



MIDDLE
Fairview
SCHOOL

**STUDENT
HANDBOOK
2020-2021**

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Fairview Middle School
2123 Main Street
Ashland, KY 41102
Phone: 606-324-9226
Fax: 606-325-1486
<https://www.fairview.kyschools.us/1/Home>

VISION STATEMENT

At Fairview Middle School:

Students First
Family Forever
Excellence Always

Small Schools, Big Heart

KEY CONTACTS

Mylissa Bentley, Principal
Whitney Ward, Assistant Principal
Mo Mullins, Assistant Principal
Tonia Lucas, Counselor

SCHOOL RESOURCE OFFICER

Bill Rudie

DISTRICT NURSES

Diane Virgin

NOTICE OF DISCRIMINATION

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

The District's Title IX/Equity Coordinator is Rick Lambert. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact him at: 2201 Main Street, Ashland, KY 41102.
Telephone Number: (606) 324-3877

Email Address:

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

Telephone Number: (606) 324-3877

Email Address: kylie.haywood@fairview.kyschools.us

Fairview YOUTH SERVICE CENTER

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

Coordinator: Ashley Carey ashley.carey@fairview.kyschools.us
Assistant: Katrina Holmes katrina.holmes@fairview.kyschools.us
Phone 606-324-3877, ext. 3039

VISITORS

(May not apply for 2020-2021 School Year)

- All visitors are required to sign-in and obtain a pass from the office before entering the school
- Student visitors are not permitted due to disruption of the instructional process and security.

Bell Schedule

2020-21 Bell Schedule	
1st Period	8:05 AM-8:55 AM
Fast Break	8:55 AM-9:05 AM
2nd Period	9:05 AM-9:55 AM
Mentor	9:59 AM-10:19 AM
3rd Period	10:23 AM-11:13 AM
4th Period	11:17 AM-12:33 PM
1st Lunch	11:17 AM-11:41 AM
2nd Lunch	11:43 AM-12:07 PM
3rd Lunch	12:09 PM-12:33 PM
5th Period	12:37 PM-1:27 PM
6th Period	1:31 PM-2:21 PM
7th Period	2:25 PM-3:15 PM

THE BREAKFAST ROUTINE

- Upon arriving at school, the students will be provided a breakfast.
- Students will report to first period

THE LUNCH ROUTINE

(May not apply for 2020-2021 School Year)

- Each lunch is 24 minutes in length. After eating students are restricted to the cafeteria area.
- Students are not permitted in classrooms or the atrium area of the building during their lunch periods.
- No one is permitted to go to his/her locker during lunch.
- Fairview Middle School maintains a closed lunch period. **No foods or drinks are to be "ordered from outside vendors" per Kentucky Revised Statute 158.854. Food may not be delivered for consumption on school property during the school day.**
- Vending machines used by students shall be in compliance with current federal and state regulations.
- Food and beverages sold or served at school (including vending, concession, a la carte, student stores, and fundraising) will meet the nutrition recommendations of the U.S. Dietary Guidelines for America and requirements of 702 KAR 6:090.
- In keeping with new state and federal guidelines on nutrition Fairview Board of Education and FMS have made stringent changes in food service. If you would like to read more about the new requirements you can access them through 702 KAR 6:090. **Minimum nutritional standards for foods and beverages available on public school campuses during the school day; required nutrition and physical activity reports.**

SCHEDULE CHANGES

No schedule changes will be made after the first seven (7) days of school. If you wish to make a schedule change present your request to the school counselor.

SCHOOL BUS REGULATIONS

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

MEDICATION

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

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

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

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

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

STUDENT FEES

(May not apply for 2020-2021 School Year)

Student fees: \$50.00/student

These fees cover the following items throughout the school year:

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

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

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

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

Guidelines for School Dances

- All dances are considered extracurricular activities at Fairview Middle School.
- All school rules that apply during the school day, also apply at dances including:
 - Fighting
 - Tobacco
 - Unauthorized Areas
- *There will be no smoking at dances or school functions.*
- *All FMS student conduct will be school appropriate and will follow the guidelines of the FSD Code of Acceptable Behavior and Discipline.*
- Students who accumulate five (5) unexcused absences in any one (1) class shall not be permitted to participate in dances. **Policy 09.123**

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

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

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

Policy 09.123

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

ATTENDANCE POLICY

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

- Illness of the pupil
- Religious holidays and practices
- College visits (3 days, senior only)
- Head lice (3 days per year)
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty
- One (1) day upon the return of parent/guardian from active military duty
- Other valid reasons as determined by the Principal or his designee, including trips qualifying as educational enhancement opportunities.
- Death or severe illness in the pupil's immediate family: to include: spouse, children, stepchildren, parents, guardian, in-laws, siblings, grandparents, any other blood relative living in the student's home, and significant relationships as determined by the principal or his designee.

