

Fairfield Area Middle School

Student Handbook 2024-2025



4840 Fairfield Road
Fairfield, PA 17320
717-642-2005

www.fairfieldpaschools.org

FAIRFIELD AREA SCHOOL DISTRICT MISSION STATEMENT

Students First!

Fairfield Area Middle School PBIS:

Positive Behavioral Interventions and Supports (PBIS) is a proactive approach to creating a positive and inclusive school environment, aimed at promoting the well-being and success of all students. By emphasizing positive reinforcement and teaching desired student behaviors, our program strives to prevent behavioral challenges and foster a supportive culture where students feel valued, respected, and engaged in their learning, that nurtures academic excellence and personal growth. PBIS creates schools where all students succeed.

*Fairfield Knights Are:
Respectful, Responsible, and Ready to Learn!*

The Seven Virtues of a Fairfield Knight

1. **Courage** – Graciously committing to the challenges and sacrifices of difficult tasks.
2. **Resolve** – Determination; Firmness of purpose or intent.
3. **Mercy** – Creating a sense of peace and community through attitudes, words, and actions.
4. **Generosity** – Willingly sharing time, attention, wisdom, and energy to create a strong and diverse community.
5. **Integrity** – Upholding convictions at all times.
6. **Scholarship** – Pursuing meaningful knowledge and experiences for the benefit of self and society.
7. **Enterprise** – The bold spirit of accomplishment.

WELCOME

As principal of Fairfield Area Middle School, it is my pleasure to welcome everyone to the 2024-2025 school year. The teachers, staff, and I are excited to have students back in our classrooms and hallways, filling them with energy and enthusiasm for learning. I am eager to begin my second year as principal, building upon the progress that we made last year.

The Middle School will continue to develop students who are: Respectful, Responsible, and Ready to Learn. Our PBIS program will be utilized to help students feel welcome, connected, and valued as an integral part of the Fairfield family. By creating a learning environment where students are motivated and engaged, they will flourish both intellectually and emotionally.

Our wonderful teachers will continue to incorporate research based instructional strategies to maximize student growth by utilizing station rotation, differentiation, inquiry learning, and incorporating technology, while creating a safe and supportive learning environment. Through embracing students' different learning styles, instruction will be personalized to meet learners' individualized needs.

Parental support is vital to student success. A student's true learning is not limited to what happens inside our building; a whole community approach is necessary for students to reach their full potential. We invite and encourage parents to partner with us and become active participants in your child's education.

Justin Hoffacker
MS Principal

FAIRFIELD AREA SCHOOL DISTRICT COMPLAINT POLICY

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 teacher, 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.

DISSEMINATION OF STUDENT INFORMATION

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.

This handbook is a guide for students, teachers, and parents.
However, FASD school board policy supersedes the content of this handbook.
Policies and procedures are subject to change upon Administrative approval.
Board Policies may be found at www.boarddocs.com/pa/fair/Board.nsf/vpublic?open

Table of Contents

WELCOME.....	2
ACADEMICS	6
ELIGIBILITY (INTERSCHOLASTIC ACTIVITIES).....	6
GRADING PROCEDURES	6
HONOR ROLL	7
HOMEWORK	7
PHYSICAL EDUCATION.....	8
ATTENDANCE.....	8
COMPULSORY ATTENDANCE LAW PROCEDURES	8
EDUCATIONAL JOURNEYS	9
EXCUSAL OF STUDENTS DURING SCHOOL HOURS.....	9
FIELD TRIPS.....	9
TARDINESS	9
COUNSELING SERVICES	10
FAMS STUDENT AMBASSADORS	10
STUDENT ASSISTANCE PROGRAM (SAP).....	10
TRANSFER & WITHDRAWAL PROCEDURE	11
WORK PERMITS	11
DISCIPLINE INFORMATION.....	11
CHEATING	11
DETENTION	11
DISCIPLINARY ACTIONS	12
SOCIAL PROBATION.....	14
WEAPONS	14
MEDICAL INFORMATION NURSE’S OFFICE/MEDICAL	14
MEDICATION PROCEDURES	14
PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS	14
PHYSICAL EXAMINATION – HEALTH SCREENINGS	15
POLICIES, PROCEDURES, & REGULATIONS	16
AGENDA / STUDENT DAILY PLANNER	16
BOOKBAGS	16
BULLYING POLICY	16
CAFETERIA	16
COMPUTERS—ACCEPTABLE USE POLICY – STUDENT BODY	16
CONTROLLED SUBSTANCES/PARAPHERNALIA	19
DATING VIOLENCE	19
DAILY OPENING PROCEDURES	19
DESTRUCTION OF SPECIAL EDUCATION RECORDS	19
DRESS GUIDELINES	20
EDUCATING CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS.....	21
ELECTRONIC DEVICES AND CHROMEBOOK EXPECTATIONS	22
FIRE DRILLS	23
GIFTED EDUCATION GUIDELINES	23

