



FAIRVIEW PARK CITY SCHOOLS



FAIRVIEW HIGH SCHOOL

4507 W. 213th St., Fairview Park, OH 44126 • P: (440) 356-3500 • F: (440) 356-3529

Chris Vicha, Principal • Chris Honeck, Associate Principal/Athletic Director

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DISTRICT STRATEGIC PLAN

MISSION

We will provide our students with **THE FAIRVIEW ADVANTAGE**, a framework for student success, by delivering exceptional services and academic programs that challenge the mind and instill the joy of learning and responsible citizenship.

VISION

A community united, empowering each other to learn differently, care deeply, and aspire to excellence.

GOALS

LEARNING

Ensure that our offerings, tools, and instruction methods work together to develop the knowledge, skills, and abilities necessary for each child to be successful.

READINESS

Establish a personalized path for each student that allows him or her to move fluidly from pre-K to their post-graduation opportunities.

RESOURCES

Identify and articulate the resources needed to meet the district's goals and prioritize the management of the resources provided.

ENGAGEMENT

Integrate the district with the Community to ensure awareness and active participation in the education process.

FAIRVIEW HIGH SCHOOL ATTENDANCE POLICIES AND PROCEDURES

Consistent attendance is a crucial part of the success of a student's academic career. The staff at Fairview High School is committed to providing your child with the very best educational opportunities, but we cannot do our job if the student is absent. Please review the attendance policies and procedures of Fairview High School listed below. If you have a question about Fairview's attendance policies and procedures, contact Associate Principal/Athletic Director Chris Honeck at 440-356-3500.

If you are involved in extra-curricular activities, please pay close attention to the extra-curricular participation section located in this document. For a student to participate in an extra-curricular activity, he/she must be in school by 11:45 am and remain until the end of the day. Final decisions will be made by administration.

ATTENDANCE High School Attendance 440-356-3500 ext. 4104, 24 hours a day.

ATTENDANCE POLICIES AND PROCEDURES

1. The student is expected to be in attendance each school day unless he/she is personally ill or there is a serious problem in the home. If the student is absent, he/she must have a parent call the school to report the absence before 8:30 a.m. When a parent has called the school and the absence has been excused, it will not be necessary to report to the attendance office when returning to school. Go directly to the first class. Students must report to attendance if they return the same day.
2. Students arriving late to school should report directly to the Attendance Secretary in the high school or middle school main office.
3. If no parental call is received on the day of the absence, the student will be temporarily listed as truant and forfeit the right to make up the work missed. If the parental call is not received during the next 24-hour period, the truant mark becomes permanent.
4. Missing a school day without an acceptable reason may subject the student to disciplinary action, possibly requiring a parent to have a conference with an administrator. Repeated truancy may subject the student to court referral.
5. Students should not miss a class without first checking with the classroom teacher or associate principal. If completing work in another class, etc. prevents the student from making his/her scheduled class, then he/she is responsible for checking with that classroom teacher or associate principal before class begins.
6. Students having an appointment (medical or court related) outside of the building must have a parent call the attendance office before dismissal. Please call; notes are not accepted. Students missing more than one (1) period for an appointment will be charged with an absence. Students will, before leaving, stop in the attendance office, obtain an appointment pass and sign out. All appointments require a confirmation with a doctor's note upon return. Failure to check with the attendance office or associate principal before leaving the school for any reason will result in an **UNEXCUSED ABSENCE** even if parental permission has been given and discipline will be issued.

WHEN A STUDENT IS TO BE ABSENT FROM SCHOOL

1. Your parent/guardian must call in your absence before 8:30 a.m.
2. The following information is needed when your parent/guardian calls in:
 - The name of the person who is calling and relationship to student
 - The name of the student who is ill/has an appointment
 - The reason for the illness/appointment
 - When the student will return to school/time of the appointment
 - A daytime phone number where the parent/guardian can be reached.