EXCUSED ABSENCES

A maximum of five (5) absences per school year may be excused by a note from the student's parent/guardian. **One parent note will excuse one day absence, only.** Absences exceeding five (5) days per school year must be excused by a physician's statement.

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

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

UNEXCUSED ABSENCES

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

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

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

DRESS CODE

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

The following rules will apply to the dress code at FMS:

STUDENTS WILL NOT WEAR:

- Halter / spaghetti straps / strapless tops
- Muscle shirts
- Midriff tops
- Shorts, skirts, or dresses must be below fingertips
- Holes in jeans, shorts, or pants must be below the fingertips
- Pants dropping below the waist exposing the undergarments
- Clothing that exposes undergarments
- Swim or sleep wear / house shoes
- Bandanas or masks (unless prescribed by a doctor) **(May not apply for 2020-2021 School Year)**
- Patches, signs worn on clothing, or emblems which are insulting or derogatory, which violate Title IX.
- There shall be no obscenely suggestive, disrespectful, profane, or illegal (i.e. alcohol, tobacco, or drug-related) decals, emblems or slogans on any garment, notebook, book bag, etc.
- Hats, caps, and toboggans, hoods on hoodies/sweatshirts are not to be worn in the building by males or females. *(The Faculty will confiscate these items.)*
- No Blankets will be permitted at FHS.

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

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

Backpacks

(May not apply for 2020-2021 School Year)

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

Cell Phones and Other Electronic Devices

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

Cell phones are a distraction, which can result in disciplinary action and loss of academic learning time. However, students may use cell phones during breakfast and lunch.

All cell phones must remain turned off and in pockets, lockers, or book bags. While in classrooms and during instructional time, students are not allowed to use cell phones or other personal electronic devices.

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

Students that are found to be using a cell phone or other device during prohibited times will have the following consequences:

1st offense-Cell phone will be taken to the office.

2nd offense-Cell phone will be taken to the office and students will be assigned lunch detention and the parent will be notified.

3rd offense-Cell phone will be taken to the office and will be assigned to after school detention and parents will be notified.

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

LIBRARY

Check out procedures (May not apply for 2020-2021 School Year)

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

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

Lost/Damaged Materials

Students will be held responsible for items that are lost or damaged beyond repair. Students will be charged \$1 for the replacement of bar code labels, spine labels and AR labels. Students will be required to pay the current replacement cost of the book. If a lost book is found and returned during the current school year, the student will receive a full refund.

PROMOTION, RETENTION AND PLACEMENT

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

EXTENDED SCHOOL SERVICES (ESS)

(May not apply for 2020-2021 School Year)

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

EXTRACURRICULAR/CO-CURRICULAR PROGRAMS

Criteria for Programs

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

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

Definition of Extracurricular Activities:

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

Academic Requirements:

- Grades will be checked weekly on Monday to determine eligibility. If school is not in session on Monday, grades will be checked on the next day school is in session.
- A student shall be deemed ineligible if they do not meet eligibility guidelines as outlined by the KHSAA.
- Ineligibility will go into effect beginning with Monday evening and will last until the next eligibility check.
- Student must have a passing average in 5 of 7 courses and may not have 2 failing grades in core classes (Math, Science, English, and Social Studies) on weekly grade checks (takes place on Monday)
- Must be passing all courses needed for promotion.
- If a student is academically ineligible for 3 consecutive weeks will be dismissed from the team.

Attendance Requirements:

- Students must be in attendance 4 periods the day of the activity or the Friday before weekend activities.
- Students who accumulate five (5) unexcused absences in any one (1) class shall not be permitted to participate in dances. **Policy 09.123**

Behavioral Requirements:

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

time.

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

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

FMS in accordance with KHSAA requires that each member of an athletic team or contestant in interscholastic athletics must have, for the current semester up to and including Friday of the week preceding that in which the contest occurs, a passing average in each of at least 5 of 7 courses. No special recitations or tests are being given for making the student eligible. Student managers and any other students having an official connection with the athletic program shall come under this rule.