HAZING	25
I.D. BADGES	25
INDIVIDUALS WITH DISABILITIES ACT AND PA SPECIAL EDUCATION REGULATIONS AND STANDARDS.....	25
LOCKERS AND LOCKS	26
LOST AND FOUND	26
NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES	26
NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES.....	27
PLEDGE OF ALLEGIANCE	27
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA).....	27
PUBLIC ADDRESS SYSTEM.....	28
RIGHT TO REQUEST TEACHER QUALIFICATIONS.....	28
SCHOOL PROPERTY	28
SPECIAL EDUCATION SERVICES AND PROGRAMS GUIDE.....	29
STUDENT COMPLAINT PROCESS	30
STUDENT EXPRESSION/DISTRIBUTION & POSTING OF MATERIALS.....	30
STUDENT RESPONSIBILITIES	30
TOBACCO	31
WATER BOTTLES.....	31
TRANSPORTATION	31
BUS TRANSPORTATION RULES	31
TRANSPORTATION AUDIO/VIDEO MONITORING.....	32
ALMA MATER	33

Students that are present in the Fairfield Area High or Middle School buildings after 2:45 p.m. (1) must be attending a school sponsored activity, or (2) they must be under direct supervision by a teacher, coach, other school personnel, at an extracurricular activity practice, at a scheduled meeting or (3) must have received prior administrative approval to be present in the building. Students are not permitted to be in the building unsupervised, without purpose, or without prior approval...these situations will be considered as trespassing.

ACADEMICS

ELIGIBILITY (Interscholastic Activities)

In supplement to the eligibility and participation requirements established by the PIAA, Inc., it shall be the policy (#122, 123, 123.1, 123.2) 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.
- The complete FASD policies regarding interscholastic activities may be found at www.fairfieldpaschools.org.

GRADING PROCEDURES

"A set of grading standards shall be established which shall encourage more uniformity. Criteria used for grading shall include homework, examination scores and classroom participation."

UNIFORMITY

Fairfield Area School District will use the following grading scale to indicate student performance at all grade levels. The grading scale will be used as presented in grades 3-12.

GRADING OF REPORT CARD SYSTEM

Grading Percentages, Equivalent Letter Grades, and Corresponding Quality Points

<i>Percentage Score</i>	<i>Grade on Report Card</i>	<i>GPA Numerical Value(Quality pts)</i>
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

<i>Percentage Score</i>	<i>Grade on Report Card</i>	<i>GPA Numerical Value(Quality pts)</i>
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

Marking period and final grades are communicated as letter grades. The corresponding quality point for each letter grade is used to compute a students' final grade in each subject.

An incomplete (I) will be changed to a failure unless work is completed within two weeks of issued quarterly reports.

Report cards will be issued to students at the end of each nine-week period. **In addition to the issuance of report cards, the 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 office. 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 contact with the teacher.

FINAL GRADES

The following table is used to determine a students' final grade based on averaged quality points.

Grade on Report Card	Quality Point Range
A+	4.17 and above
A	3.84 – 4.16
A-	3.51 – 3.83
B+	3.17 – 3.50
B	2.84 – 3.16
B-	2.51 – 2.83

Grade on Report Card	Quality Point Range
C+	2.17 – 2.50
C	1.84 – 2.16
C-	1.51 – 1.83
D+	1.17 – 1.50
D	1.00 – 1.16
F	0.00 – 0.99

Students who have failed two subjects at the end of each grade level will be subject to review for recommendation for retention at that grade level.

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-).

Honor Roll – Students with a B average, 2.84 quality point weighted average and above, no grade lower than a 1.5 (C-).

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 am. After 8:30 am, 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 pm 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. See Policy 130, Homework, for additional information.

PHYSICAL EDUCATION

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 the 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.

ATTENDANCE

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 9:25 A.M. Students arriving after the cut-off time will be recorded as ½ day absent during their time away from school.

Early Dismissal – is a dismissal prior to 1:15 and will be recorded as ½ day absent.

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)

Unexcused (Restricted): These absences involve students age 18 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”.

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 six (6) years, until the age of eighteen (18) years. It shall be the responsibility and obligation of parents to facilitate and encourage the attendance of their children at school.

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.

EDUCATIONAL JOURNEYS

Educational journeys (Policy #204) 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 should be submitted on an Educational Journey Request Form which can be obtained at the building office. Each request should 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 building principal and conveyed to the parent or guardian in writing.

Approval of each request will be based on 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 DURING SCHOOL HOURS

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. Emergency reasons
 - d. Unusual conditions that can be verified.
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). Failure to produce this note upon returning to school will result in an illegal absence from school.

FIELD TRIPS

See Policy 121, Field Trips, for more information.

TARDINESS

Students are expected to be on time in arriving to school and beginning all classes.

Tardiness to school: Any student who enters the building after 7:55, is considered tardy, and must first report to the Middle School Office for a Tardy Slip 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: If a student accumulates five unexcused tardies, parents will be contacted and an improvement plan may be implemented.

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

Tardiness to class will be punishable per plans created and communicated by grade level teacher teams.

