

**Franklin County High School  
2019-2020  
Student / Parent Handbook**

**Franklin County High School  
833 Bypass Road  
Winchester, TN 37398**

**Phone: 931-967-2821  
Attendance: 931-967-1618  
Guidance: 931-967-2294  
Fax: 931-967-6945**

**Franklin County Schools Website: [www.fcstn.net](http://www.fcstn.net)**



## **August 2019**

Welcome to Franklin County High School!

I would like to take this opportunity to welcome you to Franklin County High School for the 2019-2020 school year. I am confident this will be a great school year!

Our dedicated staff at Franklin County High School work incredibly hard to provide and support exceptional teaching in every classroom. Additionally, we have many extra curriculum opportunities, and we encourage students to get involved in clubs and athletic programs. I know there is something for everyone.

Parents/Guardians are always welcome at our school. I believe a strong relationship with parents, and the community, is vital for us to meet the challenges of providing each student with a 1<sup>st</sup> class education.

I want to share these important focus areas that will be addressed in the upcoming 2019-2020 school year, the three R's.

Be Ready (Prepared for class and a positive school day, which will increase attendance, test scores, and graduation rate).

Be Respectful (Respect for others, yourself, environment, learning, and school property).

Relationship (Build positive attitudes among classmates, as well as, positive interventions with faculty).

If you ever have any questions, concerns, or comments please do not hesitate to contact me.

**Roger D. Alsup, Ed. D.**

**Principal, Franklin County High School**

### **MISSION STATEMENT**

The mission of FRANKLIN COUNTY HIGH SCHOOL is to guide students toward educational excellence by providing a positive and safe learning environment which fosters respect, responsibility, and cooperation among students, their families, and the community.

### **VISION STATEMENT**

It is the vision of Franklin County High School that through motivating students to deeper studies and keeping them focused on graduating high school; students of all racial and socioeconomic backgrounds will be skilled and prepared for pursuing careers in professional, technical, or vocational areas. Guiding values of self-discipline, community, high standards, and perseverance will be emphasized.

The vision with which the school works is that a student who approaches the final years at FCHS would have developed:

- A sense of integrity, dignity, and confidence to face life's challenges.
- An ability to learn on one's own and take responsibility for learning.
- The capacity to make choices of future activities.
- The intelligence to remain a sensitive human being with openness.

## Franklin County Schools 2019-2020 School Calendar

July 30..... Staff Development Day – all certified employees report (no school for students)  
 July 31..... Staff Development Day – all certified employees report (no school for students)  
 August 1..... Administrative Day – all employees report (no school for students)  
 August 2..... First day of school - students - 8:00-9:30 a.m. (employees work all day)  
 August 5..... First full day of school  
 September 2 ..... Labor Day – no school  
 October 3 ..... FCHS Parent/Teacher Conferences – 3:15-6:15 p.m.  
 October 4 ..... Fair Day – no school  
 October 7-11 ..... Fall Break – no school  
 November 27-29 ..... Thanksgiving Break – no school  
 December 20..... Abbreviated Day – 8:00-9:30 a.m.  
 December 23-January 2 ..... Winter Break – no school  
 January 3 & 6..... Staff Development Day – all certified employees report (no school for students)  
 January 7..... Students return to school  
 January 20..... Martin Luther King, Jr. Day – no school  
 February 17 ..... Presidents’ Day – no school  
 March 3..... Staff Development Day – all certified employees report (no school for students)  
 March 12..... FCHS Parent/Teacher Conferences – 3:15-6:15 p.m.  
 March 16-20..... Spring Break – no school  
 April 10..... Good Friday  
 May 14 ..... FCHS Graduation - 7:00 p.m.  
 May 21 ..... Last day of school for students - 8:00-9:30 a.m.  
 May 22..... Administrative Day

### **FCHS Grading Periods**

1<sup>st</sup> August 2 – October 3  
 2<sup>nd</sup> October 14 – December 20  
 3<sup>rd</sup> January 7 – March 13  
 4<sup>th</sup> March 23 – May 21

