription drugs at school for occasional problems may leave the medication in the office for use as needed. **A parent must bring the medication to the office** in its original container. An "Authorization for the Administration of Medication" form with directions indicating what the non-prescription medication is to be used for and the dosage to be taken must be completed and kept on file in the office. The physician does not need to complete this form for over the counter medication. Appropriate documentation will also be kept in the Medical Records Book for the administration of such medication.

Security Plan

In 1999 the State of Ohio mandated that all schools have a building security plan.

Locked Doors - As part of the High School's security plan, all outside doors of the high school except the main front doors will be locked from the outside during the school day following the 8:05 a.m. tardy bell. All doors are accessible from the inside of the building.

Safe School Helpline - As part of the High School's security plan, the Safe School Helpline was instituted in 1999. Anyone in the community can anonymously report an unsafe condition that affects the school by dialing 1-800-4-1-VOICE (418-6423) ext. 359 to leave information. The report cannot be traced. Acts such as violence, theft, drug or alcohol use, weapons, and/or sexual harassment can be anonymously reported to school officials using a touch-tone phone.

Security Drills (Lockdown Drills) – Lockdown drills will be conducted 3 times during the school year under the direction of the Union County Sheriff's Department. When the announcement is made for a lockdown, students, teachers, visitors, and all other people in the building are to report to the nearest classroom, shut and lock the door if possible and remain quiet and hidden from view until a law officer enters the room and releases them from the drill.

Security Badges - Badges are required of all staff, personnel and visitors in the building. Visitors are to go to the main office to sign in and receive a visitor badge.

TECHNOLOGY

Computer Technology

The Board of Education has encouraged and supported the incorporation of technology into the classroom and school setting as a means by which to better educate our students and provide them a foothold into the future workplace they will enter.

A computer lab with *Internet* access is used by all students with teacher supervision. Parents and students are asked to sign the computer usage statement located at the front of the handbook articulating understanding of responsibilities and consequences in regard to the technology facilities. Any student without record of a statement on file will be denied access to personal use of computer technology.

Fairbanks Local School District Acceptable Use Policy for Technology

This document constitutes the School District's Acceptable Use Policy for Technology ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users"). Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), associated peripheral devices and/or software.

- 1. Definitions.** For purposes of this Policy,
 - the term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties (including, but not limited sites and services like Google Apps for Education, Moodle, Progress Book, etc.) providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
- 2. Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Technology Department to be informed whether or not a use is appropriate.
- 3. Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.
- 4. Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to the Technology Department. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of time, to be determined by a school administrator.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

The Fairbanks Local School District and/or its staff may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational and marketing purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the Fairbanks Local School District. The Fairbanks Local School District is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user’s identity, profile and personal information.

10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to, borrowed by, or leased by the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the Technology Department. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following
 - **OFFENSIVE OR HARRASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES:** Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside e-mail services unless a copy of each such communication is copied or forwarded to the User’s District account for archiving.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Fairbanks Local Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users’ personal activities or to activities that injure the District’s reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as “all district” or “all building” are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the

system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

- **Personal E-mail:** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.
- **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the Administration.

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
14. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
15. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Department or other person designated by the School District to receive this information.
16. **Records Retention and Production:** Users must comply with all District directions regarding the retention and management of e-mail or documents. **Instant messaging or text messaging for District business is prohibited.** The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.
17. **Web Sites:** Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Such web sites must be created according to District guidelines available from the Technology Department. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of the Administration. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 03/21/2011

Please complete and return the Acceptable Use Policy for Technology signature page located at the front of the handbook.

GENERAL INFORMATION

Arrival to School

Students are not permitted to arrive at school before 7:30 a.m. unless they have written permission to meet with a teacher. If it is absolutely necessary to arrive prior to 7:30 a.m. and the student does not have a teacher meeting, prior approval from the principal is necessary. The school is not responsible for any student who arrives prior to 7:30 a.m. without specific permission.

Book Bags

Any bag or purse that is large enough to carry a schoolbook or notebook will be considered to be a book bag and must be stored in the student's locker. Athletic equipment needs to be secured in an athletic locker prior to the school day.

Cellular Phones

Use of cellular phones is not permitted in the school building or premises after the school day begins. Use of cellular phones is not permitted in the restrooms or locker rooms at any time. Phones used in violation of these rules will be confiscated. The first offense will result in the phone being confiscated and being made available to the student after school. Repeat offenses will result in the phone being confiscated and being made available for pickup only to the student's parent. A Saturday school will also be assigned. Use of cellular phones for illicit or harassing purposes is a serious violation of school rules and state laws.

Parents in need of contacting students should go through the office and not contact the student directly on his or her cell phone. This causes potential disruption of the classroom.

Changing Classes

Sufficient time is allotted in the schedule for class changes. It is strongly recommended that students do not visit their lockers between periods, except at lunch. At the beginning of the period students are to be in their rooms when the bell rings. At the end of the period, students are to remain in their seats until dismissed by the teacher. Students are not permitted to be lined up at the door prior to dismissal.