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 5-8 who are absent will be provided two school 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. Student and teacher will collaborate to find a time to make up all tests missed.

COUNSELING SERVICES

FAMS STUDENT AMBASSADORS

Student Ambassadors are a small group of students dedicated to the positive promotion of Fairfield Area Middle School. The Ambassadors work on a volunteer basis to serve as liaison between the current Fairfield community and prospective students.

A Student Ambassador at FAMS is someone who represents the school positively and helps to build community within the school. Students interested in becoming a Student Ambassador should meet with the Guidance Counselor.

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 Middle 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

TRANSFER & WITHDRAWAL PROCEDURE

Students withdrawing must comply with the Pennsylvania School Code.

Students shall secure all required signatures requested on District withdrawal form:

1. Return all books and materials to each teacher.
2. All monies owed must be submitted to proper organization.
3. Return all equipment belonging to school to the proper person.
4. Clear attendance/guidance office needs.

WORK PERMITS

Work permits are issued from the Central District Administration Office (717-642-8228) 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 Catoctin 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 building office where a work permit will be issued for you.
3. A copy of your birth certificate must be presented to the building office when applying for your work permit. A copy will be kept on file. (Necessary for first time only.)

DISCIPLINE INFORMATION

CHEATING

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.

DETENTION

Students may be assigned detention(s). Administrative and/or Teacher detention(s) may be assigned before school, during lunch, during recess, and after school (3:00 PM – 4:00 PM). Additionally, Saturday School detention(s) may be assigned by administration, these are held from 8:30 AM – 11:30 AM on specified Saturdays in the High School Library.

Any student who receives an office detention or suspension of any type is not permitted to participate or attend any extracurricular activity on the day of the detention or suspension.

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 AM 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 may result in additional detentions, or possibly suspension. 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.

DISCIPLINARY ACTIONS

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. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

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. See Policy 218, Discipline, for more information.

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: Disciplinary Options/Responses

- Verbal Reprimand
- Behavioral Contract
- Counseling
- Withdrawal of Privileges
- Parent Conference
- Detention

Level I: Behaviors

- 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)

- Continuation of unmodified Level I misbehavior
- 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

- Continuation of unmodified Level II misbehavior
- 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.**

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.

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
- Terroristic Threats (Policy #218.2)
- 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 (Policy #218.1)
- Pornography

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.

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.

WEAPONS

Students may not possess any weapons or dangerous objects on school property or at any school sponsored activity (refer to FASD Policy 218.1). 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), in the building 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. See Policy 210, Medications, for additional information.

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 may possess and self-administer asthma inhalers and epi-pens in compliance with Policy 210.1. See the Policy 210.1 for more information.

DIABETES MANAGEMENT

Possession and self-administration of diabetes medication and monitoring equipment is subject to Policy 209.2. See the Policy for additional information.

FOOD ALLERGY MANAGEMENT

Students with food allergies and special dietary needs will be accommodated pursuant to Policy 209.1. See the Policy for additional information.

PHYSICAL EXAMINATION – HEALTH SCREENINGS

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 5			X		X		X
Grade 6	X		X		X	X	X
Grade 7		X	X	X	X	X	X
Grade 8			X		X		X
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. See Policy 209, Health Examinations/Screenings for additional information.

POLICIES, PROCEDURES, & REGULATIONS

AGENDA / STUDENT DAILY PLANNER

The student agenda contains helpful educational tips, a daily and weekly calendar, hallway pass pages, etc. If lost, the student agenda can be replaced at the expense of the student. Replacement cost is \$5.00.

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

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. See Policy 249 for additional information.

Disciplinary actions shall be consistent with the school's Discipline Code, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

CAFETERIA

Goal: To provide a socially acceptable safe and secure environment for the students to relax, enjoy their lunch and interact with peers. Lunch monitors and students will establish and review student expectations for reasonable cafeteria behavior at the beginning of every school year and review as necessary. The established criteria will be followed regardless of who is monitoring lunch. Repeated violations of the established expectations could result in new procedures and criteria being created.

COMPUTERS—ACCEPTABLE USE POLICY – STUDENT BODY

Use of computers, internet and network resources is subject to Policy 815. Please refer to the Policy for additional information. A copy of Policy #815 shall be furnished to all students. The Student Account Agreement shall be signed and returned to the building office prior to any student being permitted to use the school's computers and system.

TECHNOLOGY USAGE

The Fairfield Area School District is committed to providing students with access to technologies as an instructional tool to support and facilitate learning, communication and collaboration, access to information, and research. Student use of technology shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and development level of students.

ACCEPTABLE USE OF TECHNOLOGY

The Fairfield Area School District Policy on the Acceptable Use of Internet, Computers and Network Resources (Policy 815) outlines the parameters of appropriate and responsible use of technology. Students are required to abide by all of the guidelines detailed in the policy. A full version of the Acceptable Use of Internet, Computers and Network Resources Policy is available on the Fairfield Area School District website by clicking on Board Policies.