### **FCHS Report Cards Distributed (Subject to Change)**

1<sup>st</sup> October 3 (Parent/Teacher Conferences)  
 2<sup>nd</sup> January 10  
 3<sup>rd</sup> March 12 (Parent/Teacher Conferences)  
 4<sup>th</sup> May 21

### **FCHS Graduation**

May 14, 2020 – 7:00 p.m. – FCHS Football Stadium (weather permitting)

**CODE OF CONDUCT** ([FC Code of Conduct link](#)) The code of conduct is located on the FCHS webpage.

Section 1 - Introduction	Section 12 – Acceptable Use Policy - Computer and Internet Use
Section 2 - Purpose	Article 12.1 - Acceptable Use
Section 3 - Expectations	Article 12.2 - Privileges
Article 3.1 - Rights and Responsibilities	Article 12.3 - Net Etiquette and Ethical Use
Article 3.2 - Guidelines for the Conduct of Students	Article 12.4 - Vandalism
Article 3.3 - Dress and Appearance	Article 12.5 - Security
Article 3.4 - Use of Cell Phones	Article 12.6 - Acceptance of Terms and Conditions
Article 3.5 - Off Campus events	Section 13 - Students with Disabilities
Article 3.6 – Attendance	Section 14 - Non-Discrimination and Harassment
Article 3.7 – Attendance in Regard to Getting/Keeping Driver’s License	Article 14.1 - Non-Discrimination
Article 3.8 – Physical Exams and Immunizations	Article 14.2 – Student Discrimination/ Harassment and Bullying, Cyber-Bullying and Intimidation
Article 3.9 – Medicine	Section 15 - School Records Information
Article 3.10 – Meningococcal Information	Article 15.1 - Directory of Information
Article 3.11 - Bus Conduct	Article 15.2 - Student Records
Article 3.12 – System-Wide Communication	Article 15.3 - Notice of Rights
Article 3.13 – Safety	Section 16 – Homework
Article 3.14 – Transfers within the System	Section 17 – Media Releases/Publications
Section 4 - Acts in Violation of Laws	Section 18 – Student Equal Access
Article 4.1 - Use of Tobacco	Section 19 – Student Clubs and Organizations
Article 4.2 – Alcohol and Drug Testing	Section 20 – Rights to Review
Article 4.3 - Weapons and Dangerous Instruments	Article 20.1 – Instructional Material
Article 4.4 - Recovery for Damage	Article 20.2 – Textbooks
Article 4.5 – Reinstate Driver’s License/TN Drug-Free Youth Act	Section 21 – Every Student Succeeds Act
Section 5 - Disciplinary Sanctions	Article 21.1 – Right to Request Teacher Qualifications
Section 6 - Procedural Due Process	Article 21.2 – Safe and Drug-Free Schools
Section 7 - Zero Tolerance	Article 22 – Asbestos (Management Plan)
Section 8 - Corporal Punishment	Section 23 – Assessments
Section 9 - Student Disciplinary Authority	Article 23.1 – Required State Assessments
Section 10 – Alternative School	Article 23-2 – Required Local Assessments
Section 10 - Interrogations and Searches	Section 24 – Posting of Approved Code of Conduct
Article 11.1 - General Searches	Section 25 – Review and Update
Article 11.2 - Specific Searches	Article 25.1 – Annual Review and Update
Article 11.3 - Searches of Person and Property	Article 25.2 – Referenced in all Handbooks
Article 11.4 - Lockers	Section 26 – Adoption by Board
Article 11.5 - Seizure	
Article 11.6 - Interrogations	
Article 11.7 – Guidelines for use of Dogs	

The Franklin County Schools Code of Conduct and Discipline was developed to inform students, parent/guardians, school system employees, and others of expected behavior and the consequences of failure to obey such standards. The policies, rules, and procedures were developed to comply with Franklin County School Board Policy and to help provide and maintain a safe, secure, and positive learning environment for all students.

