

# Fairfield Area High School

## STUDENT AGENDA 2016-2017

Fairfield Area High School  
4840 Fairfield Road  
Fairfield, PA  
17320

*This agenda belongs to:*

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/TOWN:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **LOCKER:** \_\_\_\_\_

**FAIRFIELD AREA SCHOOL DISTRICT – WEBSITE ADDRESS**

[www.fairfieldpaschools.org](http://www.fairfieldpaschools.org)

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## **FAIRFIELD AREA SCHOOL DISTRICT MISSION STATEMENT**

Students First!

### **THE SEVEN VIRTUES OF A FAIRFIELD KNIGHT**

- COURAGE:** Graciously committing to the challenges and sacrifices of difficult tasks.
- RESOLVE:** Determination; Firmness of purpose or intent.
- MERCY:** Creating a sense of peace and community through attitudes, words, and actions.
- GENEROSITY:** Willingly sharing time, attention, wisdom, and energy to create a strong and diverse community.
- INTEGRITY:** Upholding convictions at all times.
- SCHOLARSHIP:** Pursuing meaningful knowledge and experiences for the benefit of self and society.
- ENTERPRISE:** The bold spirit of accomplishment.

**SCHOOL COLORS:** Forest Green & White

**Mascot:** Knight

### **WELCOME FROM THE PRINCIPAL**

This handbook is intended to provide guidance for parents and students; however, School Board policy supersedes the content of the handbook. I strongly encourage you and your parents to become familiar with the information in this agenda so that you may better understand current district policies, procedures, and guidelines.

Your time at the Fairfield Area High School will pass very quickly. As you look ahead to the new school year, remember to set positive goals and daily strive to achieve them, work to your full potential, and tackle issues with an appropriate attitude in order to ensure academic excellence. Habits, such as good attendance, respect, responsibility, attention to detail, and achieving goals play a major role in your success as a Fairfield Knight. The habits you develop in high school that make you successful in your classes will be the same habits that will make you successful in life.

On behalf of the faculty, staff, and administration, we look forward to facilitating your high school education as you work towards your goals, and we offer our support in helping as you strive to achieve those goals.

Keep Moving Forward...

-Brian W. McDowell, FASD HS Principal

## 2016 – 2017 HIGH SCHOOL BELL SCHEDULE

<b>7:30 AM</b>	<b>Doors Open</b> Students report to the cafeteria	<b>*7:55 – 9:25</b>	<b>BLOCK 1</b>
		<b>9:29 – 10:50</b>	<b>BLOCK 2</b>
<b>7:45 AM</b>	<b>1<sup>st</sup> Bell</b> Students report to their lockers.	<b>10:54 – 11:29</b>	Instructional Lab (IL)
		<b>11:33 – 1:20</b>	<b>BLOCK 3</b>
<b>7:52 AM</b>	<b>Warning Bell</b> Students report to their classes.	<b>11:29 - 11:59</b>	"A" Lunch
<b>7:55 AM</b>	<b>Late Bell</b> Students must be in Block 1 class and seated.	<b>12:50 – 1:20</b>	"B" Lunch
		<b>1:24 – 2:44</b>	<b>BLOCK 4</b>

## ACADEMICS

### CURRICULA OFFERED

**ACADEMIC PROGRAM** – Primarily designed for students who intend to continue a formal education program beyond high school graduation. It is the RESPONSIBILITY of every student planning to enroll in college/preparatory school to complete a program of studies that will qualify them for admission. Program planning should be made in consultation with parents, teachers, and counselor.

**ART PROGRAM** – Designed to give experiences that will allow the individual to intelligently consider art for a professional career. It offers a broad general art education which can provide a basis for entrance into a college or art school. It will provide experiences necessary for employment in a select art or art related field.

**BUSINESS EDUCATION PROGRAM** – For those interested in and wanting good business training. This offering provides the opportunity to develop the skills necessary for vocational competency for employment after high school in occupations as typist, clerk-typist, file clerk, clerical worker, bookkeeper, secretary, stenographer, computer operator, word processor, and other select areas.

**FAMILY & CONSUMER SCIENCES PROGRAM** – Designed to develop a high degree of self-satisfaction through learning of subject matter, as well as use of creative skills. Courses are designed for students with a strong orientation toward the home economics curriculum, as well as students desiring further study in the homemaking field.

**BASIC EDUCATION PROGRAM** – Evolves from a recognition that each student has individual needs, abilities, and goals which determine what he requires from an educational program. The same needs for satisfactory personal, social, emotional, and vocational adjustment exists in all children. This program is designed to meet these needs.

**AGRICULTURE CURRICULUM** – This program is designed to meet the interests of students in agricultural production and agri-business. The aim of this program is to develop a high degree of skill and provide occupational training necessary to equip each student with the entry level qualifications for his career choice.

**GENERAL EDUCATION CURRICULUM** – This includes a diversified group of electives, designed to broaden the interest base of each student, without the need for specialization. Interest areas are industrial arts with woodworking as a major emphasis; fine arts with strong programs in the vocal and instrumental music education; dramatic arts with emphasis on performance before an audience; practical arts with emphasis in plant and greenhouse management and building trades.

Field trips, with emphasis upon the career component, are explored to enhance the courses. This method offers the student the opportunity to take an in-depth look at his special developing interests in the world of work.

## DRIVER EDUCATION

The classroom (safety education) phase of driver education is required for all tenth graders. The behind-the-wheel instruction is optional for permit/licensed drivers only and is offered after school and/or on weekends (fee required). Permit drivers are given first consideration in scheduling behind-the-wheel instruction. Licensed drivers will receive instruction in the driver's education vehicle. All scheduling by the driver training teacher is done on a weekly schedule. The schedule is posted on all bulletin boards.

### ELIGIBILITY - (Interscholastic Activities)

In supplement to the eligibility requirements established by the PIAA, Inc., it shall be the policy (#3178) of the Fairfield Area District that students must meet the following criteria to participate in any interscholastic activity:

- Students must maintain a cumulative GPA of 1.0 during the first three weeks of a quarter and GPA of 1.51 during the remainder of the quarter.
- Students, who do not achieve a cumulative GPA of 1.51 at the end of the quarter, will be ineligible for the first 15 school days of the following quarter beginning on the day report cards are issued. Students who do not achieve a cumulative GPA of 1.51 at the end of the school year will be ineligible for the first 15 days of the following year.
- Any student who becomes ineligible for a total of three weeks during a season, will be dismissed from the team.
- Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal's office.
- Students who miss in excess of twenty (20) days in a school year without a medical excuse will be ineligible to participate immediately upon accruing the twentieth day of absence.
- All students must be present within 2 1/2 hours from the start of the regular school day to participate in or attend any extra-curricular activities unless excused for a medical or dental appointment substantiated by a doctor's verification and a note from the parents.
- Any student who receives any detention or any type of suspension will not be permitted to participate in or attend any interscholastic activities on the day the detention or suspension is served. Any student who receives a second suspension will not be permitted to participate in or attend any interscholastic activities for the remainder for that season or the marking period, whichever is greater.

### GRADING SYSTEM

Grades will be recorded and reported as a percentage grade on the report card. The letter conversion is as follows:

**Recommended System:** Board Policy 5320- Administrative Procedure 5320

<b>Percentage Score</b>	<b>Grade on Report Card</b>	<b>GPA Numerical Value(Quality pts)</b>
98-100	A+	4.33
94-97	A	4.00
90-93	A-	3.667
87-89	B+	3.333
83-86	B	3.00
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.00
70-72	C-	1.667
67-69	D+	1.333
60-66	D	1.00
0-59	F	0.00

Students who refuse to complete course requirements will fail the course regardless of the marking period grades received to that point.

"I" will be changed to a failure, unless work required is "made up" within two weeks of issued quarterly reports. If incomplete work is never completed, student will not receive credit for course.

Report cards will be issued to students at the end of each nine-week period.

**In addition to the issuance of report cards, the School District has provided access to student grades via an on-line grade book through a parent portal.** Assistance to the parent portal is available by contacting the school. A student progress report will be issued to students who are in danger of failing a subject. For students whose work is unsatisfactory, we recommend a parent-teacher conference. Staff members are available for conference by appointment through the counselor.

Students in grades 9-11 must be enrolled for a minimum of 8 credits per year.

Students in grade 12 must be enrolled in at least 2 credits per semester.

**FINAL GRADES ARE DETERMINED AS FOLLOWS:**

Classroom teachers are responsible for student grade calculations and assignment of student grades.

**The Final Course Average Calculation:**

- **1 Credit Courses:**  $(\text{Two 9-Week Grades} \times 4) + (\text{Final Exam Grade}) / 9$   
= Final Average
- **0.5 Credit Courses:**  $(\text{9-Week Grade} \times 8) + (\text{Final Exam Grade}) / 9$   
= Final Average

The Final Course Average will be reflected as a percentage grade and can be converted into a letter grade using the chart above.

**GRADUATION CREDIT REQUIREMENTS**

**Classes 2017, 2018, 2019, 2020**

In order to graduate, students must complete 27 credits & score proficient or higher on the Algebra, Biology, and Literature Keystone Exams.