Students must be aware that the use of the internet and network facilities is a privilege, not a right. Inappropriate use, malicious acts, or vandalism, as detailed in the Acceptable Use Policy will result in disciplinary action as determined by the student code of conduct. This may also include the cancellation of access privileges and/or the notification of the appropriate legal authorities. The building administrator and/or FASD administration have the authority to determine the appropriateness of use.

ACCEPTABLE USE OF ONLINE TOOLS

The educational environment and degree of technology integration in FASD classrooms may require that students access technology tools while using both FASD-owned and personally-owned equipment (e.g. home computer, cell phone, etc.) and/or using FASD-managed or personally managed resources (e.g. Internet, Cellular data, etc.). Such technology tools include, but are not limited to, hardware, software, internet access, web-based applications, personal electronic devices, telecommunication products, audio/video equipment, and any other technology tool used for classroom instruction.

Any student user accounts created by FASD personnel or by students, for the purpose of completing course curriculum are subject to the guidelines defined by the Policy 815 Acceptable Use of Internet, Computers and Network Resources regardless of where the access to that technology tool has taken place. At a minimum, FASD students could be assigned a network login and a Fairfield Area School District Google Workspace for Education account (includes FASD Gmail and Google Apps) in the FASD's Google domain. All email will be filtered for profanity and archived. Users have *no expectation of privacy or confidentiality* in the content of such technology tools and inappropriate, unauthorized, or illegal use will result in appropriate disciplinary action.

By acknowledging acceptance of this handbook and signing the attached agreement, in order to comply with the Children's Online Privacy Protection Act (COPPA), you hereby agree that your child may have accounts created and used for educational purposes in any of the educational technology resources located at <http://bit.ly/fasdcoppa>. The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Act was designed to protect children under age 13 and applies to operators of commercial websites and online services (including mobile apps) that are collecting personal information from children under 13, preventing them from disclosing or sharing that information for commercial or inappropriate purposes.

CARE AND USE OF FASD TECHNOLOGY EQUIPMENT ISSUED TO STUDENTS

Fairfield Area School District students will be issued a portable device (e.g. Chromebook) to assist them in the educational process. When a FASD owned device is issued, the serial number of the device will be recorded and assigned to the student the District's asset inventory system. Students are responsible for protecting the device from damage, loss or theft and for protecting the information it contains. To help defray the cost of lost or damaged

technology equipment, families have the option to participate in the Fairfield Area School District's Chromebook Protection Plan.

Additional care and use guidelines can be found in the District's [Chromebook Handbook](#).

FAIRFIELD AREA SCHOOL DISTRICT CHROMEBOOK PROTECTION PLAN

Various provisions in this policy restrict coverage. Please read the policy to understand your rights and responsibilities, and what is covered. The Fairfield Area School District is self-insured. Please help us keep premiums and deductibles low by taking very good care of the device.

A. COSTS

1. There is a yearly premium of \$20. This premium is valid for one school year.
2. Students eligible for free and reduced lunch prices may qualify for a reduced or no cost insurance premium. To qualify, eligible students/families must provide a copy of their direct certification letter stating eligibility for free and reduced lunches.
3. If there is a claim for insurance coverage, there is a standard per-breakage deductible of \$40. This means that if you break your computing device two times during the year, you would have paid \$80 in deductibles.
4. Users who have insurance claims on their Chromebook or laptop (referred to as computing device) more than two times during a school year, for their regular, loaner, or replacement device, will face higher per-breakage deductibles. The deductible for the third insurance claim, and any claims thereafter, will be \$80.
5. The school administration has the final say in determining insurance and repair situations.

B. COVERED EQUIPMENT

1. The insurance provided applies to any computing device issued to you by the Fairfield Area School District, whether it is the originally issued device, a loaner, or a replacement.
2. The deductible is the same, whether the machine is the original, a loaner, or a replacement device. For example, if you have been issued a device loaner and break the loaner, there will be a \$40 deductible due for the breakage of the device loaner.
3. There will not be an additional premium for the use of a device loaner. Your yearly \$20 premium covers your original device, and any other devices that are issued to you for the current school year.
4. The data contained on the computing device is not covered. There is no provision for the time or cost needed to replicate any missing data.
5. Device chargers that are damaged or broken are not included in the insurance coverage and will be replaced at the cost incurred to the District. If a charger is broken, the student must notify the building technology depot.

C. EXCLUSIONS

Fairfield Area School District will not pay for loss or damage caused by or resulting from the following:

1. Deterioration, corrosion, erosion, wear and tear, faulty materials, or design errors. Please note that corrosion can occur from spills. Liquids and laptops don't mix. **Not informing the depot immediately of spill damage will void the insurance coverage for that incident.**
2. Loss caused by surge, lightning, or inappropriate electrical use.
3. Dishonest, fraudulent, or criminal acts.
4. Any loss to accounts, valuable documents, music, or videos; records, or assignments and their effects by being missing on student grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. Users are responsible for backing-up their own data. An insurance claim will only cover material issues with the device, not lost opportunities or data.
5. Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
6. Disappearance not accompanied by a police report.