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

Fairview Middle School Behavior Matrix

Levels	Examples	Potential Level of Responses/Procedures
Level 1 Classroom-Managed	<ul style="list-style-type: none"> ● Copying work from others/Dishonesty ● Disrespect ● Disrespectful language ● Disruption ● Excessive talking ● Failure to bring supplies to class (includes not having Chromebook, not having Chromebook charged) ● Failure to complete work (academic) ● Failure to follow staff directions ● Inappropriate language/hands/gestures ● Interpersonal communication issues (peer to peer conflict) ● Failure to maintain personal space ● Non-defiant failure to complete assignments ● Physical contact without intent to cause harm (Horseplay) ● Poor academic performance ● Public Display of Affection (PDA) ● Tardy to class ● Inappropriate use of Chromebook 	<p>All Level 1/Classroom-Managed interventions should be documented in the <i>FMS/FHS Tier 1 Student Academic & Behavior Interventions Contact Log</i> via Google Classroom.</p> <p>1st Offense: Choice one of Following strategies</p> <ul style="list-style-type: none"> ● <i>Reteach or practice desired behaviors</i> ● <i>Increase Positive feedback (4:1) (10:1)</i> ● <i>Planned ignoring of behavior/extinction</i> ● <i>Increase Opportunities to Respond</i> ● <i>Increase Active Engagement</i> <p>2nd Offense: Student/Teacher/Parent Conference (teacher sets up), reteaching of the expectation.</p> <p>3rd Offense: Student/Teacher/ Parent Conference WITH ADMINISTRATION (teacher sets up), reteaching of the expectation, and before-school or after-school detention with teacher.</p> <p>4th Offense: Office Referral in Google Form.</p>
	<ul style="list-style-type: none"> ● Dress Code Violation (1st – 3rd violation) 	<p>1st offense: Warning and correction of violation (change clothes, duct tape, etc).</p> <p>2nd offense: Parent conference and correction of violation (change clothes, duct tape, etc).</p> <p>3+ offenses: Office Referral in Google Form.</p>
	<ul style="list-style-type: none"> ● Cell Phone Violation 	<p>1st offense: Teacher fills out Google Form, teacher takes cell phone to office, student receives lunch detention, student picks up phone from office at the end of the day.</p>

		<p>2nd offense: Teacher makes parent contact, Teacher fills out Google Form, teacher takes cell phone to office, student receives lunch detention, student picks up phone from office at the end of the day.</p> <p>3+ offenses: Teacher makes parent contact, Teacher fills out Google Form, teacher takes cell phone to office, student receives lunch detention, parent picks up phone from office at the end of the day.</p>
	<ul style="list-style-type: none"> ● Use of 5 or more bathroom passes per semester 	<p>Student stays after school with teacher for 15 minutes for each extra pass to makeup instructional time</p>

PBIS Mission Statement

“The mission of the Fairview Middle PBIS team is to create and maintain an effective learning environment by establishing behavioral supports and social culture needed for all students in our school to achieve social, emotional, and academic success.”

Staff Responsibilities

A school-wide approach to behavior means that it is important for all teachers and staff to follow the same patterns of behavior support.

Staff responsibilities include:

- Teach, model, and practice behavior expectations throughout the year
- Teach behavior expectations during opening days, “Reset” days, and as a part of normal day to day instruction
- Know and follow the Discipline Matrix consistently
- Complete office referrals using the Behavior Referral Google Form when a student’s behavior indicates the necessity
- Post school-wide expectations matrix in each classroom and refer to it often
- Use the FMS Tier 1 Student Academic & Behavior Interventions Contact Log via Google Form and request assistance when needed
- Attend Tier II and Tier III meetings to discuss specific students as necessary
- Celebrate successes!