**Graduation Credit Checklist:**

**English:** 4 credits (1 each year)

**Math:** 4 credits

**Science:** 4 credits

**Social Studies:** 4 credits (1 each year),

**Driver Education:**  
(10th grade) .5 credits

**Family & Consumer Sciences:**  
.5 credits

**Health:**

(9th & 11th grades) 1 credit (2 x .5),

**Physical Education:**  
2 credits (4 x .5) (.5 each year)

**Personal Finance:**  
(12th grade) .5 credits,

**Electives:** 6.5 credits

**Math Credit Courses:**

Algebra I, Geometry, Algebra 2, Trig/Pre-Calc, Calculus, AP Statistics  
Accounting I, Accounting II, Business Math

**Science Credit Courses:**

Agriculture Science I, Agriculture Science II, Animal Science, Atmospheric & Oceanographic Sciences, Biology, Biology II, Chemistry, Chemistry II, Chemistry III, Geologic & Planetary Sciences, Human Anatomy & Physiology, Physics

*Math Skills & Reading/Writing Skills classes may be added to students' schedules based on results of District testing. These classes do NOT count toward Math or English credits.*

### **Elective Course Sequences**

- **Art:** Intro. To Art must be passed with a C- or higher before the student may take any of the following art courses: Art in 3D, Art in 2D.
- **Materials Processing:** Each course in the Materials Processing sequence must be completed with a C- or higher before the student may take the next course in the sequence. For example, Materials Processing I must be passed with a C- or higher before students take Materials Processing II.
- **Computer Applications:** Computer Applications must be passed with a C+ or higher before the students may take Advanced Computer Applications.
- **Modern Languages:** In order for a student to move on to the next level of either Spanish or French, the previous level must be passed with a C+ or higher. For example, Spanish I must be passed with a C+ or higher before a student may take Spanish II.

### **HOMEWORK**

Homework is a practice activity designed to reinforce and review concepts and skills taught in the classroom. This practice activity allows the student to develop accuracy while transferring information from short-term to long-term memory. Homework may not count more than 15% of a student's total marking period grade.

All attempts will be made to honor calls from parents requesting homework assignments providing the request is received by 8:30 a.m. After 8:30 a.m., the office will collect as many assignments as the time permits for each request. It is recommended parents call a day ahead for the assignments. Homework will be available by 3:00 p.m. in the office.

When legally absent, a student will be provided two school days per day of absence to complete the homework assignments missed. All days provided for homework makeup shall begin on the first day the student returns to school. For illegal absences, students, after having completed the homework assignments, will be given a zero for those homework assignments.

### **HONOR ROLL**

**Distinguished Honor Roll:** Students with an A average, 3.84 quality point weighted average and above, no grade lower than a 1.5 (C-) Board Policy 5320- Administrative Procedure 5320

**Honor Roll:** Students with a B average, 2.84 quality point weighted average and above, no grade lower than a 1.5 (C-) Board Policy 5320- Administrative Procedure 5320

\*To be eligible for Honor Roll, Fairfield Area High School students must be enrolled in a minimum of one (1) class each semester in the school district.

### **NATIONAL HONOR SOCIETY**

The Fairfield Chapter of the National Honor Society was established in the spring of the 1984-85 school year and is the front runner of organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Students who have a cumulative grade point average of 3.62 or higher, after the second marking period of their sophomore, junior or senior years, are invited to apply for membership.

Candidates are required to complete an application, including an essay which is then reviewed by a faculty committee. A survey is also conducted among the high school staff which addresses the candidate's worthiness for membership. A student is never inducted solely on the basis of scholarship. Candidates must exhibit academic achievement, leadership (overtly or silently), honorable and admirable character, as well as service that demonstrates the person is willing to use their talents and skills for the improvement of the school and community.

Once inducted, members of the Fairfield High School Chapter are expected to complete a yearly individual service project as well as participate in all group activities and service projects. Members who fail to maintain standards face dismissal and cannot reapply for membership.

**National Honor Society Selection Process:** Co-curricular Activities, Community Activities, Leadership Positions, Personal Essay, Work Experience, Recognition & Awards

## **PHYSICAL EDUCATION POLICIES**

Physical education gives students the knowledge and skills to make the most of their physical and mental abilities. It gives them building blocks for good health: physical fitness and skills, coordination, and good sportsmanship. Students learn to assess their own physical fitness and maintain healthy levels of physical activity. They learn new skills and improve performance, while gaining the self-discipline to take part in individual and group activities. Students who participate in physical education activities on a regular basis learn the benefits of that participation and value its contribution to a healthy lifestyle.

1. All pupils are required to dress as prescribed by the physical education department. Failure to do so will forfeit participation privilege.
2. Only physician and/or the school nurse excuse will be honored for exclusion from class participation.
3. Only approved athletic shoes will be worn on gymnasium floor and track for any activity.
4. Student-athletes must participate in physical education in order to practice or participate in the game.
5. Students are not permitted to chew gum during class.
6. PE Make-up Time: IL Blocks – IL classes are to be used to make up any missed days. The activity for IL will be based on the units being taught at the time. Students must change into PE clothes to participate. The student must secure a pass from the teacher if it is not their day to return to PE in order to make up the class and the pass must be signed by the IL block teacher.

### **Two Options for IL make up time:**

**Option 1:** 2 IL make-ups = 1 class block. ½ class block credit for doing lower level activities.

**Option 2:** 1 IL make-up = 1 class block. Students will work at a higher intensity level. (Warm up, structured activity, cool down) Under this option the student will be continuously active for the entire 40 minutes.

## **SUMMER SCHOOL**

Any summer school program must be approved by the Principal before enrolling in the course. Summer school will be a pass/fail credit course that will NOT replace the original grade. Both grades will be displayed on the student transcript.

## **WEIGHTED GRADES AND SPECIFIC COURSES**

All courses in the high school are given the weight of 1.0 except the following courses, which are given the weight of **1.10**:

AP English Literature	AP Gov't & Politics	AP Statistics
Biology II	Calculus	Chemistry II
Chemistry III	Honors English 11	Human Anatomy & Physiology
Physics	Psychology	Sociology
Trig/Pre-Calculus		

These courses are weighted according to their degree of difficulty, rigor, and challenge. Students are encouraged to enroll in these classes and the added weight serves as a reward in their grade point average. This weighting affects grade point average.

## **ATTENDANCE**

### **ATTENDANCE, ABSENCE, AND EXCUSAL**

Excessive absences from school prevent students the opportunity of a complete education. It is our responsibility to help prepare students for the future and to help them reach their full potential. We are also required to enforce the compulsory attendance laws of the state of Pennsylvania (PA School

Code, Section 13-1327). Because of those responsibilities and our concern for your child's health, we monitor all absences.

In some instances, children may be absent from school an unusual number of times. In those cases we are required to follow up with a report on the cause of the absences. If your child has been seen by a physician, it is beneficial if he supplies us with a medical excuse. Those types of absences are not included in classifying absences as excessive. **Any time your child visits a doctor or dentist, please obtain an excuse from them to verify that absence.**

**According to procedure, we will notify you if your child has accumulated 10 days absences not covered by a signed doctor's excuse. This notice will state that all future absences which are not accompanied by a signed doctor's excuse indicating the child was "seen" by the doctor will be considered unexcused/unlawful or unexcused/restricted.**

### **COMPULSORY ATTENDANCE LAW PROCEDURES**

All absences shall be recorded by the end of each school day by designated school personnel.

**Tardiness** – Tardiness is the absence of a student at the time that the morning session begins (7:55am), provided the student is in attendance before 11:15 A.M. for high school students. Students arriving after the cut-off time will be recorded as ½ day absent during their time away from school.

**Absence** is defined as the non-attendance of a student on those days and half days in which school was in session and shall be classified as: 1) Excused (legally supported or legally unsupported); 2) Illegal (fineable); or 3) Unexcused (restricted).

**Excused (Legal - Supported)**: These absences are limited to doctor examined illness, quarantine, impassable roads, pre-approved educational journey, and "exceptionally urgent reasons" that affect the child approved by the principal.

**Excused (Legal - Unsupported)**: These absences include illness without a doctor examination but with parent note provided to the principal.

**Illegal**: All illegal absences for students of compulsory school age (16 years & under) are unlawful. Current County procedure requires a referral to Adams County Children and Youth for any student with accumulated illegal absences. These absences include the following:

- a. Absence through parental neglect
- b. Illegal employment
- c. Truancy, and/or
- d. All other absences not considered "excused".

**Unexcused (Restricted)**: These absences involve student's age 17 years & above and include the following:

- a. Absence through parental neglect
- b. Illegal employment
- c. Truancy, and/or
- d. All other absences not considered "excused".

**Fineable**: These absences involve all illegal absences in excess of three days and are subject to referral to the District Magistrate for judgment.

Compulsory attendance is enforced between that period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than at the age of eight (8) years, until the age of seventeen (17) years. It shall be the responsibility and obligation of parents to facilitate and encourage the attendance of their children at school.

Principals and/or other designated school officials may check the absence of any child at any time. Such checks may include visitations of the student when the visit is believed to be in the best interest of the child and/or school.