D. CLAIM PROCEDURES

1. Go directly to the school's technology depot. Complete the appropriate technology ticket.
2. The depot staff will examine the device to determine if there is a qualified insurance claim.
3. If there is a claim, you will be provided paperwork to fill out about the breakage and the deductible collection.
4. The technology department will provide you with a loaner.
5. In cases of theft or disappearance, a Police Report must accompany the student to the depot before a loaner device is issued. The Police Report must include the serial number of the computing device and also directly mention the loss of the device and the circumstances surrounding it. Serial numbers can be obtained by contacting the school's depot.
6. You will need to then pay the deductible promptly. Payment plans are available.

CONTROLLED SUBSTANCES/PARAPHERNALIA

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities. Please refer to Board Policy 227 for additional information.

DATING VIOLENCE

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident consistent with Policy 252. See the Policy for additional information.

DAILY OPENING PROCEDURES

Safety of the students, faculty, and staff remains a constant priority. The District is continually evaluating and reviewing procedures that impact safety. Building entrances are one such area of careful evaluation and review as the entrances impact the overall safety of the Middle School/High School.

Students arriving by personal transportation must enter through the Middle School entrance located at the back of the building (Door 15) and wait in the cafeteria until being dismissed to classrooms at 7:45. Supervision of students begins at 7:30am. Students will not be permitted into the building until that time. If you arrive early and will be waiting in your car until the doors open, please wait in the left drop off lane.

The high school Gym Lobby Entrance (Door 5) is a bus drop-off zone only and is not a student drop-off zone for parents/guardians.

Students will be dismissed from the school busses to enter the building at 7:45am.

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

DESTRUCTION OF SPECIAL EDUCATION RECORDS

If, during your child's educational career in the Fairfield Area School District, he/she was evaluated for and/or received some type of special education services the District is required to maintain "Directory Information" defined as information not generally considered harmful or an invasion of privacy if disclosed. This information is maintained for at least one hundred (100) years and cannot include any student identification or social security numbers. This includes, but is not limited to:

- Name, address, telephone listing and e-mail address
- Field of study
- Previous school most recently attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degree and awards
- Primary language

Based on interpretations of regulations contained in the Individuals with Disabilities Education Act (IDEA), the District will maintain your child's evaluation or special education records at least until he/she turns twenty-eight (28) years of age. Following that date, the District is NOT required to keep paper or electronic copies.

In the event you would like to have access to or copies of your child's special education records prior to destruction, please be aware of the following:

- Prior to your child turning 21, you have access to these records and can request copies at any time.
- At the age of twenty-one (21), the rights of parents, in regard to access to records, transfers to the student.
 - o If your child has turned 21 and you would like access to these records, your child must request records directly or sign an authorization to release records to you. The district can provide you with the authorization of release form for the student to complete.
- If copies of records are requested charges may apply.

If you have questions regarding this procedure, please contact the Special Education Department at 717-642-2054.

DRESS GUIDELINES

Fairfield Area School District recognizes that each student and their parent/guardian hold the primary responsibility for determining the student's personal attire, hairstyle, jewelry, and personal items (e.g., backpacks, book bags). The District and its schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and does not contribute to disrupting the learning environment for any student.

Students have the right to be treated equitably. Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of discipline. Enforcement of the Dress & Grooming Guidelines will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced because of race, racial identity, ethnicity, gender, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, socio-economic status, body size/type, or body maturity.

STUDENTS MUST WEAR CLOTHING THAT IS NOT OVERLY REVEALING:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.) extending to the waistline, when standing, on all sides (any top that does not, must be covered by a top that does extend to the waistline on all sides)
- Bottom (pants, shorts, skirt, dress, etc.)
- Footwear.

STUDENTS MAY NOT WEAR CLOTHING, JEWELRY, OR PERSONAL ITEMS THAT

- Are pornographic, display sexual messages, double innuendos or profanity, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Demonstrate gang association/affiliation;

- Cover the head (hats or hoodies, except on authorized days, as announced, or worn in observance of a student's religion, as detailed below);
- May cause damage or injury to persons or school property (spikes, chains, etc.).

Sunglasses are not to be worn during school hours unless for medical reasons. A doctor's note should be submitted to the respective building office for any student needing sunglasses.

The District may require additional student attire protocol when necessary to ensure safety in certain academic settings (e.g., physical activity, science, Vocational Agriculture, Technology Education, or Career and Technical Education courses).

Attire worn in observance of a student's religion are not subject to the Dress & Grooming Guidelines. Students may wear any religiously, ethnically, or culturally-specific head coverings or hairstyles, such as hijabs, yarmulkes, headwraps, braids, dreadlocks, and cornrows.

ENFORCEMENT

Building-level administrators are required to ensure that all staff are aware of and understand these Dress & Grooming Guidelines.

Adults should not touch students or their clothing to correct dress code violations and should not require students to remove prohibited clothing in public spaces.