Conferences

Parent/Teacher conferences are held four times during the school year. However, parents wishing to meet with their student's teachers are welcome to contact the school at any time to set up an appointment for a mutually convenient date and time.

Dance Policy

Fairbanks High School dances (including prom) are intended for the enjoyment of Fairbanks High School students, regardless of where the dance is held. Fairbanks High School students may choose to bring a high school aged guest (no more than twenty years of age). Guests must have a completed reference form on file in the office 72 hours prior to the dance. Middle school students are not permitted to attend high school dances (including prom). Once a student enters the dance, he or she must remain. Any student leaving the dance may not re-enter and must, in fact, leave the premises. All school rules including those addressing appropriate dress, drugs, alcohol, tobacco, etc. are enforced. Parents should promptly pick up their child after the dance is over or make other transportation arrangements.

Electronics

IPods, Electronic Games, MP3 Players, Etc: These items are permitted in the lunch area during lunchtime and in the classroom only with teacher permission. These items are not to be used in the hallway. If these items are used in the classroom without teacher permission or in the hallway, they will be taken from the student and turned into the office. The first offense will result in the item being confiscated and being made available to the student after school. Repeat offenses will result in the item being made available for pickup only to the student's parent. A Saturday school will also be assigned. Students are required to use earphones with these devices.

Errands by Students

Students shall not be sent from the school building during school hours to perform an errand or act as a messenger for any reason.

Extra-Curricular/Co-Curricular Activities

- Students may choose to become involved in:
 - Art Club
 - Drama Club
 - FCA
 - FCCLA (Family Career Community Leaders of America)
 - FFA
 - Interact Club
 - International Club
 - Marching Band
 - Mock Trial
 - National Honor Society
 - Student Council
 - Science Club
 - Ski Club
 - Yearbook
- Students must be in class by 8:30 a.m. and they must be in school the remainder of their scheduled school day, in order to participate in all extracurricular and co-curricular activities for that day. Exceptions will be made only with a note from a physician or as approved by an administrator. Students with late arrival schedules must be in by the start of their first class and remain in attendance the rest of their scheduled school day. On weather delay days, students must be in by the start of their first class.
- **Extra Curricular Code of Conduct** – Students are required to follow the guidelines set forth by *the Extra-Curricular Activities Code of Conduct*. Each participant is given a Code of Conduct by his or her advisor.

Eye Protection

Eye protection devices are required to be worn by all teachers and students in all industrial arts, vocational agriculture, chemistry and any other science or lab courses handling caustic or explosive chemicals. The instructor of the class shall be responsible for enforcing such rules and regulations and to prohibit all students not having such devices from class participation.

Food/Drinks in the Building

The preferred area for food and drink is the cafeteria. Teachers may give permission for food and drink in their rooms. Students are responsible for cleaning up their table/area in the cafeteria and classrooms as needed.

Gambling

No form of gambling is permitted in school. Gambling paraphernalia is not to be brought to school. Playing cards are considered to be gambling paraphernalia. A student possessing gambling paraphernalia on school property will have those items confiscated and will be referred for disciplinary action.

Gum Chewing

Gum chewing is left to the discretion of the teacher and subject to individual classroom rules.

Hall Pass

If a student must leave the classroom, the teacher will issue an official pass to the student. Passes will be issued only when absolutely necessary. It is the student's responsibility to obtain a pass prior to leaving the classroom. The pass must be turned in to the teacher of destination. Students in the halls without an official pass will be subject to disciplinary action.

Homework

Homework encourages students to take responsibility for their own learning, provides a foundation for self-discipline, creates a means to develop good study habits, and promotes the concept of lifelong learning. The staff of Fairbanks High School believes that homework should be a regular component of the instructional process.

Interview/Interrogation by Law Enforcement Officials

Law enforcement officials have every right to question students relating to illegal violations or events during the school day. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.

Leaving the Building

Students are not permitted to leave the building to go to their vehicle or any other student's vehicle during the school day unless their academic day has been completed. If they forget items, they will need to wait until the end of the day.

Library/Media Center

All students are encouraged to use the library when its resources are needed. It should not be used, however, as a place to do regular homework, as it should be reserved for those students needing to use library facilities. The library's rules are the same as in the classroom. The librarian and media center staff have the same authority as a classroom teacher.

Lockers/Care Of Valuables

Students will be provided with a student locker. The locker should be locked and secured at all times. The school cannot be responsible for valuables, purses, money, etc., brought to school by students. Valuables should never be left in an unlocked locker.