**Disciplinary options may vary if deemed necessary by the Administration.**

## ARRIVAL / DEPARTURE

FCCHS doors will open at 6:45 A.M. on a daily basis. Student drivers must enter the building immediately after arriving on campus. All students who arrive at school before 7:45 A.M. are to report to the cafeteria immediately upon reporting to school, whether they drive or ride a bus, and remain there until the bell rings at 7:45 A.M. Once a student is on the FCCHS campus, they must remain there unless given permission to leave by an administrator. An administrator will not give permission for a student to leave without talking with and gaining the parent's permission.

Students are not allowed to bring disposable styrofoam, plastic, or paper cups/drink containers (McDonalds, Hardees, Sonic, etc.) into the building.

Upon dismissal from school in the afternoon, all bus riders should report to the bus loading area (beside room N135) and wait there under the supervision of teachers on duty until the bus arrives. In case of severe weather, students may wait inside the lobby area.

Students who walk or drive to school should depart immediately after 3:00 P.M. dismissal. Students who are transported by parents will be picked up in the front or back of the building. It is expected that all students will be picked up by 3:30 P.M. unless participating in a scheduled, supervised activity.

## ATTENDANCE (See Also, Attendance-Board Policy 6.200)

Good attendance is vital in order to be successful in school. Students are encouraged to be present every day, all day long. When it becomes necessary for a student to be absent from school, he/she is required to bring a written note from a parent/guardian or from another official source (doctor, dentist, court, etc.) on the first day that he/she returns. The note is to be given to the attendance office before 8:00 A.M. ***Only five (5) days of parent/guardian notes will be accepted for excused absences. The five (5) days of parent/guardian notes are an accumulation of absences until the five (5) days are reached; (3 hours and 16 minutes count as a day). Only board excusable reason will be classified as excused absences.***

1. Personal Illness
2. Illness of Immediate Family Member including: Mother, Father, or Sibling
3. Death in the Family
4. Extreme Weather Conditions
5. Religious Observances
6. Circumstances, which in the judgment of the Principal, create emergencies over which the student has no control

Students should bring the note to the attendance office on the first day he/she returns; however, **if the student fails to bring a note within three (3) days, the absence will be considered UNEXCUSED.** Parent or doctor notes **will not** be accepted and data in the state attendance database will not be changed by the attendance officer after the third (3rd) day a student has returned.

## ATTENDANCE (UNEXCUSED ABSENCES)

According to the Tennessee Code Annotated, 49-6-3007, when a student has reached five (5) unexcused absences, the parent/guardian will receive a letter concerning this situation from the attendance administrator. When the student has reached the 6th or more unexcused absence, the attendance administrator and attendance officer from the BOE will meet to contact and a file petition to Juvenile Court regarding the truancy issue. Letters will be sent to the parent/guardian when a student has reached five (5) and ten (10) days unexcused. **Absences are continued throughout the school year and are not on a semester basis.**

### **ATTENDANCE (MAKE-UP WORK)**

It is the responsibility of the student to see that the requirements of the attendance policy are met, and all work missed is completed to the satisfaction of the teacher. This also applies when a student has been suspended from school. You may contact the secretary in the guidance office to request make-up assignments at 967-2294.

As a minimum, a student will be allowed an equal number of days to complete the make-up work as the number of days that were missed. (Ex: A student who is absent three days should have all work turned in by the third day that the student has returned to school.) More time for make-up work may be granted in special circumstances by making arrangements with the teacher involved.