Staff will use reasonable efforts to avoid dress-coding students in front of other students and staff. Dress-coding is the act of issuing detention, being sent home for, calling home for a change of clothes due to, or sending a student to the principal's office for the infraction of breaking the dress code. Further, no student shall be referred to as "a distraction" due to their appearance or attire.

Students shall not be disciplined or removed from class (i.e. sent to the principal's office without the opportunity to remedy the attire/change clothes) as a consequence for wearing attire in violation of these Dress & Grooming Guidelines unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. One way to remedy the attire is to turn a garment inside out. Though not disciplinary in nature, a student may be instructed to leave their classroom briefly to change clothes but will be expected to return promptly to minimize loss of instruction time.

Typical consequences for a violation of the Dress & Grooming Guidelines include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. The Principal, or their designee, should notify a student's parent/guardian of the school's response to violations of the Dress & Grooming Guidelines. Consequences may be more severe for ongoing violations.

Administration will exercise final discretion on judging each infraction.

See Policy 221, Dress and Grooming, for additional information.

EDUCATING CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

McKinney-Vento Act (Homelessness): This act was created to support homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. If you believe you are eligible for assistance, please contact the district liaison, Aaron Taylor, Assistant to the Superintendent at 717-642-2054 or tayloraa@fairfield.k12.pa.us. You may also find information, district processes, and family resources on our Fairfield Area School District website at <https://www.fairfieldpaschools.org/domain/451>

ELECTRONIC DEVICES AND CHROMEBOOK EXPECTATIONS

Possession of electronic devices is subject to Policy 237. See the Policy for additional information.

CHROMEBOOK EXPECTATIONS

Students should transport their Chromebooks to and from school daily. It is crucial that Chromebooks are charged each day and ready to use to ensure that students can participate fully in their lessons and activities. A charged Chromebook allows students to access their digital resources, complete assignments, and engage in interactive learning without disruption.

Students should also bring their chargers to school, as chargers will not be provided by the school on a daily basis. If a student repeatedly comes to class unprepared with an uncharged Chromebook, a parent or guardian will be contacted. After three (3) instances in the same class, the teacher will contact the parent/guardian via email. After five (5) instances, the teacher will make contact through a phone call. If the student comes to class with an uncharged Chromebook six (6) or more times, they will receive a lunch detention.

MIDDLE SCHOOL CELLPHONE GUIDELINES

1. Cell phones may be used on school grounds before school (7:30 AM - 7:55 AM) and after school (2:44 PM).
2. Cell phone use is prohibited in classrooms, hallways, and restrooms from 7:55 AM – 2:44 PM.
3. During the instructional day, cell phones should remain in the student's locker out of sight and in silent mode.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.
5. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.

IF A STUDENT IS CAUGHT USING A CELL PHONE DURING SCHOOL HOURS:

- First infraction will require the student's cell phone to be turned in to the office, and parents will be notified. The student may retrieve the phone from the office at 2:44 PM.
- Any further infractions will require the same process as the first. Additionally, an after school detention will be issued to the student.
- Students may be subject to further disciplinary action if their use of the cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.

EARBUDS & HEADPHONES

During instruction, no earbuds or headphones should be worn. Earbuds or headphones should only be worn during class at the teacher's direction to complete a class activity. If earbuds or headphones are used without teacher permission, the student will be asked to remove them and keep them in their backpack/locker for the rest of the school day. Continued violations could result in disciplinary action.

SMART WATCHES

Watches should not be used to communicate during the school day. If a watch is used in this manner, or in any way that is a distraction during the day, the student will be asked to remove the watch and keep it in their backpack/locker for the rest of the school day. Continued violations could result in disciplinary action.

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

GIFTED EDUCATION GUIDELINES

The District provides gifted education services and programs designed to meet the individual educational needs of identified students and implements gifted education as required by law and regulations. These guidelines explain how the district will complete awareness activities and evaluate the effectiveness of gifted services and programs. See Policy 114 for additional information.

AWARENESS ACTIVITIES

1. The Special Education Director will conduct awareness activities to inform parents/guardians of school-age children residing within the district of the Gifted education services and programs, and how to request these services and programs. Awareness activities include website information, parent trainings/workshops, handbooks, public notices, etc.

GIFTED SERVICES

Fairfield Area School District strives to ensure that all our students receive a rigorous and well-rounded education. Each student brings their own unique strengths, interests, and abilities and the complex task of providing expansive opportunities while designing targeted enrichment and accelerated opportunities is a challenge we embrace. We encourage and invite parent collaboration, discussion, and participation. Your advocacy for your children is an integral part of gifted services to ensure our student first mission is fulfilled for every child.

While gifted is not included as one of the disabilities categories under the IDEA 2004, the Pennsylvania State Board of Education's regulations as set forth in Chapter 16, Special Education for Gifted Students, provide that gifted students are considered to be children with exceptionalities and are in need of specially designed instruction.