In the event of an absence of four (4) or more consecutive days on the part of the student, the parent or guardian is responsible by the third day following the absence, for furnishing the principal of the school with a signed doctor's statement listing the reason for the absence. Parents of students who are going to be absent more than two (2) days must contact the principal's office. (Policy # 6220)

When a student has an unusual number of absences (10 days) other than legally supported, the parents will be notified. A written notice will be sent to the parents which will state that all future absences not accompanied by a doctor's excuse will be considered Unexcused (unlawful or restricted).

When a student of compulsory attendance age has accumulated three (3) days of unexcused/unlawful absence, the parents will be notified. A written notice will be sent to the parents, which will state that all future absences, except legally supported absences, will be considered Fineable.

In accordance with School Board Policy #6220, students who have reached their seventeenth birthday are to be classified as non-compulsory attendees of the school but are expected to attend school on a regular basis once enrolled in classes. Students who have reached their seventeenth birthday and accumulate more than three (3) unexcused absences during the school year will be assigned Saturday School for each infraction. Students in this category will also be excluded from classes if they miss more than ten sessions unless their absence is considered legally supported as noted herein.

All students are required to present a note to the principal's office within three (3) days of their return to school from an absence/tardy. This note should indicate the reason for the absence/tardy and be signed by a parent. Any student who does not present this note within three (3) days of their return to school will be charged with an unexcused absence as is applicable to the student's age.

Students who receive unexcused absences will receive a zero grade for all work due for the day that they are unexcused; this would include, but not be limited to homework, tests, and in-class assignments.

### **EDUCATIONAL JOURNEYS**

Educational journeys are not related in any way to the school curriculum or school organizations. These are trips planned by parents for their children and have an educational component.

In order for a student absence resulting from a trip to be classified as excused, a written request must be submitted on an Educational Journey Request Form which can be obtained at the high school office.

Each request must be submitted to the building principal ten (10) school days prior to the planned trip.

Determination to approve or disapprove the trip will be made by the Superintendent of Schools and conveyed to the parent or guardian and building principal in writing.

Approval of each request will be based on the recommendation of the building principal and an evaluation of the following standards: previous attendance records, previous requests, academic performance, and anticipated educational value of the activity. Educational trips are not recommended the final two weeks of the school year.

Trips shall not be approved if they exceed a total of five (5) school days during a school year.

Students are responsible to secure and complete all classroom assignments during the period of absence. Students will be permitted the same number of school days after the visit as were originally granted for the visit to submit all missed assignments issued during the absence; however, long-term projects are guided by a performance rubric and students should complete and turn in the project prior to departure if the due date is during the period of their absence.

All absences during an approved educational journey are considered excused absences. Educational trips or visits that are not pre-approved shall be treated as unexcused absences. Failure to complete work missed during the absence may also result in the absence being unexcused.

### **EXCUSAL OF STUDENTS FROM SCHOOL**

During the time school is in session, students will not be permitted to leave the school grounds except under the following conditions and reasons:

1. Presentation of a valid, signed written request for excusal from parent/guardian indicating reason for excusal.
2. Only reasons acceptable for excusal:
  - a. Doctor's appointment
  - b. Dental, orthodontist appointment
  - c. Driver examination – eye examination for driver license application – after 11:00 a.m., if possible.
  - d. Emergency reasons (car repair not acceptable)
  - e. Unusual conditions that can be verified.
  - f. Graduation Project Shadowing—A student must have prior permission for this absence to be excused. A note from the parent and shadowing site mentor must be turned in one week prior for administrative approval. Criteria: 1) teacher approval; 2) no unexcused tardies; 3) no unexcused absences; 4) students are responsible for all missed work
3. Off-campus passes will be issued only by the principal.
4. Verbal request for excusal will always be denied.
5. Upon return from off campus appointment, the student will provide the school with a written note (doctor's excuse if medical/dental appointment) verifying beginning and ending time of appointments. Failure to produce this note upon returning to school will result in an illegal absence from school.
6. Senior privileges.

### **FIELD TRIPS**

Field trips give students opportunities to visit various places of educational interest during the course of a school year. Some trips may be optional; some are scheduled. Proper dress will be specified for all trips. School insurance or proof of medical insurance may be required for participants.

All students participating in trips, activities, etc., must have a field trip permission slip signed by parents and returned to the teacher sponsoring the field trip prior to the field trip. All students must turn in schoolwork prior to leaving on the field trip.

Students are responsible to secure and complete all classroom assignments during the period of absence for the field trip. Students will be permitted the same number of days after the trip as were used during the field trip to submit all assignments issued during the absence; however, long-term projects are ongoing activities which are guided by performance rubrics. Students should plan the completion of these projects to be turned in prior to departure for the field trip if the due date is during the time of the trip.

### **TARDINESS**

Students are expected to be on time in arriving to school and beginning all classes. Any student who is late to school must first report to the principal's office for a pass to enter their assigned class. In addition, after students have accumulated 10 excused tardies, parents/guardians will be required to provide a professional note for future student tardies, or the tardies will be unexcused. Unexcused tardiness to school will be punishable as follows:

- Late to school:** Fourth time = detention  
**Every late thereafter:** Minimum of 1 detention

Unexcused tardiness includes, but is not limited to, oversleeping, running late, missing the bus, having car trouble, etc.

Tardiness to class will be punishable per semester as follows:

- 1<sup>st</sup> Offense:** Warning  
**2<sup>nd</sup> Offense:** Parent Contact  
**3<sup>rd</sup> Offense & Every Late Thereafter:** Minimum of 1 detention

## **TEST MISSED DURING ABSENCE**

A test is an assessment tool designed to measure a student's performance level on the skills and concepts taught in the classroom.

Students in grades 9-12 who are coded as having a legal/excused absence will be provided two schools days per day of absence to complete any test missed. All days provided for missed tests shall begin on the first day the student returns to school. Failure to make up the test within the appropriate limit will result in a grade of "0" for the missed test. Students who are coded as having an illegal/unexcused absence after taking the missed test will receive a zero for that test.

## **TRUANCY**

A pupil absent from school without permission of parents or guardian is a truant. The principal may impose additional penalties above those determined by Pennsylvania Law upon the student in the form of suspensions or detentions, depending on the previous record and offenses of the student.

## **COUNSELING SERVICES**

### **HIGH SCHOOL COUNSELING**

The school counseling services at Fairfield Area High School are directed at one individual – YOU, the student. The main objective is to help each and every student achieve his or her potential.

Two types of counseling services are available: classroom guidance and individual guidance. The classroom guidance services are designed to offer you information regarding future plans while the individual services are designed to assist you to reach your personal goals. **It is the responsibility of each student to make use of the services available.**

The Counseling Office is available to help you in the following areas:

1. Choosing appropriate courses toward your future goals
2. Monitoring your progress toward high school graduation
3. Assistance in exploring careers for after high school
4. Assistance with the post-secondary application process
5. Setting up in-house meetings with representatives from colleges or the military
6. Assistance with the financial aid process, including scholarships
7. Official and unofficial transcripts
8. Calculation of your Grade Point Average
9. SAT / PSAT / ACT / ASVAB standardized testing
10. NCAA eligibility
11. Resources to help with personal problems

Many services are now available on-line. Below is a list of recommended websites that you may find helpful.

<b>Financial Aid:</b>	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
<b>Scholarship Search:</b>	<a href="http://www.fastweb.com">www.fastweb.com</a>
<b>College Search:</b>	<a href="http://www.educationplanner.org">www.educationplanner.org</a>
<b>NCAA Clearinghouse:</b>	<a href="http://www.ncaaclearinghouse.net">www.ncaaclearinghouse.net</a>
<b>SAT registration and information:</b>	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
<b>ACT registration and information:</b>	<a href="http://www.actstudent.org">www.actstudent.org</a>

Your high school GPA (grade point average) is calculated beginning with your 9<sup>th</sup> grade courses. When you request a transcript – official or unofficial – all of your courses from 9<sup>th</sup> through 12<sup>th</sup> grade will appear.

The process of selecting the appropriate college, university, trade, or business school should begin during the 10<sup>th</sup> grade year. At that time, students should begin exploring what their interests are as they relate to career choice, size of school, location of school, and extracurricular interests. During the 11<sup>th</sup> grade year is when student should begin going to visit campuses they are interested in and meeting with admissions and financial aid professionals on campus. At the beginning of the 12<sup>th</sup> grade year, students should be submitting their applications for admission. Many schools have application deadlines in early

February, but it is recommended that students submit applications in October or November. College applications may be sent prior to the receipt of standardized test scores. The High School Counseling staff can assist you with the application process.

It is recommended that students take the PSAT test in 10<sup>th</sup> AND 11<sup>th</sup> grade. This standardized test is offered during the school day in mid-October. The cost for the test is typically between \$14 and \$20. Students must sign up in the Counseling Office prior to the test date. It is recommended that students take either the SAT or ACT once at the end of their 11<sup>th</sup> grade year AND once at the beginning of their 12<sup>th</sup> grade year. Students may take these tests more often, but it is not typical that scores increase dramatically the more a student tests.

Students interested in playing sports competitively in college must register with the NCAA Clearinghouse (website above) during their 11<sup>th</sup> grade year. The requirements for eligibility are stated there.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

SAP is a team of teachers, counselors, and administrators who have received formal training through a state-endorsed program of drug, alcohol, and suicide prevention.