### **ATTENDANCE (CHECK-OUT)**

Students are encouraged to be present for the entire school day. ***Phone calls will not be accepted for check-outs.*** If it becomes necessary for a student to check-out, a parent/guardian may come in person to the attendance office or the student must bring a **verifiable note signed by a parent/guardian.** Check-out notes will be verified by a phone call from the attendance office prior to the student leaving school. **The note must include the student's name, date and time to check-out, the reason for checking out, parent/guardian phone number, and parent/guardian signature.**

Students must turn the note into the attendance office before 8:00 A.M. and pick up a check out slip. Students leaving early **MUST** sign out in the attendance office after showing the signed check-out slip to an attendance official. At the beginning of each semester, after a student has checked out for the 4th time, no notes will be accepted. The parent/guardian must come to attendance to pick up their child. If a student checks out of school before 11:17 A.M., or checks into school after 11:44 A.M., the student is counted as absent for the day.

**CHECK OUT REQUESTS WILL NOT BE PROCESSED AFTER 2:30 P.M.**

### **ATTENDANCE (GETTING / KEEPING A DRIVER'S LICENSE)**

- Ten (10) consecutive days, or a combination of suspended days and unexcused absences totaling fifteen (15) days during any semester, renders a student of legal age ineligible to retain a driver's permit or license.
- A student must also pass a minimum of half of the courses (two of a possible four on block schedule) to be eligible to get or keep his/her driver's license.
- Grading periods for driver's license purposes are at the end of the semester. The attendance administrator will submit a list of students, at the end of each semester, to the attendance office at the Franklin County Board of Education in order for notification to be sent to the parent/guardian.

### **ATTENDANCE (INDIVIDUAL CLASS)**

**5 Class Absences:** The student will be referred to administration. The student will be assigned Academic Saturday School in order to complete missing assignments. In the event the absence (s) has/have been excused, normal make-up procedures will be followed without disciplinary actions considered to be necessary. Students will be referred upon reaching the **7th and 9th class absence** in which a combination of After School Detention (4 days) and Saturday School (full day) will be administered after the 7th unexcused absence and possible Behavior Modification or Alternative School if unexcused class absences are on a continual basis. Other disciplinary measures may include but not limited to: Suspension from school activities or events, loss of driving privileges, in school detention.

- **There will be no re-scheduling of Academic Saturday School, After School Detention, or Discipline Saturday School for class attendance.**
- **These absences are not truancy issues that are handled through attendance in which 5 or 10 day letters are sent and truancy petitions are served.**
- **All 18 year old students will follow the same rules as a juvenile student regarding excessive class absences.**
- **The classroom teacher's attendance roll will serve as official documentation.**

## **BUS POLICY**

Buses will drop students off at the north bus ramp in the morning and pick them up at the same location beside room N135 in the afternoon. The school bus is an extension of a school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Any student who rides a bus other than the one assigned or who gets off the bus at a different location must give the driver a note of authorization from the parent and approved by the transportation director/principal/designee. Bus passes may be obtained in the Attendance Office. For questions regarding bus issues, please contact the Director of Transportation, Mr. Mark Montoye.

## **BREAKFAST/LUNCH/CAFETERIA**

Students that have qualified for the breakfast/lunch program will not be charged for a full reimbursable meal. There are 4 different lines to choose from, each with a variety of hot/cold entrees. **No book bags, jackets, etc... will be allowed in the serving area at any time during the school day. Students will not be allowed to charge for meals. In case of an emergency, students may obtain a lunch permit from the cafeteria administrator which are only issued during the student's lunch period.**

**Cafeteria Misconduct** – Referred to grade level administrator for lunch isolation/ASD/ISD/Behavior Modification/Saturday school, etc.

**THE FRONT OFFICE WILL NOT ACCEPT FOOD DELIVERED TO SCHOOL FOR STUDENTS.**

**STUDENTS ARE NOT ALLOWED TO BRING DISPOSABLE STYROFOAM, PLASTIC, OR PAPER CUPS/DRINK CONTAINERS (MCDONALDS, HARDEES, SONIC, ETC.) INTO THE BUILDING.**

## **CELL PHONES AND PERSONAL COMMUNICATION DEVICES (BOARD POLICY 6.312)**

Violation of this policy will result in the phone being confiscated for (7) days. Students may choose to have their phone returned before the end of the 7 days by paying a \$25 cash only fine at the end of the school day (after 3:00 p.m.).