Under Chapter 16, each school district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and parent of children not enrolled in public schools. (District Policy #114-Gifted Education)

Fairfield Area School District has a system to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction. Our system includes a screening and evaluation process that

meets Chapter 16 requirements, to determine students' educational needs. We strive for parents to serve an active role to ensure a process that is meaningful and collaborative for all.

GIFTED SCREENING PROCESS

Fairfield's screening process can be initiated by a teacher or a parent. Fairfield Area School District utilizes a screening tool completed by the school psychologist. It is not considered an IQ test however it is highly correlated with such assessments and is a reliable indication of a person's intellectual capacity. The screening process also includes a review of a student's academic performance based on input from the student's teacher and performance on formal and informal assessments. If the results of the screening indicates intellectual potential and academic performance which exceeds other students in regular education a recommendation may be made for a formal gifted evaluation to determine eligibility for Gifted Services. Parental permission is required for the District to move forward with the screening process. Parent requests for a gifted screening should be issued in writing and provided to the Assistant to the Superintendent for Instructional Support.

GIFTED MULTIDISCIPLINARY EVALUATION

Fairfield's evaluation process can be initiated by a teacher or a parent. Fairfield Area School District conducts a comprehensive evaluation completed by the school psychologist to determine if a student is eligible for gifted services as defined by Chapter 16. Parental permission is required for the District to move forward with the evaluation process. Parent requests for a gifted evaluation should be issued in writing and provided to the Assistant to the Superintendent for Instructional Support.

For students who are potentially gifted students, the district will take the following steps:

1. Conduct the Gifted Multidisciplinary Evaluation
2. Compile a Gifted Written Report
3. Convene a Gifted Individualized Education program (GIEP) team meeting to determine whether the student is gifted; and,
4. Develop a GIEP if the student is a gifted student.

GIFTED SUPPORT

At Fairfield Area School District there is a continuum of services that exist for the gifted student. This means that services are based on a student's strength(s), interest(s), and ability (ies). There is no single practice or "program" that matches every student's need, so through the GIEP process, teams determine how to best enrich and accelerate students through various methods.

We implement research-based practices that are designed and implemented based on the needs of our students and the nature of our school/community. This will ensure that students receive an individualized approach based on their strengths and interests. Services include various acceleration and/or enrichment opportunities within the general education setting and, if needed, within a gifted setting that is linked to the district's curriculum. Fairfield has full-time gifted teacher that collaborates with regular education teachers and develops opportunities for gifted students to work with their intellectual peers through hands-on and research projects. Within the classrooms, students are presented with accelerated content and various individual and group extension activities and participate in flexible instructional groups. Additional opportunities include:

- Early entrance to kindergarten based on mental age and individual readiness
- Cluster grouping based on instructional level
- Level, grade and/or subject acceleration with flexible pacing
- Advanced placement and honors courses with earlier-than-normal access
- Independent studies designed to meet a gifted student's long-term interests and expertise in a given area
- Online courses

- Opportunities for gifted students to work with their peers through flexible grouping and scheduling targeted group time with a Gifted teacher
- Alternative scheduling to support independent needs
- Dual Enrollment/Post-secondary courses

It is our goal to ensure that services:

- Build on individual strengths and interests
- Increase depth of knowledge and problem solving skills through challenging experiences
- Foster maximum development and personal actualization
- Empower students' self-awareness and self-advocacy
- Nurture academic, creative, and leadership skills
- Build constructive competition and team work through group/team experiences

Our students are unique individuals with qualities and strengths that will continue to evolve and develop. It is our responsibility to ensure that we provide services that assist students in reaching their maximum potential. A common myth is that students who are gifted will be successful no matter what. While everyone can agree, our students within the gifted program have academic strengths, our students face challenges with their social-emotional development which may reduce their participation/motivation, and stifle their rate of learning. The goals above will provide the necessary services to support student's academic and social-emotional development. Positive, effective collaboration with all stakeholders is essential as we expand our gifted program for years to come.

HAZING

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. See Policy 247 for additional information.

I.D. BADGES

Students will be provided an ID badge at the beginning of the school year. ID badges can be used for identification, library transactions, signing in for attendance at school, and cafeteria transactions. Replacement cost is \$10.00 and must be paid for in advance.

INDIVIDUALS WITH DISABILITIES ACT AND PA 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 Child Study Team screening. The child study team process includes an 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 the special education office and the necessary paperwork will be provided. The School District is required to protect the confidentiality of any personally identifiable information that is collected regarding a student. For additional information please refer to Policy #113.4.

LOCKERS AND LOCKS

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 the administration. All lockers will be secured by a lock that is supplied by the school. Lost locks will be charged to students at \$10.00 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 building 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.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a discriminatory harassment or sexual harassment is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal. Please refer to Policy 103 for additional information. Students may also contact the District's Title IX Coordinator.

Fairfield Area School District prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices.

The following employee has been designated to handle questions and complaints of alleged sexual harassment:

Aaron Taylor
Assistant to the Superintendent
717-642-8228, taylor@fairfield.k12.pa.us

NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes disability harassment is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator. Please refer to Policy 103.1 for additional information.