The basic purpose of the SAP team at Fairfield Area High School is to help students whose behavior is keeping them from learning in school. The team is also committed to the identification of students who may be at risk.

The team will evaluate students referred from any source. The function is to identify patterns of behavior which are with high risk or usage situations.

**SAP Is:**

- an identification program
- an intervention program
- a referral program

**SAP Is NOT:**

- a counseling program
- a treatment program

**For help or assistance please call 717-642-2034 or contact any SAP member in school:**

**Mr. Tim Duff (Probation Officer)  
Mrs. Judy Fox  
Mrs. Amy Gilbert  
Mr. Brian McDowell  
Mrs. Crystal Pasquarello  
Ms. Kayla Smyers  
Dr. Heather Swope**

### **TRANSFER & WITHDRAWAL PROCEDURE**

All students who plan to withdraw from high school shall discuss this matter with the high school counselor as soon as possible (717-642-2034).

Students withdrawing must comply with the Pennsylvania School Code.

1. Students shall secure all required signatures requested on District withdrawal form:
  - a. Return all books and materials to each teacher.
  - b. All monies owed must be submitted to proper organization.
  - c. Return all equipment belonging to school to the proper person.
  - d. Clear attendance/guidance office needs.
2. Return to guidance office for final interview and submit completed withdrawal form to counselor.

### **WORK PERMITS**

Work permits are issued from the high school counseling office (717-642-2034) for all students residing in the Fairfield Area School District and having jobs in Pennsylvania. Students with jobs in Maryland may secure a permit at Catocin High School, Thurmont, Maryland (240-236-8100).

*To make application for a work permit, you must:*

1. Be between fourteen and seventeen years of age.
2. Request an Application for Employment Certificate – complete both sides of this certificate and return it to the high school office where a work permit will be issued for you.
3. A copy of your birth certificate must be presented to the high school office when applying for your work permit. A copy will be kept on file. (Necessary for first time only.)

## **DISCIPLINE INFORMATION**

### **DETENTION**

Students may be assigned detention(s). "Teacher" detention(s) may be assigned and held by individual classroom teachers before and/or after school. "Office" detention(s) are assigned by administrators, typically from 3:00 PM – 4:00 PM in the High School Library.

#### **Failure to Attend Detention:**

Students who are unable to attend a detention because of a previous commitment (dental appointment, medical appointment, etc.) must present a written excuse from a doctor or a parent/guardian by 9:00 A.M. on the morning of the detention. The detention will be rescheduled immediately. Students who work must attend their detentions. Parents/Guardians: your son/daughter's failure to attend detention will result in suspension and/or assignment to Saturday School. As a result, we ask your cooperation in partnering with us to have your son/daughter accept responsibility and the consequences for his/her actions. Students assigned detention by administrators will be given a date when detentions are to be completed.

### **DISCIPLINE**

In a school setting, as any institution, all must work together to create an environment conducive to learning. Responsible behavior in which student's accord respect to one another and their faculty must accompany the rights of students if learning is to occur.

Rules and regulations and the disciplinary actions needed to enforce them are necessary to ensure that students have the greatest educational opportunities possible. Any student who persists in interfering with the rights of others and ignores repeated warnings may be subject to the following Student Conduct and Discipline Code.

*The following is a list of acts of student misconduct and their subsequent placement in the hierarchy of levels of discipline. This list does not attempt to cover all the possible acts of student misconduct. The administration of Fairfield Area School District reserves the right to change/modify the discipline consequences in order to cover all infractions and situations. Equity and equality will be used to protect the educational integrity of Fairfield Area School District.*

## **LEVELS OF CONSEQUENCES**

**Level I** - Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

#### **Level I: 1-2 Detention(s)**

- Disruptive behavior (campus, classroom and bus)
- Dress code violation
- Noncompliant
- Leaving class without permission/Out-of-Assigned Area
- Public display of affection – (PDA)
- Inappropriate language
- Tardy to class/school

*\*Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

**Level II** – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective actions on the part of administrative personnel.

**Level II: 1-3 Saturday School/In-School Suspension(s)**

- Aggressive or provoking behavior
- Cutting class
- Leaving school grounds without permission/Truancy
- Profanity
- Failure to serve assigned office detention/Violation of detention rules
- Possession of stolen property/stealing
- Improper or negligent operation of a motor vehicle
- Using forged notes/excuses/school forms/Dishonesty
- Abusive/Obscene writing
- Violation of ISS/Saturday School rules will result in at least one day of out-of-school suspension and the original ISS/Saturday School may be rescheduled.

*\*Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

**Level III** – Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal thus resulting in the intervention of law enforcement authorities. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediation of the situation in the best interests of all students.

**Level III: 1-10 Out-of-School Suspensions**

- Bullying, Intimidation, Harassment, Discrimination
- Possession/Use of tobacco products and paraphernalia (lighters, matches, e-cigarettes, vapor pens, etc.) (*includes a referral to Magistrate*)
- Obscene gestures/Indecent acts or photographs
- Fighting – 1st contact = 5 days; offensive return contact = 3-5 days
- Theft
- Extortion
- Gambling
- Unauthorized entry into the building
- Defacing/damaging school or private property
- Disrespect to school personnel (cursing, vulgarity, etc.)
- Technology abuse

*\*Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

**Level IV** – Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

**Level IV: 5-10 Out-of-School Suspensions**

- (POSSIBLE RECOMMENDATION FOR EXPULSION)
- Assault, battery and/or stalking of school personnel or peer
  - Arson
  - Bomb Threat
  - Felony
  - Fireworks
  - Fire alarm (setting off, tampering with, etc.)
  - Hazing
  - Possession/Use/Sale of alcohol
  - Possession/Use/Sale of illegal or look-alike drugs/controlled substances/paraphernalia/solvents
  - Possession/Use of a weapon

All out-of-school suspensions require contact between an Administrator and the parent(s)/guardian(s) prior to the reinstatement of the student to school.

### **DISHONESTY**

**Dishonesty:** Dishonesty on tests or one's daily work is a serious offense. Evidence of dishonesty on tests, assignments or homework shall result in a zero for the work, may result in failure of that class for the quarter and/or year, and may include other disciplinary action by the principal.

**Plagiarism:** Any student who plagiarizes work, will receive a grade of zero percent for that assignment. Teachers may allow the student to rewrite the assignment for partial credit.

### **PORNOGRAPHY**

Pornographic material will not be tolerated in school, on the school bus or at school related activities. Failure to comply with this ruling could result in disciplinary action such as Out of School Suspension.

### **SOCIAL PROBATION**

Violation of school rules or unacceptable behavior may result in the suspension of social privileges. Students placed on social probation must be off campus by 2:50 p.m. each day and are prohibited from attending or participating in any after school, evening, or weekend school activity. Any exception must be approved by the principal.

### **SUSPENSION**

Suspension may be assigned to any student for misconduct, neglect of school duties, or for any action which is deemed to have been or to be a threat to the health, safety, or welfare of other students or school personnel. Any student who receives a suspension (ISS or OSS) will not be permitted to participate in or attend any extracurricular activities on the day(s) the suspension is served.

Informal hearings regarding suspensions (for 10 days out of school suspensions or less) are encouraged. When a student has been suspended from school for disciplinary purposes, he/she and a parent can be scheduled, upon return to school, for a meeting with an administrator. Discussion of a return to classes will be held at that time. Suspensions exceeding ten days require a formal hearing before the Board of Education. Repeated suspensions may lead to expulsion.

Suspensions may be given for (but are not limited to) any of the following:

1. Possession, conspiracy, aiding or abetting, or use of alcohol, drugs, look- alike drugs and/or paraphernalia.
2. Fighting
3. Vandalism of any nature
4. Obscene conduct or language
5. Setting off false fire alarms – (Student will also be reported to the fire marshal's office)
6. Carrying a weapon
7. Refusal to leave school property upon direction
8. Failure to serve in-school suspension or Saturday School
9. Any action which is deemed a threat to the health, safety or welfare of students or school personnel
10. Repeated disruptions of the educational program
11. Persistent violations of school regulations

### **WEAPONS**

Students may not possess any weapons or dangerous objects on school property or at any school sponsored activity (refer to FASD Policy 6490). Students in violation of the regulation are subject to suspension or expulsion as specified in the Level III & Level IV sections of the Student Conduct Code.

## **MEDICAL INFORMATION**

### **NURSE'S OFFICE/MEDICAL**

The services of the District School Nurse are available to all three schools during the academic school day.

A pass from your teacher is required to report to the nurse. DO NOT report to the nurse between classes, unless it is a medical emergency.

Emergencies will be cared for any time of the day. A pass is not required for emergencies.

### **MEDICATION PROCEDURES:**

In accordance with recommendations of the Pennsylvania Department of Health and this school's medication procedure, students will be given prescription medication and non-prescription medication (other than standing orders: Antacid, Acetaminophen/Tylenol, Advil/ibuprofen, and Benadryl (for severe allergic reactions) **only on the direct written order of a physician and a completed permission form.** Medication Permission Forms can be found on the district website ([www.fairfieldpaschools.org](http://www.fairfieldpaschools.org)), in the high school office or the nurse's office. When medications must be given during school hours, the procedures listed below in the following sections must be followed.