The use of cell phones or other communication devices by students **upon entering the school building** is not permitted or allowed during the regular school day. Using a picture/video phone inappropriately on school property, outside of the school building, will result in disciplinary action determined by administration.

*Failure to relinquish a cell phone to the teacher or administration will result in the student being requested to the Alternative School for a minimum of 20 days as stated in policy. Other disciplinary or corrective actions may be taken to ensure that instructional time is protected and safety is not compromised.*

**\*Please note that this policy states any communication device which is not necessarily limited to cell phones.**

*FCHS is not responsible for lost, stolen, or broken cell phones, or other items that are not conducive to the learning environment, and will not reimburse for phones or items that are lost, stolen, broken, or misplaced.*

**Disciplinary options may vary if deemed necessary by the Administration.**

## **Conflict vs. Bullying - Understanding the Difference – Helpful Information for Students and Parents**

Conflict is a normal part of life. And learning to deal with it helps kids master the social skills they will need as adults. But bullying is not normal even though many people mistakenly believe it is a "rite of passage" for kids as they grow up. In fact, there are some distinct differences between bullying and peer conflict. Being able to identify these differences will help parents and teachers know how to respond.

### **Characteristics of Peer Conflict**

There are a number of ways to identify peer conflict. First, when a conflict occurs, both people involved have equal power in the relationship. And while both people are emotional and upset neither one is seeking power or attention. They just happen to disagree about something.

Also, when people experience conflict they likely will feel remorse and take responsibility for what they did wrong. They just want to solve the problem so that they can start having fun again. Lastly, conflict happens occasionally and although kids may be upset, it is usually not serious or emotionally damaging to either person.

### **Characteristics of Bullying**

There are a number of ways that kids can be hurtful to one another but not all of it is bullying. Sometimes it is simply unkind behavior. The best way to identify bullying is to realize that it is a deliberate act with the intention to hurt, insult or threaten another person.

There's also an imbalance of power in the situation. Bullies usually exert control over other people either by intimidating them, insulting them or threatening them. Bullying also is repeated and purposeful and poses a threat of serious emotional or physical harm.

Typically, when bullying occurs, there is very little emotional reaction from the bully but the target is usually visibly upset. Additionally, bullies may even get satisfaction from hurting people because it garners attention. Lastly, there is usually no remorse from the bully and no attempt to resolve anything. Bullies are not interested in having a relationship with the intended target.

### **Differences in Addressing Conflict and Bullying**

Conflict is an important part of growing up but bullying is not. Conflict teaches kids how to give and take, how to come to an agreement, and how to solve problems. When it comes to conflict, it's good for kids to learn conflict resolution skills. These skills promote listening and working together to come to an agreement that both parties can agree to. But conflict resolution is not appropriate for bullying situations. In fact, it can be particularly dangerous and damaging to the target of the bullying.

Conflict resolution works based on the assumption that both people are in part responsible for the current problem and need to work it out. In this situation, both kids make compromises and the conflict is resolved. Usually when kids have a conflict, it is best to allow them the opportunity to work it out on their own.

But bullying is different. It's about the bully making a choice to intentionally target another person. There is nothing to work out there. Besides, bullies usually don't negotiate with others. They blame others. Even if an adult can extract an apology, the bully will often retaliate when no one else is around. As a result, it is crucial that parents and teachers recognize the difference between conflict and bullying.

When bullying occurs, the bully is fully responsible for the situation. And the bully bears all the responsibility for change. Forcing a target to participate in conflict resolution or mediation is not recommended. Instead, there needs to be an intervention process in place that ensures the safety of the student being targeted.

For instance, bullies need to be told that their behavior is unacceptable and will not be tolerated. They also need to experience consequences for their behavior. Likewise, targets of bullying need to be reassured that they didn't cause the bullying and that they are not to blame. They also should receive interventions that will help them overcome the negative impact of bullying so they can regain self-esteem.