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.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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. See Policy 235.1 for additional information. 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 Middle 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 your 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 \$10.00

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, 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.

SPECIAL EDUCATION SERVICES AND PROGRAMS GUIDE

This guide lists and explains the Special Education Services and Programs available in the district. The Learning Support, Autistic Support, and Gifted program are operated by the School District. Emotional Support and Life Skills services and programs are provided in conjunction with the Adams County Consortium.

- **Instructional Support:** Every effort will be made to adapt a regular education program to your child's needs before they are evaluated for special education services. Classroom adjustments may include curricular adaptations, modifications in assignments, changes in instructional approaches, and/or changes in instructional or behavioral management approaches.
- **Due Process:** The Fourteenth Amendment to the United States Constitution ensures everyone "due process" and "equal protection" of the law. Due process is a series of steps to guarantee each pupil a free, appropriate public education. At each step in determining your child's need for specially designed instruction, parents are involved in the decision-making process. An explanation of your due process rights is available upon request in our schools.
- **Confidentiality:** The District ensures the confidentiality of learner records in the following ways:
 - Limited access to authorized school personnel for the purpose of aiding the learner.
 - Obtaining parental approval for release of information to all other sources.
- **Autistic Support/PDD:** Services and programs for exceptional pupils with a diagnosis of autism or pervasive developmental disorder (PDD).
- **Emotional Support:** Services and programs for pupils with inappropriate behavior and inability to develop interpersonal relationships that adversely affect educational performance over a long period of time.
- **Hearing Impaired Support:** Services and programs for pupils with hearing loss, ranging from mild to severe, interfering with communication.
- **Learning Support:** Services and programs for exceptional pupils whose primary identified need is academic support.
- **Life Skills Support:** Services and programs for exceptional pupils where instruction is focused primarily on functional academics and daily living.
- **Multiple Disabilities Support:** Services and programs for exceptional pupils who are identified as having a combination of physical and mental disabilities.
- **Physical/Occupational Therapy:** Services and programs for exceptional pupils with orthopedic and/or fine motor skill difficulties.

- Speech and Language Support: Services and programs for exceptional pupils whose language, voice, fluency or articulation impairments, affect communication.
- Visually Impaired Support: Services and programs for exceptional pupils with loss of vision, affecting educational performance.
- Gifted Support: Services and programs for gifted identified learners who need curriculum enrichment and/or advancement.
- English as a Second Language (ESL): For learners whose primary home language is not English, testing and instruction in English as a Second Language is required, dependent upon proficiency. The instruction will be delivered utilizing classroom pull-out and co-teaching. ESL instruction is core-academic instruction. The ESL Program Plan is available for review upon request. ESL Resources ESL Administration: Aaron Taylor at tayloraa@fairfield.k12.pa.us or 717-642-2054

STUDENT COMPLAINT PROCESS

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided. See Policy 219 for additional information.

STUDENT EXPRESSION/DISTRIBUTION & POSTING OF MATERIALS

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. See Policy 220 for additional information.

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.

TOBACCO

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. [\[1\]\[2\]\[3\]](#)

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property. See Policy 222 for more information.

WATER BOTTLES

The administration recognizes the importance of water consumption for students and staff. These guidelines provide an environment that encourages water as the drink of choice within the school community. Students/Staff shall be permitted to carry water bottles during the school day based on the below guidelines.

- It is recommended that only clear/see through plastic water bottles are to be used at school.
- Glass products are not acceptable as a water bottle.
- Bottles must clearly display the student's name.
- Bottles must contain water and water only; NO juice, soda, addables, energy drinks, etc.
- Bottles must have a closable lid (this will be a screw-on lid or push-top).
- Water bottles are not to be played with on school grounds or busses; this includes throwing or flipping of bottles and squirting or pouring the content onto others.
- Students will be responsible to re-fill the bottle between classes. Students should not leave the classroom to re-fill a water bottle.
- Students may not share water bottles.
- Water bottles should be emptied on a regular basis and taken home regularly and sanitized.

The District is not responsible for lost or damaged water bottles. Failure to follow these guidelines may result in the student losing the privilege of having a water bottle, and further disciplinary action.

TRANSPORTATION

BUS TRANSPORTATION RULES

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 principal 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 safety 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.

BICYCLES

1. Students wishing to ride a bicycle to school must have completed the Bicycle Permission Form granting permission from the building principal and parent/guardian.
2. Locks will not be provided for students to secure their bicycle at school.
3. Bicycles are not permitted in the school building at any time.
4. The District shall not be responsible for bicycles that are lost, stolen, or damaged, or for injuries arising from their use.

TRANSPORTATION AUDIO/VIDEO MONITORING

The Board authorizes the use of video and audio recording on school buses and school vehicles. See Policy 810.2 for additional information.

WARNING: All school busses may be under continuous surveillance by video/audio monitoring equipment. All activities by riders will be recorded to aid the School District in maintaining appropriate discipline and promote safety on the bus.

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.