### **PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS:**

- All medications must be brought to the school nursing staff at the beginning of the day in the original pharmacy bottle/non-prescription package.
- A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school (*According to PA Department of Health*).
- Student's first and last name must be written on original non-prescription package.
- Medications not in their original pharmacy bottle/non-prescription package will not be used.
- A **completed Medication Permission Form** must accompany **all** medication before it will be given.

### **ASTHMA INHALERS and EPINEPHRINE AUTO-INJECTORS:**

Students are permitted to carry inhalers and/or an Epi-Pen during the school day and after school activities only if the following is completed:

- **Completed Medication Permission Form** is returned to the school nursing staff.
- Student will be evaluated by the school nursing staff for competency in self-administration of the inhaler and/or Epi-Pen.
- Student must report the following to school nursing staff:
  - Use of inhaler during school day
  - If symptoms unrelieved with inhaler
  - Any side effects
  - If Epi-Pen used, EMS must be called
- Student is responsible for maintaining the medication at school.
- **\*\*After school activity supervisor must be aware of location of medication during the activity\*\***
- **\*\*Student must provide a back-up medication to be stored in the nurse's office\*\***

### **Please Note:**

- The student is responsible for coming to the health room to take their medications.
- Any medications remaining at the end of the year will be sent home with students at the end of the last full day of school unless other arrangements are made.

**PHYSICAL EXAMINATION:**

The state school code has made provision for the compulsory physical examination of school pupils at regular intervals.

The facilities of the school physician/s and nurse are made available to all pupils free of charge. If there are individuals who prefer to have the examination done privately and the forms completed by their family physician, the same is permissible with expense to be borne by the person examined.

**Health Screenings Mandated by State of Pennsylvania  
For  
School Aged Children**

	Physical	Dental	Vision	Hearing	Height/Weight	Scoliosis	Body Mass Index
Grade 9			X		X		X
Grade 10			X		X		X
Grade 11	X		X	X	X		X
Grade 12			X		X		X

**Physical exams** – For continuity of care for the student, it is recommended that the family’s physician perform physical exams. The school physician will provide physicals for those students who do not have one done privately, with written parental permission. A driving permit physical can be used for state mandated physicals.

**Dental exams**- For continuity of care for the student, it is recommended that the family’s dentist perform dental exams. The school dentist will provide exams for those students who do not have one done privately, with written parental permission.

**Vision screenings** are done in the nurse’s office by the nursing staff. Referrals are sent out if the student fails this screening. The parents are responsible for any follow up care that may be indicated.

**Hearing screenings** are done in the nurse’s office by the nursing staff. Appropriate referrals for follow-up are made with notification of the parents.

**Scoliosis screenings** are part of the sixth grade physical exams. Family physicians can also perform scoliosis screenings for seventh grade students. They will also be done at school in the nurse’s office with written parental permission. Referral letters will be sent to parents should follow-up be indicated.

**Body Mass Index (BMI)** is performed with a calculation using height and weight. Results are sent to parents with explanation of results.

Private exam forms for physical and dental exams are available from the school website <http://www.fairfieldpaschools.org> under services, school health office/forms, or <http://www.health.state.pa.us/schoolhealth> under “download various forms” tab. For private scoliosis exams, use physical form.

**POLICIES, PROCEDURES, & REGULATIONS**

**BOOKBAGS**

All book bags, athletic bags, oversized handbags, or any items that may be used to carry books must be placed in the student’s locker when he/she arrives at school.

**BULLYING POLICY**

In accordance with School Board Policy #249, the Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore the Board prohibits bullying by district students.

- Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a

school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

Researchers have identified three (3) forms of bullying:

1. Physical - includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal - includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Cyberbullying means bullying that occurs on the Internet through email, instant messaging and social media sites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing a district student, teacher or employee by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### **COMPLAINT POLICY**

In accordance with the school board policy #1260 neither the School Board as a whole or any individual member will entertain or consider communications or complaints from administrators, teachers, parents, or patrons until they have first been referred to the Superintendent. Only in those cases where satisfactory adjustments cannot be made by the superintendent shall communications and complaints be referred to the School Board.

The appropriate chain of command is the classroom teachers, building administrator, superintendent and finally, the school board. Depending on the nature of the complaint, the chain may begin with either the building administrator or superintendent.

If all levels have been exhausted and the complaint has not been resolved, parents should contact the Pennsylvania Department of Education. The appropriate personnel at The Pennsylvania Department of Education will then negotiate a resolution that is in compliance with federal and state guidelines for ESL and other programs

### **DAILY OPENING PROCEDURES**

School building doors will be opened for students at 7:30 a.m. each day. Students should schedule arrival prior to first block (7:55 a.m.). All students, including student drivers who arrive prior to 7:45 a.m. will report directly to the cafeteria.

Students must be in their first block class and seated by 7:55 a.m. at which time attendance will be taken and morning announcements will occur.

### **DANCE GUIDELINES – FASD High School**

School events should provide a healthy, safe, and enjoyable atmosphere for all students. The following behavior expectations are designed to ensure positive dance environments for our students, staff, and community.

Expectations for Students and Guests:

- All FASD and FAHS rules, regulations, and policies apply to dances for FASD students and their guests

- Possession, use, or being under the influence of drugs, alcohol, or tobacco products is an infraction of both FASD regulation and Pennsylvania state law.
- Dress code
  - Dresses must be longer than fingers with the arm and hand fully extended.
  - Outfits that may draw negative or disruptive behavior/attention can be questioned, and the student may be sent home to change as per the discretion of the chaperones at the dance.
- The dance is only for students of FHS and their guests.
  - Attendees must be enrolled in 9<sup>th</sup> grade or above.
  - Guests must be under the age of 21.
  - All students and guests must arrive at the Homecoming Dance, Charity Ball, Prom or any other scheduled dance within 30 minutes of the scheduled start time of the event... Students arriving past the 30 minute allowance will not be granted entrance into the dance.
  - All guests must be approved in advance by the school administration.
  - All guests must enter and leave the dance with the student who invited them to attend.
  - All guests must provide a photo ID before entering the dance.
- Students are expected to behave in a respectful manner, consistent with the policies and procedures of FASD. This includes:
  - Adhering to the guidelines while on the dance floor.
  - Avoiding sexually suggestive or explicit dancing:
    - Sexually explicit dancing which includes: Squatting, bending, grinding, touching of the breasts, buttocks, or genitals, or simulating sexual activity.
- Failure of participants to comply with these guidelines may result in:
  - Any student who violates any expectation will be sent home at the discretion of the chaperones. Chaperones are expected to notify the student's parents of the dismissal.
  - Violations of dance expectations may be revisited the following school day with disciplinary action determined by the principal.
  - Violations including, but not limited to, smoking, drug use, fighting, or vandalism will be handled by law enforcement. (Police will be contacted)
  - Students who fail to adhere to dance expectations will be met with the following consequences as per the discretion of the chaperones:
    - Expulsion from the dance and forfeiture of the admission cost.
    - Suspension from future FASD extracurricular activities.
    - Fully lighted dance floor
    - Termination of dance

### **DANCES: General Information**

High school dances are for the enjoyment of Fairfield Area High School students and registered guests. The following regulations are in effect for all dances, but sponsors of dances may add further limitations with administration approval:

1. Prior to each dance, the grade levels permitted to attend each dance will be advertised by the sponsoring organization. Dances will be scheduled for the high school and middle school separately.
2. Dances will end by 10:00 P.M.
3. All dances must be chaperoned by at least 3 adults:
  - a. One female teacher
  - b. One male teacher
  - c. One other adult
4. Fairfield area fire police will be aware of the function.
5. Students who want to attend a dance that is scheduled on a school day, must attend school that same day. If the dance is scheduled for a non-school day, the student must be in attendance on the most recent school day before the scheduled dance.

**NOTE:** "All policies, regulations, rules, and procedures are subject to change by Board of Education action or the Principal as the conditions and needs arise for the educational welfare of our students."

### **DISSEMINATION OF STUDENT INFORMATION**

The Fairfield Area School District has developed a policy protecting student rights in dissemination of student information. A copy of this policy (#6560) can be found on the district website at [www.fairfieldpaschools.org](http://www.fairfieldpaschools.org) or in the district administrative offices 717-642-8228.

### **DRESS GUIDELINES**

Although students exhibit different styles of clothing, it is important that our dress reflects good taste and is appropriate for school. The clothing of the student shall not be disruptive, cause unnecessary comments, or bring undue attention to the wearer. If a teacher feels a student's apparel is distracting to the educational process, the student will be sent to a high school administrator who will make the final judgment. Should you dress in an unacceptable manner, as determined by the administration, parents/guardians will be contacted to provide appropriate clothing or the student will be removed from the student body for the remainder of the day.