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3. It is the student's/parent's responsibility to be sure that the school is notified each time he/she is absent.

4. In the event that no call is received from a parent/guardian by 8:30 a.m on the day of the absence, a call must be received within twenty-four (24) hours or by 8:30 a.m on the next school day. If a call is not received, your son/daughter will be marked as truant and discipline will be issued.

ABSENCES - OHIO LAW REQUIRES ATTENDANCE EACH DAY THAT SCHOOL IS IN SESSION

The Fairview Park Board of Education Policy on "Student Absences and Excuses" states that: "Regular school attendance by all students is very important. Too often irregular attendance is the major reason for poor school work. Therefore, all students will be urged to plan to shop, make dental and doctor appointments, do personal errands, etc., on Saturdays, school holidays or after school. Students should make a concerted effort to be in attendance every school day."

DEFINITION OF 1/2 DAY ABSENCE

Missing two (2) to four (4) class periods is a ½ day absence. Missing at least six (6) class periods will be determined as a full day absent.

EXCUSED ABSENCE The following reasons are approved by the Ohio Revised Code and the Fairview Park City Schools as reasons which will be considered excused and which will allow students to make up work missed:

1. personal illness of a student
2. illness in a student's family
3. death in the family
4. special religious events which are scheduled only during school hours
5. emergency reasons acceptable to a building administrator
6. vacation days (five (5) maximum for the year).

Any student who has an excused absence must, upon returning to school, make arrangements with his/her teacher(s) to make up the work missed. For excused absences, the student will have "two (2) calendar days to make up work for each day absent." (Board of Education Policy JED)

TRUANCY

The principal shall classify an absence as truancy if, in their judgment, the student is absent without justifiable reason or without parental consent. Students who fail to report to class will receive additional discipline and will be unable to do assignments for those periods. When a student is truant, the truancy chart will be applied.

UNEXCUSED ABSENCE WITH PARENTAL CONSENT The principal may classify an absence as "unexcused" if the absence cannot qualify as "excused" even though the student is absent with parental consent. The student is not entitled to make up tests or assignments missed (example: vacations beyond the five (5) day limit).

TRUANCY POLICY

Truancies to class(es) or school and their punishments are cumulative throughout the school year. A student who is unexcused (truant) from one or more classes will receive a zero for that class and not be allowed to make up any assignments or tests that occurred during the unexcused (truant) time. If extenuating circumstances occur, the principal will make the final decision. Furthermore, the following discipline will be enforced:

Truant to One Class:	Truant to Two or More Classes
# Consequence	# Consequence
1 1 Extended Detention	1 3 ISR
2 1 Extended Detention	2 3 ISR
3 3 ISR	3 3 OSS
4 3 OSS	4 5 OSS
5 5 OSS	5 10 OSS w/ recommendation for expulsion
6 10 OSS w/ recommendation for expulsion	

ISR = In-School Restriction OSS = Out-Of-School Suspension



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Whenever a student has been truant for more than one (1) day of school, the administration will evaluate each case and recommend an appropriate course of discipline.

PROCEDURES TO FOLLOW WHEN ARRIVING LATE TO SCHOOL (High School) If you are tardy to your first class of the day, you will report to the main office before starting your day. NOTE: The penalties for tardiness to school and classes begin over each quarter. Students arriving more than two (2) periods late will either be marked absent for a half day or the whole day (absent more than five (5) periods). Consequences will be applied if the time missed is unexcused.

TARDINESS CHART (High School) Tardies to school and class and their punishments are cumulative throughout each 9 week quarter. Detentions will be issued as follows:

4 times late to class/school	One (1) detention
5 times last to class/school	Two (2) detentions
6 or more times late to class/school	Referral to Building Administrator
1st referral	Wednesday Extended Detention
2nd referral	ISR and/or Truancy Mediation
3rd referral	ISR and/or Truancy Mediation
4th & more Referrals	Discretion of Administration

EXTRA-CURRICULAR PARTICIPATION

Students participating in extra-curricular activities after school or in the evening must be in attendance at least one-half of the school day. For a student to participate in an extra-curricular activity, he/she must be in school by 11:45a.m. and remain until the end of the school day. Final decisions will be made by the administration.