Loitering

Loitering is defined as the willful presence in a school building, locker room, restricted area of the school building or school grounds at an unauthorized time, including lunch time and after school. This also includes the excessive presence of a student in a restroom during the lunch period or class period for the purpose other than expected use of the restroom. Examples of loitering in the restroom are: more than one person in a stall at the same time, not using the facilities, talking or waiting for a friend beyond a reasonable time, sitting on the floor and sinks and any other inappropriate behavior that is not considered to be acceptable for restroom use.

Lost & Found

Students finding textbooks and other valuables at school should turn them into the office where they can be claimed. Clothes, books, jewelry and other items turned into the office will be kept in a LOST & FOUND location. Students who have lost something should check with the high school secretary. Items unclaimed in the LOST & FOUND will be discarded or given to charity at the end of each nine weeks.

Media, Internet and Live Broadcast

Unless a parent or legal guardian gives specific written instructions not to, photographs, audios, statements, videotapes and original artwork of students are permitted to be used for news stories pertaining to the Fairbanks Local School District to portray examples of educational experience. This includes area news media, Fairbanks Local School District Website, and any other publications, publicity materials, Internet sites or other media developed by our district. First names only of students will be used on the web sites.

Property Damage (School & Personal Property)

Each student is expected to assume responsibility for the care of all school property. This includes, but is not limited to: textbooks, academic supplies, lockers, desks, seats on the school bus and any other equipment entrusted to his/her care. Students who damage property accidentally are responsible for paying for the damage. Damage done deliberately will be considered a serious matter and must be repaired or replaced at the expense of the student(s) at fault. Severe cases of willful damage and destruction can result in suspension or expulsion.

Public Display of Affection

Public displays of affection are unacceptable and create a negative reaction among students, staff and guests. Unacceptable public displays of affection are defined as those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff and guests.

School Closing and Delays

Fairbanks Local Schools has implemented the **Instant Alert** notification system for keeping students, parents, and guardians informed of cancellations, delays, and schedule changes. Parents and students should make sure the school district has current information on file. Initialization and changes can be made at <https://instantalert.honeywell.com>. Additional information is available on the school's website www.fairbanks.k12.oh.us.

Parents and students may also check the following radio and TV stations or websites listed below for the news release from Fairbanks Schools. Parents or students should not call school personnel to request closing information.

WCMH-TV(Channel 4)
NBC4I.COM
WTVN (610AM)

WBNS-TV(Channel 10)
10TV.COM
WNCI (97.9FM)

WSYX-TV (Channel 6).
ABC6ONYOURSIDE.COM.

School Fees

School fees should be paid as soon as possible. Students who qualify for free or reduced lunches, may request a fee waiver by filling out a Fee Waiver Request form.

School Pictures

Underclassman pictures will be taken in the fall. Notices will be sent home with the students to inform the parents. ALL STUDENTS will have their pictures taken for school records. Parents may purchase school pictures if they so choose. There will be a makeup day for any student absent on School Picture Day.

Search and Seizure

The Fairbanks Local School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement agency officials are authorized by the Board of Education to use dogs trained in detecting drugs and weapons to patrol school facilities and premises. Such patrols may be random in nature. Lockers, desks and other storage areas belong to the Fairbanks Board of Education and as such, are subject to random searches or inspections by the principal, school authorities or law officials at any time without prior notification or permission. The school retains absolute control and authority over all lockers. This is pursuant to Ohio Revised Code Section 3313.20.

Signs

Any signs posted in the school must first be approved by the school principal or designee.

Substitute Teachers

This district is fortunate to have capable people to substitute teach when the regular teacher is ill or attending a conference. **A substitute teacher is an important part of our school on any given day and as such, is entitled to the same respect and attention as a regular staff member.**

Substitute teachers carry impressions of the different school districts they teach in from one district to another. It is always the goal of Fairbanks High School to have positive feedback passed on illustrating the efforts and consideration exhibited by the students and staff members. There is a critical shortage of substitute teachers in Central Ohio. Fairbanks High School cannot afford to lose substitute teachers because they are treated poorly while working in our school.

Classroom teachers set high expectations concerning student behavior when a substitute is present and will follow up with discipline for a student who has been written up by a substitute. **Student misconduct with substitute teachers is a serious offense and will be treated as such.**

Surveillance Cameras

Surveillance cameras are on all buses and at strategic points in the building. Cameras may be used as documentation leading to disciplinary action.

Teachers' Lounge

The teachers' lounge is maintained for teachers' privacy. Students are not permitted to enter the teachers' lounge.

Telephone

The telephone in the office may be used by students only in case of an emergency or to call home for an illness. Generally, a student will not be called from a class for a telephone call, unless the call is an emergency.

Textbooks

When issued a textbook, students are to write their name on the textbook label. Lost textbooks or any damage to the textbook that necessitates repair or replacement will be the responsibility of the student to which the textbook was assigned.

Tobacco Free Campus

The Fairbanks Board of Education has passed a resolution prohibiting the use of any tobacco product including smokeless tobacco on school grounds, in school buildings, and in vehicles used by the school to transport students.