#### **The following are prohibited:**

1. Clothing or the wearing of apparel that promotes or has reference to the use of drugs, alcohol, violence, weapons, tobacco products, sexual messages, double innuendos or profanity.
2. Bare midriffs, bare feet, spaghetti straps, tank tops, see-through clothing, tube tops, halter tops, shirts off the shoulder, revealing or plunging necklines.
3. Undergarments should not be visible at any time. Trousers must be worn at waist level.
4. Face-painting and Pajamas (tops or bottoms) are not permitted unless on specifically authorized days as announced. (I.E., Spirit Week).
5. Leggings are not permissible unless worn with a dress/skirt/skort/shorts/sweater/shirt that is longer than fingers with the arm and hand fully extended.
6. Any clothing or apparel that has gaping holes. Any Pants with holes, the holes must be below the fingers with the arm and hand fully extended.
7. The wearing of metal objects that may cause damage or injury to persons or school property. This may include—but is not limited to—spikes, chains, etc.
8. Head coverings of any form are not to be worn unless for medical or religious reasons or on specifically authorized days as announced. Hats must remain in student lockers during the school day.
9. Sunglasses are not to be worn during school hours unless for medical reasons. A doctor's note should be submitted to the office for any student needing sunglasses.
10. Dresses, skirts, shorts, skorts and garments with or without slits must be longer than fingers with the arm and hand fully extended.
11. Any other article of clothing which is deemed inappropriate and/or is disruptive to the educational process.
12. Oversized handbags must be placed in lockers upon arrival to school.

### **ELECTRONIC DEVICES**

Students are not permitted to be in possession of projection devices such as laser pointers or pagers/beepers on school property, on buses, and at school-sponsored events. Students are not permitted to use electronic devices such as CD/DVD players, iPods & MP3 players or personal communication devices such as cellular telephones during the school day in the district buildings, on district property, and while attending school-sponsored activities. In addition, students may not possess any device that provides for a wireless, unfiltered connection to the Internet. Violation of this policy shall result in disciplinary action and may result in confiscation and examination of the device. Confiscated items may not be returned until a conference has been held with parent/guardian. A complete listing of the electronics device policy can be found at [www.fairfieldpaschools.org](http://www.fairfieldpaschools.org) Policy #6440.

### **FIRE DRILLS**

During fire drills, you will proceed quickly, quietly and orderly. Fire exits are indicated with a series of red arrows, each area or room has an assigned route.

**Procedures:**

1. Fire drills are held monthly in accordance with state law.
2. Learn exit routes from each of your assigned rooms.
3. Students must travel in a single line, and close windows and doors behind them.
4. Proceed to an area, at least 100 feet outside the building, where each teacher will take attendance for their assigned class.
5. All students, faculty, and personnel must leave the building at the sounding of the alarm

**I.D. BADGES**

Students should have ID badges on their person during the school day. The ID badge can be used for checking out library books as well as getting lunch in the cafeteria. If you lose your ID badge the cost is \$10. Failure to comply with the above procedure may result in disciplinary action.

**INDIVIDUALS WITH DISABILITIES ACT AND PENNSYLVANIA  
SPECIAL EDUCATION REGULATIONS AND STANDARDS**

Under Federal Law, entitled "Individuals with Disabilities Act" and "Pennsylvania Special Education Regulations and Standards", each exceptional child has the right to a free appropriate education designed to meet the child's learning needs. The term "exceptional" includes children with physical, emotional or mental disabilities and youngsters who are mentally gifted. In order to insure that all exceptional children are identified, Fairfield Area School District conducts certain screening and identification activities throughout the school year.

The Fairfield Area School District utilizes three levels of screening activities: (a) Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing; (b) Level II screening includes hearing screening which is conducted in grades K, 1, 2, 3, 7, 11, and all special education classes, vision screening which is conducted in every grade each school year, motor screening which is accomplished through ongoing observations by the regular and physical education teacher, and speech and language screening which is conducted for students about whom there is concern in speech and language skills; and (c) Level III includes Instructional Support Team screening. When implemented during the next three years, the instructional support process will be composed of assessment and intervention procedures which are used to assure that students receive an effective instructional support program, as well as other school services, that will meet their learning needs.

The Fairfield Area School District, along with the Lincoln Intermediate Unit #12, provides specially designed instruction to meet the needs of any exceptional school age student or young child who falls within any of the following exceptional categories and needs special education as determined by an IEP team: (a) autism; pervasive development disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deafness/hearing impairment, (e) specific learning disability, (f) mental retardation, (g) multi-handicap, (h) other health impairment, (i) speech impairment, (k) blindness/vision impairment, (l) mental giftedness. Related services such as transportation or any developmental, corrective, or supportive service needed to assist an exceptional student to benefit from special education are also provided. In addition, extended school year programming is available for those students who need continuing instruction in the areas of self-sufficiency and basic communication in order to maintain skills which have already been mastered.

If an individual chooses to request that the Fairfield Area School District initiate screening or MDE evaluation activities for a child, he or she should contact the building principal or central office administration. The request must be in writing and a form will be provided for that purpose.

The School District is required to protect the confidentiality of any personally identifiable information that is collected regarding a student. Only school personnel are permitted to see a student's file. Any other persons must have written approval before they can see the file or receive copies of information in the file. A parent or student eighteen (18) years of age can review the student's file and challenge the validity of any record or report or challenge maintenance of any information in the file.

**LIBRARY SERVICES**

**GENERAL:**

1. The library is open from 8:00 a.m. until 3:00 p.m. each day school is in session.

2. Books may be checked out for a two-week period and are renewable.
3. Reference materials may be checked-out overnight.
4. A fine of \$.05 per day is charged for overdue books, magazines, and vertical file materials.
5. Reference books and A/V materials not returned by 7:55 a.m. will be subjected to \$.50 fine.
6. Five daily newspapers and 95 weekly or monthly periodicals are available for use in the library with back files of five years.

#### **STUDENTS:**

1. Students must obtain a library pass from the library before 7:55 AM each day. Seniors arriving after 1<sup>st</sup> block and Juniors arriving after 1<sup>st</sup> block from Tech Prep are encouraged to obtain a library pass the previous day.
2. Students entering the library from a class or Instructional Lab must present a pass stating the date, time, and teacher's name.
3. Students may use the library after school without a pass.

#### **LOCKERS**

All lockers are the property of the Fairfield Area School District and are loaned to students for their use. All lockers are subject to inspection by authorized school personnel. All lockers will be secured by a lock supplied by the school. Lost locks will be charged to students at \$8.00 per lock. Students will be billed for damages and graffiti to their assigned locker at the end of the school year.

No change in lockers will be made except by administrative assignment.

#### **LOST AND FOUND**

The lost and found department is located in the high school office. Lost articles may be claimed at the office during the student's free time. Articles unclaimed after a thirty (30) day period will not be retained. Lost books will be returned to classrooms after five (5) days in lost and found.

#### **MISCELLANEOUS RULES**

A definite need for student involvement in school projects exists. The feeling of being a part of the school that is generated by such involvement produces positive results.

1. Sales activities, directed toward service projects for the school, are permitted, but such activities for parties, picnics, etc. are not permitted.
2. All student activities must cease at the high school at 10:00 p.m. Special dispensation for proms and other special events, as determined by the principal, may close at 10:30 p.m.
3. Every effort shall be made to keep to a minimum the number of school activities that conflict with regularly scheduled community activities: Week of Prayer, Holy Week, Pippinfest, etc.
4. No student shall be transported on trips or activities without written consent of parents.
5. Trips by students as part of school activities shall be by public carrier whenever possible. Staff chaperonage is required for all bus transported students engaged in travel on school activities. If automobiles are used to transport students, permission must be received from the administration and proof of liability (\$300,000/\$500,000) insurance coverage.
6. Use or possession of alcohol, drugs, tobacco in any form is not permitted at any function for students sponsored by Fairfield High School, on or off campus. Alcohol and tobacco use is not permitted in the school facility at any time.
7. No student shall be permitted in the auditorium unless accompanied by a teacher or by written permission from a teacher.
8. Fairfield has a closed lunch period. All students will eat in the cafeteria, either lunches sold there or lunches they bring with them. Type "A" lunch and a la carte line are available at published prices. Menus are posted in each homeroom, bulletin boards, and the cafeteria. Eating shall not take place in the hall, classrooms, lavatory, or in the parking lot. Food and drinks are not permitted in lockers and students are not permitted to consume items between classes. Open containers of liquid will not be permitted on school property. Students who leave the school grounds during the lunch period will be disciplined as per the Discipline Code.
9. Everyone in Fairfield, staff and students, must use courtesy and thoughtfulness so that all may use the facilities with equal opportunity, equal satisfaction, and equal pleasure.

10. Seniors will not receive tickets or walk for graduation until he/she has made satisfactory settlement for all obligations (lost books, damaged school property, unpaid fees, school equipment not returned, parental excuses not submitted for student absences, detention assignments not completed, etc.)
11. Students that have not met their class dues obligation will not be permitted to attend The Prom, the Senior Class Trip, receive graduation tickets, or walk for graduation.
12. In order for students to participate in after school activities, they must be in school by 11:15 a.m.
13. Students are not permitted in Fairfield Area School District buildings after school hours unless attending the following: a school sponsored activity, practice, meeting or receiving prior administrative approval. All other situations will be considered as trespassing.

**NOTIFICATION OF: Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Fairfield Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Fairfield Area School District, may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Fairfield Area School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Homeroom listings
- Articles highlighting student achievements and activities appearing in the school newspaper, school district newsletter, or on the school district website; and
- Videos produced by and for school district use, such as morning announcements.