DRIVER'S LICENSE

When the Superintendent of the Fairview Park City School District receives information that a student, sixteen (16) years or older, has been absent without legitimate excuse for more than ten (10) consecutive days, or a total of at least fifteen (15) days in any term or semester, the following procedure may apply:

Written notice to the Registrar of Motor Vehicles and/or Juvenile Court will be issued by the Superintendent of Schools on any student who:

1. is classified as a school dropout
2. has been absent without legitimate excuse (or extenuating circumstances as determined by the principal) for more than ten (10) consecutive school days or at least fifteen (15) total school days
3. is suspended or expelled from school for using or possessing a drug of abuse or alcohol As a result of this notification, the student's temporary instruction permit or operator's license will be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and the student's parents in writing of this action. The student and his/her parent could appear in person at a scheduled date, time and place before the Superintendent/designee to challenge the information provided to the Superintendent.

PROCEDURE FOR LEAVING SCHOOL EARLY (appointments, etc.) Your parent/guardian should call the absence/attendance line of your need to leave school early. The following information will be needed when your parent/guardian calls:

1. name of person calling and relationship to student
2. explanation as to why you need to leave school early
3. day and time of early release
4. approximate time of return
5. phone number of where person calling can be reached

Upon returning to school after an approved appointment, all students must check in with the main office and notify the attendance secretary before going to class.



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PROCEDURE FOR LEAVING SCHOOL EARLY (illness, etc.)

If you become ill during the school day, the procedure is as follows:

1. Ask your teacher for a pass to go to the main office to see the nurse.
2. The nurse/attendance secretary/building administrator will contact your parent/guardian.
3. A determination will be made as to whether you will remain in school or be sent home.
4. Students must remain in school in the event no one can be contacted.

Note: Students leaving school without first receiving the schools permission will face disciplinary action. State law gives the school and its personnel the right to act in place of your parent/ guardian. Once a student steps on school property each day, he/she becomes the school's responsibility. Leaving school grounds without the schools permission is a violation of school rules and state law.

MISSING A REGULARLY SCHEDULED CLASS

1. A student may not miss a class without first obtaining permission from his/her regular classroom teacher.
2. If the student is completing work for his/her regular teacher and remains after the bell rings, thus preventing him/her from attending his/her next scheduled class, the students next teacher must be notified as soon as possible. It is the student's responsibility to see that this is done.
3. Students missing a class without prior permission from the teacher whose class is being missed will be considered as truant.

PROCEDURE FOR VACATIONS DURING THE SCHOOL YEAR

1. Only family vacations can be approved. This means that the student is on vacation with his/her mother and/or father/guardian.
2. Vacations are approved for up to ten (10) days per year.
3. Vacations extending beyond the ten (10) days will be considered unexcused.
4. Vacation forms can be found on the school's website and in the main office.

Vacation form should be obtained at least one (1) week before leaving. The completed vacation form must be turned in to main office with teachers' signatures and approval at least three (3) school days prior to your vacation departure date.

COMPLETING MAKE-UP ASSIGNMENTS

Students are responsible to see each individual teacher ahead of time for missed assignments/quizzes/tests. Upon returning to school, the student will be ready to hand in all assignments and be ready to take quizzes/tests.

EXCESSIVE ABSENCE POLICY

BOE Policy 6.09

Students absent from grades 9-12 accredited classes more than 12 days in a semester, except for school-sponsored programs and medically documented absences are expected to remain in their classes but will receive no academic credit for the semester. The Building Principal may choose to permit the granting of credit in cases involving extenuating circumstances. (7/19/16)

Thank you,

Mr. Christopher Vicha
Principal

Mr. Christopher Honeck
Associate Principal/Athletic Director