## CLUBS/ORGANIZATIONS/ATHLETICS

### Clubs/Organizations

Art Club  
Bass Club  
Best Buddies Club  
Beta Club  
Communications Club  
Criminal Justice Club  
Faith Unleashed  
FBLA  
FCA  
FCCLA  
FFA  
FTA  
GSA  
HS Democrats of America  
HOSA  
Imagine Franklin County

Interact  
International Club  
Key Club  
LEO  
Mu Alpha Theta  
National Honor Society  
Poetry Club  
Republican Club  
Skills USA  
Special Olympics  
Student Council  
Tabletop Club  
TSA  
Yearbook

### Athletics

Baseball

Bowling  
Boys Basketball  
Boys Soccer  
Cheerleading  
Cross Country  
Dance  
Football  
Girls Basketball  
Girls Soccer  
Golf  
Softball  
Swimming  
Tennis  
Track  
Volleyball  
Wrestling

## COMPUTER AND INTERNET USE

The use of computers (with appropriate software) and access to the Internet at FCHS is encouraged to enhance specific instructional objectives. The use of the Internet requires a separate account for each student; the use of this account must be in support of education and research and consistent with the educational objectives. Before an account may be established, the student must have on file a signed application for terms and conditions for use of the Internet. A monitoring and tracking system is in place on every school computer that maintains a cumulative history of accessed Internet sites as well as the user. Students may be banned from the use of school computer and connective Internet services if inappropriate and/or unlawful sites are found to have been accessed.

## DISCIPLINE REFERRALS & BEHAVIOR SUPPORT SYSTEM

- **Level A:** Success Coaching/Behavior Intervention - Teachers/counselors will provide behavioral coaching and management. This is not an ISD program; however, it is to provide coaching to students on an individual or group basis and provide a respite for students who may need a time-out, skills training, basic behavioral coaching, etc...
- **ISD:** When a student has been placed in ISD for the 3<sup>rd</sup> time, he/she will be referred to his/her grade level guidance counselor for intervention. When a student has reached 15 days of ISD, they will be requested for Alternative School placement. Prior to reaching the 15th day, the BOE social worker will be contacted for counseling in an attempt to prevent further disciplinary actions that would require ISD, Behavior Modification class, or possible Alternative School requests.
- **Level B:** Behavior Modification Class - A self-contained setting for academic instruction, behavior guidance, and gradual reintegration into the regular classroom; used when problem areas require a part or full time alternative setting.
- **Academic Saturday School / Discipline Saturday School:**
  - Students who (a) fail to complete an assignment and (b) are failing the current grading period, may be assigned to Academic Saturday School at the teacher's discretion.
  - Discipline Saturday School may be assigned by administration regarding various school rules.

**Failure to attend and complete two (2) session of Academic Saturday School or Discipline Saturday School will result in:**

- 1st Offense - One (1) week of activity suspension
- 2nd Offense- One (1) week of activity suspension & one (1) week of lunch isolation
- 3rd Offense - Administrator's discretion which may include: loss of driving privileges, suspension or combination of any disciplinary actions.

**After School Detention (ASD):**

One hour beginning at 3:15 on determined days (Tuesday & Thursday) during the week. **Failure to attend scheduled ASD will result in one (1) full day of Discipline Saturday School. Saturday School rules will apply upon that assignment.**

**DISCIPLINE REFERRALS**

The following consequences will be applied by the administration when disciplinary action by the classroom teacher has not worked and a teacher sends a referral to an administrator. These procedures are intended to serve as a guide for consistent student discipline. **THE ADMINISTRATOR HAS THE FLEXIBILITY TO EMPLOY DISCIPLINARY MEASURES OTHER THAN THE ONES LISTED BELOW. PARENTS WILL BE CONTACTED WHEN CIRCUMSTANCES ALLOW.**