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released can also be disclosed to outside organizations without a parents'/ guardians' prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA'S) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory informational categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.

If you do not want the Fairfield Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 30<sup>th</sup> of the current school year. Fairfield Area School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address, date, and place of birth
- Telephone listing
- Weight and height for athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance and grade level
- Most recent educational agency or institution attended.

**PLEDGE OF ALLEGIANCE**

Act 157 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag be present in each classroom. The act allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child's refusal to recite the pledge.

## **POLICIES RELATING TO STUDENTS**

### **A. COMPUTERS—ACCEPTABLE USE POLICY – STUDENT BODY**

The school district's networks and computer resources exist to support instructional needs, and the district's goal is to provide technological services that promote educational excellence in school by facilitating resource sharing, innovation and communication. School District Policy #6197 has been established to ensure security for all users of the district networks and to prevent unlawful software license violations.

Violations of Policy #6197 will result in disciplinary action as outlined in school district policy. Serious violations may be punishable under Pennsylvania criminal statutes which carry serious fines and prison sentences.

Students will be removed from the computers for the remainder of the school year for violating Policy #6197.

#### **Students may not:**

- a. Post personal contact information (address, telephone, school/work address, etc.) about themselves or others.
- b. Agree to meet with someone they have met online. Users will promptly report to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- c. Attempt to gain unauthorized access to the District system or any other computer system through the District system, or go beyond their authorized access—including attempts to log in through another person's account or access another person's files.
- d. Make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- e. Use the District system to engage in any other illegal act, such as arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- f. Install, delete or alter software from any computer that belongs to the School District.
- g. Provide their password to another student—Users are responsible for the use of their individual account.
- h. Load any software or download programs from the Internet and will immediately notify their teacher if they have identified a possible security problem.
- i. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on the computers; post information that could cause damage or danger of disruption; engage in personal attacks or harass another person; or knowingly or recklessly post false or defamatory information about a person or organization.
- j. Repost any messages sent to them without permission of the person sending the message or post private information about another person.
- k. Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- l. Plagiarize (take ideas or writings of others and present them as if they were original to the user) works found on the Internet or violate copyright laws.
- m. Use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, violence or discrimination towards other people (hate literature). Should a user inadvertently access such information, it should be immediately disclosed to the teacher or school employee.

A copy of Policy #6197 shall be furnished to all students. The Student Account Agreement shall be signed and returned to the high school office prior to any student being permitted to use the school's computers and system.

### **B. DRUG AND ALCOHOL POLICY FOR STUDENTS**

According to policy # 6460, the Fairfield Area School District values each member of its school community and believes that all individuals have the right to develop to their fullest potential. It is recognized that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. It is also recognized that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. This policy is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical, intellectual, and social development of all individuals.

Because chemical dependency is a treatable illness, the Fairfield School District has adopted the following policy:

1. The Board of School Directors of the Fairfield School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.
2. It is this district's policy to prevent and prohibit the possession, use, and/or distribution of an illegal or controlled mood-altering chemical, medication, or abused chemical not approved by the health office, on school property, at school sponsored events, and en route to and from school by any mode of travel.
3. Violations of this policy include the possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy. The consequences of such violations may result in permanent expulsion from school by the Board of School Directors.

This policy will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, and community agencies of the Fairfield School District.

### **C. SEXUAL HARASSMENT - STUDENTS**

In accordance with policy #6450, it is the policy of the Fairfield Area School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any student or employee to harass any other student or employee. All formal and informal, verbal and written complaints of sexual harassment will be investigated. Any student or employee who is found to have sexually harassed any other student or employee will be disciplined.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student when:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

As defined above, sexual harassment may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the District may complain directly to his/her immediate supervisor, teacher, school counselor, nurse, building principal, or the District Title IX Coordinator.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The Title IX Coordinator will develop and publicize procedures that insure all allegations of sexual harassment are investigated and reviewed.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include warnings, reprimands, transfers, demotion, suspension or dismissal.

A substantiated charge against a student in the school district shall subject that student to disciplinary action, including suspension or expulsion, consistent with the student discipline code.

Students or staff who have falsely accused a person of sexual harassment shall be subject to appropriate discipline.

#### **D. TOBACCO, ALCOHOL, AND OTHER DRUGS**

In accordance with School Board Policy #6460, the possession of tobacco in any form, alcohol, drugs, and look-alike drugs on school facilities is strictly prohibited. All prescription drugs and medicines must be registered with the school nurse and stored in the nurse's office for the protection of all students. The following rules will be strictly enforced.

1. The possession of tobacco in any form is illegal for all minors in the state of Pennsylvania.
2. The use and possession of tobacco, smoking, snuff, etc. on school property, including all athletic fields, is absolutely forbidden. Violators will be disciplined as defined in the Discipline Code.
3. Other drugs and alcohol are illegal in Pennsylvania. Students possessing, distributing, under the influence, or using drugs and/or alcohol will be disciplined as per Board of Education Policy 6410, and the School Discipline Code.
4. Students in possession of drugs and/or alcohol will be required to attend an Adams County Drug and Alcohol Prevention Services session.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Income other than that required by law determine program eligibility.

A survey that concerns any of these points is called a "protected information survey."

**Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, **except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.**

**Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

**Receive notification of district policy.** The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school District will directly notify parents and eligible students, such as through U.S. Mail or e-mail, of the policy at least annually at the start of each school year and after any substantive changes are made.

**Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605**

### **PUBLIC ADDRESS SYSTEM**

Daily announcements are made at 7:55 a.m. each day. Individuals who wish to make announcements will submit them to the principal's office prior to 7:45 a.m. each day for approval by the principal. Announcements must be legible and signed by a faculty sponsor.

Special announcements must be of an urgent reason, as determined by the principal, and will be made on a "need-be" basis.

### **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

As a parent of a student at Fairfield Area High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires Fairfield Area School District to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of you child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please submit your request in writing to the Superintendent's office.

Thank you for your concern and commitment to your child's education.

## **SCHOOL PROPERTY**

Students in the Fairfield Area Schools do not have to purchase books. Books are loaned and become the responsibility of the student until returned to the teacher. Each book will have an identification number and a name label. Students will pay the replacement cost for any and all damaged or lost books, lost equipment, and materials that are assigned to their custody.

### **Examples of replacement costs:**

1. Textbooks – \$20.00 and up
2. Workbooks, laboratory manuals - \$5.00 to \$15.00
3. Composition books - \$.50 to \$1.00
4. Warm-up Suit - \$50.00
5. Uniforms - \$40.00 and up
6. Locker keys, locks - \$1.00 to \$8.00

### **Payment for lost or damaged library items:**

1. Library books are furnished for the use of students from district funds. The books are loaned to students for their use. When a student borrows materials or allows another student to borrow on his/her card, he/she assumes responsibility for the materials.
2. If a student fails to return a book or returns it substantially damaged, public funds will have been diverted from the purpose for which they were intended. Therefore, each student should be urged to return a book to the library promptly and in good condition.

## **STUDENT RESPONSIBILITIES**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - d. Assist the school staff in operating a safe school for all students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time for all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - j. Report information accurately and do not use indecent or obscene language in student newspapers or publications.

## **TRANSPORTATION**

### **BUS TRANSPORTATION RULES**

The Fairfield Area Schools offer bus transportation to those students who live more than two (2) miles from school or have hazardous, dangerous conditions, as determined by the state, en route to school and certain special education program participants.

Students must follow the directions of the bus driver at all times while under his/her supervision. The driver may not remove a student from the bus for disciplinary reasons. The driver must report, in writing, all violations of safety regulations, as well as any disciplinary problems, to the building administrator on the proper form.

To assist bus drivers to carry out their responsibilities for the conduct and safety of their passengers, the district bus drivers have authority to apply the uniform rules and regulations. Student bus passengers who refuse to respect the authority of the drivers will be disciplined in accordance with district policy.

**AT ALL TIMES:**

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver; his/her first concern is your safety.
3. Ride only that bus to which you have been assigned. Exceptions must be approved by the school principal in writing. Each bus will carry an assigned seating roster.
4. Help your bus driver maintain the schedule posted for the run.
5. Abusive or abrasive language will not be tolerated, regardless to whom remarks are directed.

**WAITING FOR THE BUS:**

1. Be at the stop at least 5 minutes ahead of time in case your bus is running early.
2. Stay a safe distance from the roads.
3. Respect the property of the person near your bus stop.
4. Pay attention to traffic; do not play games.
5. Get into line when the bus approaches.
6. Stay clear of the bus until it comes to a complete stop.
7. If the bus does not arrive on-time, wait at least fifteen (15) minutes before returning home.

**BOARDING THE BUS:**

1. Get on the bus only at your designated stop.
2. Use handrail.
3. Go up the steps one at a time.
4. Don't push or crowd others.
5. Go directly to your assigned seat. The bus will not move until all passengers are seated.

**PERSONAL ITEMS:**

1. Do not take live animals on the bus.
2. Do not carry matches, lighters, knives, firearms, explosives, or any potentially dangerous items on the bus.
3. Hold gym bags, band instruments, and school projects in your lap or place them on the floor under the seat—NEVER in the aisles. Access to the front entrance and rear emergency doors must never be blocked.
4. Carry large musical instruments (tuba, baritone, tenor sax) on district buses only if seat space to accommodate the instrument is available.