<p>Level 2 Office Magnaged</p>	<p>Misbehaviors which seriousness tend to disrupt the learning climate of the school.</p> <ul style="list-style-type: none"> ● Cheating/Plagiarism ● Dress Code Violation (3+ documented offenses at Level 1) ● Profanity/Vulgarity ● Skipping class ● Vandalism/Minor Damage to Property (ex: writing on 	<p>1st offense: After school detention 2nd offense: 1 day ISS 3rd offense: 3 days ISS, 1 day Saturday School 4th offense: 1 day Suspension 5th offense: 3 day Suspension All cumulative offenses: result in Office Referral</p>
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	bathroom walls, desk, textbooks; cutting desks etc...)	
	<ul style="list-style-type: none"> Tobacco/Vape 	<p>1st offense: Vaping paraphernalia will be confiscated and destroyed; Contact with the parent/guardian will be made before the end of the day; Student will complete an online assignment on the dangers of vaping; Student will be assigned Saturday School ; May be referred to law enforcement for consideration of a citation. A citation will include the Court Designated Worker's (CDW) involvement.</p> <p>2nd or more offense: Vaping paraphernalia will be confiscated and destroyed; Contact with the parent/guardian will be made before the end of the day; Student will complete an online assignment on the dangers of vaping; Student will be assigned Saturday School; Automatically referred to law enforcement for consideration of a citation. A citation will include the Court Designated Worker's (CDW) involvement.</p> <p>**School administration may assign additional alternative consequences such as in and out of school suspension, revoked driving privileges, participation in extracurricular activities, graduation participation, etc.</p>
	<ul style="list-style-type: none"> Inappropriate use of Chromebook 	<p>1st offense: After school detention + Suspension from Chromebook</p> <p>2nd offense: 1 day ISS + Suspension from Chromebook</p> <p>3rd offense: 3 days ISS, 1 day Saturday School + Suspension from Chromebook</p> <p>4th offense: 1 day Suspension + Suspension from Chromebook</p> <p>5th offense: 3 day Suspension + Suspension from Chromebook</p> <p>All cumulative offenses: result in Office Referral</p>
Level 3 Office Magnaged	Acts directed against persons or property but whose consequences do not seriously	<p>1st offense: Restitution (if applicable) + 3 days ISS</p> <p>2nd offense: Restitution (if applicable) + 5 days ISS</p> <p>3rd Offense: Restitution (if applicable) + 5 days ISS</p>

	<p>endanger the health or safety of others in the schools.</p> <ul style="list-style-type: none"> ● Fighting/Major physical aggression with intent to cause harm ● Intimidation/Threats ● Leaving school without permission ● Major Defiance/Failure to Follow Staff Instructions ● Major Disrespect ● Major Disruption ● Theft under \$500 ● Vandalism/Serious Damage to Property - (cost to replace/repair between \$50-\$499) 	<p>4th Offense or more: Will be dealt with on an individual basis.</p> <p><i>Note: Vocational Students may attend off campus classes, then report to ISS for remainder of day. Decided at the discretion of the administrator.</i></p>
	<ul style="list-style-type: none"> ● Inappropriate use of Chromebook ● Use of someone else's Chromebook without permission ● Use of someone else's Chromebook when not allowed to use a Chromebook 	<p>1st offense: Restitution (if applicable) + 3 days ISS + Suspension from Chromebook</p> <p>2nd offense: Restitution (if applicable) + 5 days ISS + Suspension from Chromebook</p> <p>3rd Offense: Restitution (if applicable) + 5 days ISS + Suspension from Chromebook</p> <p>4th Offense or more: Will be dealt with on an individual basis.</p> <p><i>Note: Vocational Students may attend off campus classes, then report to ISS for remainder of day. Decided at the discretion of the administrator.</i></p>

<p>Level 4 Office Magnated</p>	<p>Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school.</p> <ul style="list-style-type: none"> ● Alcohol ● Bullying/Harassment ● Drugs or paraphernalia ● Intimidation with the intent for malice ● Possession, use, or transfer of weapons ● Sexual misbehaviors ● Threat/Crimes against persons ● Vandalism/Major Damage to Property - total repair/replacement cost over \$500 ● Criminal violations of the law not previously covered. 	<p>These crimes will be dealt with on an individual basis.</p> <p><u>Potential Consequences:</u></p> <ul style="list-style-type: none"> ○ Court Referral ○ Expulsion ○ Referral to law enforcement ○ Suspension
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Responses to Student Misconduct

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

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

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

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

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

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

	explosive devices	superintendent for consideration and possible board action. <ul style="list-style-type: none"> • Inform the student of counseling, therapeutic and/or other assistive programs. 	
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Search and Seizure

See Board Policy 09.436

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

Physical Restraint/Corporal Punishment

See Board Policy 09.433

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

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

Student Records

See Board Policy 09.14

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

Reports to Law Enforcement Officials

KRS 158.154

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

KRS 158.155

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

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

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved

\\ in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

KRS 620.030

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

Weapons

See Board Policy 05.48

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

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

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

Suspension, Expulsion, and Due Process

See Board Policies 09.434; 09.435; 09.431

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

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

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

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

Grievances

See Board Policy 09.4281

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

1. Teacher;
2. Principal;
3. School council;
4. Superintendent;
5. Board.

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

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

Bullying/Hazing

See Board Policy 9.422

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

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

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

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

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

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

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

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

that may warrant suspension or expulsion of a student, any felony offenses, or a report that may be required by law, including reports to law enforcement.