**CLASS DISRUPTION**

- 1st Offense - Teacher's discretion
- 2nd Offense- ASD/ISD/Saturday School/Lunch isolation
- 3rd Offense - ISD/Saturday School/Suspension/School activity and event suspension
- Others - ISD/Loss of driving privileges/Behavior Modification/Alternative School

**CUTTING CLASS**

- 1st Offense - ISD/Sat. School/ASD/School activity and event suspension
- 2nd Offense – ISD/Loss of driving privileges/Suspension/Suspended from school activities and events/Lunch Isolation
- 3rd Offense- 3 days ISD/ Loss of driving privileges/Out of school suspension/Suspended from school activities and events/Behavior Mod/ Alternative School

**DISCIPLINARY ACTION FOR ALCOHOL CONSUMPTION / POSSESSION**

- Alternative School placement for a minimum of 45 days (1st Offense), and a minimum of 60 days for (2nd Offense)
- SRO contacted for Juvenile Court Petition
- Suspended from all school activities

**DRESS CODE VIOLATION (BOARD POLICY 6.310)**

- 1st Offense – Warning and change of clothes. Piercings confiscated
- 2nd Offense – 2 days ISD/Suspended from school activities and events/Lunch isolation. Change of clothes. Piercings confiscated
- 3rd Offense – Alternative School for no less than 20 days

**DISRESPECT**

- 1st Offense - 2 days ISD/Suspension/School activity and event suspension/Lunch isolation
- 2nd Offense- 3 days ISD/Suspension/Loss of driving privileges/School activity and event suspension
- 3rd Offense - Suspension/Behavior Modification/Alternative School

**STUDENT DISCRIMINATION/HARRASSMENT AND BULLYING/CYBERBULLYING AND INTIMIDATION** - refer to board policy 6.304. This can be found on the website [www.fcstn.net](http://www.fcstn.net) under board policies.

**FIGHTING / ARGUING / BULLYING (PHYSICAL, VERBAL, EMOTIONAL, SEXUAL)** Pending an investigation, all parties involved will be sent home for the remainder of the school day. Following the investigation, consequences will be determined by the grade level administrator following the investigation. Consequences may include, but are not limited to, detention, ISD, Behavior Modification, suspension, request for alternate school placement, and court petition.

**FIGHTING (WILL NOT BE TOLERATED)**

**For the purpose of these procedures in order for it to be classified as a fight there must be physical contact between students.**

**Category I- A simple fight where there is no serious personal injury and no weapon is used.**

**1st incident-**

- Immediate suspension for the remainder of the day. Administrator conducts investigation.
- Parent Conference as soon as possible.
- 3 day suspension plus 3 days ISD
- SRO files petition to court

**2nd incident**

- Immediate suspension for remainder of the school day. Administrator conducts an investigation.
- Parent Conference as soon as possible.
- 5 day suspension
- SRO files petition to court
- Other options after student returns from 5 day suspension.
  - Alternative School/Behavior Mod. **(B.)** 5 days ISD

**Category II-** There is serious injury to a student or a weapon is used.

**1st incident**

- Immediate suspension for remainder of the day. Administrator and SRO conduct investigation.
- Parent Conference as soon as possible.
- SRO files petition to court.
- The nature of the injury or type of weapon used will be considered when determining the actual length of the Alternative School placement.
- If circumstances so dictate expulsion from school may be considered an option.