**CONDUCT ON THE BUS:**

1. Talk quietly.
2. Remain seated (face forward)
3. No eating or drinking
4. No physical contact with another person or their property
5. Do NOT throw items inside or out of the bus
6. Obey driver – Follow all school rules

**TRANSPORTATION VIDEO MONITORING (V.M.)**

Safety is the highest priority of the district's transportation department and student behavior is a major factor in the safe operation of transport vehicles used by the district. Video monitoring (V.M.) of buses can help district officials pinpoint and correct unsafe or unacceptable student behavior while aiding the driver in maintaining a safe driving environment. As such, all school buses used by the district for student transportation will be capable of utilizing video monitoring equipment at any time while transporting students for the district. Actual monitoring, whether periodical or continuous, will be on the authority of administrators and/or their designees.

## **TRANSPORTATION AUDIO/VIDEO MONITORING**

Safety is the highest priority of the district's transportation department and student behavior is a major factor in the safe operation of transport vehicles used by the district. Audio/Video monitoring of buses can help district officials pinpoint and correct unsafe or unacceptable student behavior while aiding the driver in maintaining a safe driving environment. As such, all school buses used by the district for student transportation will be capable of utilizing audio/video monitoring equipment at any time while transporting students for the district. Actual monitoring, whether periodical or continuous, will be on the authority of administrators and/or their designees.

### **PROCEDURES:**

The audio/video monitoring equipment on a school bus will serve as an aid to enforcing bus discipline, but it does not replace the responsibility of school officials. Basic safe riding rules must prevail and the consequences of misconduct will be the authority of the school principal.

The audio/video monitoring does not take the place of any other procedure, such as the Bus Conduct Reports filled out by the bus drivers. However, any or all recordings may be viewed at any time by administrators and/or their designees, and appropriate disciplinary actions may be taken by the principal on the sole reliance of the audio/video recording.

All audio/video monitoring equipped buses will post the enclosed warning:  
This school bus may be under continuous surveillance by audio/video monitoring equipment. All activities by rider will be recorded to aid the school district in maintaining appropriate discipline and promote safety on the bus.

After the recording has been conducted, the recordings are to be stored at the transportation office for five (5) school days. If discipline or safety incidents are reported or observed during random viewing within the five (5) day period, the recordings will be kept until final resolution of the incident. Otherwise, the recordings will be recycled.

## **STUDENT DRIVER PROCEDURES**

Students are permitted to park cars in the designated student parking areas. The district does not encourage students to drive from home to school and will not accept any responsibility for anyone transporting or being transported that way or for the security of the automobile. Students who drive will have to provide a record of parent approval to do so and will be subject to the rules and regulations of the school for driving and parking on school property. Violators may lose their privilege to park on school property.

### **Parking and Driving Regulations:**

#### **PARKING PERMITS:**

- Student parking is available as a privilege to **seniors and juniors**, who may park on campus after purchasing parking passes. Parking passes are sold on a "first-come, first-serve" basis.
- Students must have their permit hanging from their rear view mirrors in view on their assigned vehicles whenever in the parking lot. Students must register all vehicles that they plan to drive.
- Students must notify the office of any change in information on the parking application including address, vehicle make/model, or license number.
- Parking permits are awarded to individuals and specific vehicles. No one else, but that individual, may use the permit. Any disregard of this rule will lead to loss of privileges for both parties.
- A student whose pass is temporarily suspended must turn in his/her pass by the end of school (3:00 PM) the school day that the pass is suspended. Failure to do so will result in the parking suspension being extended.
- If a student loses a pass, he/she forfeits the opportunity to park at school. A second pass will not be issued.

- Anyone driving to school and parking on school property while privileges are suspended will lose his/her parking privileges for the remainder of the school year.
- Cars parked in a district parking lot following the suspension of a permit may be towed at the owner's expense.
- **The Administration reserves the right to enter and inspect any vehicle and the contents therein at any time while the vehicle is parked on school grounds.**

#### PARKING ETIQUETTE:

- During the summer, student athletes will only be permitted to park in the H.S. gymnasium lot. Student band members and summer school students will only be allowed to park at the Middle School/High School entrance and auditorium/band/chorus area lot. Students will not be permitted to park anywhere else on school grounds (i.e. elementary school, middle school, other high school lots, etc.). Students will only be permitted to move their vehicles with Administrative permission or when leaving school grounds.
- During the school day, students will only be permitted to park in their assigned spaces during the school year. Other spaces are off-limits at all times and are reserved for faculty, staff and visitors. Anyone who parks in any other area will be subject to suspension of parking privileges. Students will only be permitted to move their vehicles with Administrative permission or when leaving school grounds.
- After 4:00 PM during the weekday and any time on weekends, students will be allowed to park in the parking spaces that are closest to their activity/practice. The only exception will be when "games" are being played in the stadium. All parking for stadium games will be in the High School lots.

#### STUDENT ATTENDANCE:

- Students who drive must allow enough time to arrive at school without being late. School policy on tardiness will be strictly enforced. **Four (4) unexcused tardies** = parking privileges being revoked for ten (10) student scheduled school days, **Seven (7) unexcused tardies** = parking privileges being revoked for twenty (20) student scheduled school days, **Ten (10) or more unexcused tardies**, = parking privileges being revoked for the remainder of the school year.
- In addition to unexcused tardies being enforced; unexcused absences will also be enforced as follows: **Four (4) Unexcused Absences from school** = parking privileges being revoked for ten (10) student scheduled school days, **Five (5) Unexcused Absences from school** = parking privileges being revoked for twenty (20) student scheduled school days, and **Six (6) Unexcused Absences from school** = parking privileges being revoked for the remainder of the school year.
- Leaving school without permission and class cuts will result in parking privileges being suspended. **First (1st) offense** = parking privileges being revoked for ten (10) student scheduled school days; **Second (2nd) offense** = parking privileges being revoked for twenty (20) student scheduled school days; **Third (3rd) offense** = parking privileges being revoked for the remainder of the school year.

#### DRIVING/PARKING RULES:

- All legal driving laws and courtesies must be observed while on school property. Anyone driving in a dangerous or reckless manner will be subject to having parking privileges revoked for the remainder of the school year and a possible citation.
- When students arrive at school in the morning, they should immediately enter school. Students who drive are not permitted to loiter in the parking lot. Trespassing, excessive speed, reckless driving, tire squealing, burn outs, and other inappropriate vehicular offenses could result in police notification.
- The failure to follow appropriate driving rules will result in: **First (1st) offense** = parking privileges being revoked for ten (10) student scheduled school days; **Second (2nd) offense** = parking privileges being revoked for twenty (20) student scheduled school days; **Third (3rd) offense** = parking privileges being revoked for the remainder of the school year.

**PERMANENT PARKING PASS SUSPENSION:**

- Cars parked illegally (fire lane, handicapped, etc.) will result in police notification and parking privileges revoked.
- There is NO SMOKING at any time in the parking lots, including while vehicles are entering or exiting the campus. Anyone caught smoking in the parking lot or on campus will have his/her parking privilege revoked on the first offense in addition to being subject to other penalties. Students with a parking permit who allow other students to smoke in their vehicles, while on school property, will be subject to the same penalty as if they were smoking themselves.
- The following items are prohibited in student's cars while on school property under any circumstances: weapons, banned substances (i.e. alcohol, marijuana, illegal drugs) and any other items identified by school policy. Students caught with any of these items in their vehicles will immediately have their parking privileges revoked for the remainder of the school year in addition to being subject to other penalties.
- Driving privileges will be revoked for the school year if students are riding in/on bumpers, trunks, hoods, roofs, beds of vehicles, or any other non-vehicle manufactured seating/riding areas. (drivers & riders)

**ALMA MATER**

*Our Alma Mater, Fairfield High,  
we come to honor thee,  
We've worked and played within your halls,  
and fought for Green and White,  
Our Alma Mater, Fairfield High,  
our love for you will be,  
So staunch and true, whate'er we do,  
we'll do with all our might.*

*Our school days here have been such fun,  
so joyous and so free,  
The friends we've made in our school days,  
we'll cherish all our whole life through.  
Our Alma Mater, Fairfield High,  
although we're leaving thee,  
No matter where our lives may lead,  
we will remember you.*

The Fairfield Area School District does not discriminate or deny services on the basis of race, color, creed, religion, sex, gender, sexual orientation, gender identity, ancestry, national origin, economic status, marital status, pregnancy, handicap or disability in its education programs or activities nor in its employment practices as defined by –

- Title VI – Civil Rights Act 1964
- Title IX – Education Amendments 1972
- Sec. 504 – Rehabilitation Act of 1973
- Dept. of Education – Office for Civil Rights Guidelines
- Fairfield Area School District  
Fairfield, PA 17320  
717-642-8228

To that end, the school district promotes respect for all people and will not tolerate bullying, harassment, or discrimination that impact a student's school experience.

\*As of August 2015, Fairfield Area School District began modifications of board policies with the help of PSBA. New/revised policies will be listed at [www.boarddocs.com/pa/fair/Board.nsf/vpublic?open](http://www.boarddocs.com/pa/fair/Board.nsf/vpublic?open) until completion.