In certain cases, employees must do the following:

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

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

Harassment/Discrimination

See Board Policy 09.42811

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

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

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

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

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

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

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

Prohibition

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

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

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

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

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

Guidelines

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/ discrimination to commence as soon as circumstances allow, but not later than three (3) work/school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. In order to protect alleged victims during the investigation, the Superintendent/designee may take interim measures, such as keeping the alleged victim and alleged perpetrator separated, changing schedules, and extra supervision as deemed appropriate by the Superintendent/designee, until the investigation is over.
2. A process to identify and implement, within five (5) work/school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all individuals which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes of conduct, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.
 Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Annual training for staff and volunteers explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and for students age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

Notification

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

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

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

Prohibited Conduct

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

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

Confidentiality

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

Appeal

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

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

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

The Superintendent shall inform the victim and the accused of his/her decision within thirty (30) work days.

Counseling

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

Retaliation Prohibited by Federal Law

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

Other Claims

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

Damages to School Property

See Board Policy 9.421

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

Tobacco

See Board Policy 9.4232

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

Use of Alcohol, Drugs and Other Controlled Substances

See Board Policy 9.423

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

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

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

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

Prohibited substances include:

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

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

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

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Assault and Threats of Violence

See Board Policy 9.425

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

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

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

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

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

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

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

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

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

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

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

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

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

Telecommunication Devices

See Board Policy 9.4261

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

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

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

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

Acceptable Use

See Board Policy 8.2323

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

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

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information
2. Sending or displaying offensive messages or pictures, including those that involve: profanity or obscenity; or harassing or intimidating communications.
3. Damaging computer systems or computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access;
6. Trespassing in another user's folder, work, or files
7. Intentionally using electronic media unrelated to job performance, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.

9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com
Additional rules and regulations may be found in the schools' handbooks and on the district website. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action per KRS 434.840-434860 and KRS 512.020.

VAPING

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

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

Procedure

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

First Possession

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

Second or More Possessions

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

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

Fairview Middle School

GRADING POLICY

Grading Overview:

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

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

Formative Assessments:

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

Summative Assessments

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

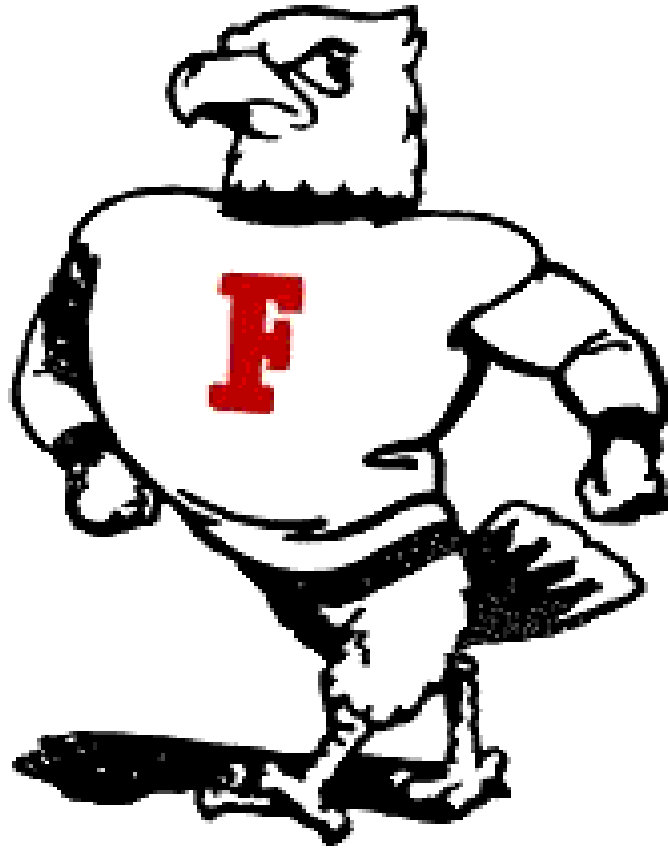
Missing work (formative/summative assessment) is indicated in Infinite Campus as “Missing Assignment” with a note on progress report and support provided to the student for completion. Until the student completes/makes up the assignment and a grade for the work is entered, the “Missing Assignment” calculates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

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

GRADING SCALE

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

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



SCHOOL SONG

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

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

We'll always love you best Ol' Fairview School, Fairview School
Rah! Rah! Rah!Hey!
E-A-G-L-E-S
Eagles! Eagles! Fight! Fight! Fight!