**2nd incident**

- Immediate suspension for the remainder of the day. Administrator and SRO will conduct an investigation.
- Parent contacted as soon as possible.
- SRO files court petition
- Student referred to Alternative School

**KNIFE**

- Any knife will be immediately confiscated and turned into the grade level administrator.
- 1st offense- Warning/ Parent contact
- 2nd offense- ISD/ Parent Conference
- 3rd offense- ISD /Parent Contact/Suspension/Behavior Mod/Alternative School

### **LEAVING CAMPUS WITHOUT PERMISSION**

- 1st Offense – Sat. School/ISD/Parent contacted
- 2nd Offense – ISD/Parent contacted/Loss of driving privileges/Suspended from school activities and events/Lunch isolation
- 3rd Offense – 3 days ISD/Parent contacted/Suspended/Suspended from school activities and events/Behavior Mod/Alternative School

### **PROFANITY**

The use of profanity is inappropriate and will not be tolerated. Discipline will be determined by the administrator and may include but not limited to: ISD/ASD/Sat. School/ Suspension/Behavior Modification

### **PUBLIC DISPLAY OF AFFECTION (EMBRACING, KISSING, ETC...)**

- 1st Offense - Warning
- 2nd Offense – ISD/Sat. School/Suspended from school activities and events/Lunch isolation/Parent contacted
- 3rd Offense – ISD/Parent contacted/Behavior Mod/Alternative School

### **SCHOOL TARDY**

All students who are tardy to school 1st block must report to the attendance office to be admitted to school. After three (3) unexcused tardies, students will be subject to disciplinary measures which include: ASD or Saturday School. An excused tardy may be obtained by a parent’s note (up to 3 per semester) or approved documentation reflected in the Attendance Policy for an excused absence will be necessary, (doctor’s note, court, etc...). Continual unexcused tardies to school will result in further disciplinary measures including: Loss of driving privileges, Activity and event suspensions, ISD, or possible truancy infractions as determined by the Attendance Department. There are a total of three (3) tardies per semester.

### **TARDY TO CLASS - When a student is tardy to 2nd, 3rd, or 4th block.**

- 1st Offense-Warning by the classroom teacher
- 2nd Offense- Turned into grade level administrator. ASD/Sat. School/ ISD/ Lunch isolation/Suspended from school activities and events

### **SMOKING / TOBACCO STUDENTS UNDER 18 (USE / POSSESSION)**

- 1st Offense - 3 days ISD plus court petition
- 2nd Offense - 5 days ISD plus court petition/Suspended from school activities and events/Lunch isolation
- 3rd Offense - 5 days ISD plus court petition/Loss of driving privileges/Suspended from school activities and events/Behavior Mod/Alternative School

### **SMOKING / TOBACCO STUDENTS 18 AND OLDER (USE / POSSESSION)**

- 1st Offense - 5 days ISD
- 2nd Offense - 5 days ISD/Suspended from school activities and events
- 3rd Offense - 5 days ISD/Behavior Mod/Alternative School

### **SMOKING / TOBACCO PROCEDURES INCLUDE: USE / POSSESSION OF E-CIGARETTES**

**Disciplinary options may vary if deemed necessary by the Administration.**

### **DRESS CODE – MIDDLE SCHOOL AND HIGH SCHOOL (Board Policy 6.310)**

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation certainly exists between appropriate attire and a positive learning environment.

Any dress or hairstyle that is considered contrary to good hygiene, distracting or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgment of the principal/designee shall prevail.

A uniform dress code is in effect at the middle schools and high schools. The uniform dress code will include solid khaki (khaki-colored) pants, skirts, shorts, skorts or capris or appropriately solid-colored jeans, denim skirts, shorts, skorts or capris with no holes. Pants will be belted at the waist when appropriate. Shirts will be collared, or crew necked, with sleeves. Shirts may be solid-colored or patterned. The only logos that may be on a shirt will be – logos no larger than a six (6) by six (6) inch square. Shirts must completely cover the abdomen, back, shoulders, midriffs, and cleavage. Shirts will be tucked in the pants or skirts or, at the discretion of the school, allowed to be worn on the outside if worn neatly. Spirit wear depicting the school of attendance will be considered appropriate attire.

The following specific expectations have been established to help create and maintain the best learning environment:

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not have holes, be cut-off, ripped, or see-through. The only logos allowed must meet the six (6) by six (6) inch square requirement on shirts. Spirit wear is allowed at any time and is identified as any clothing item that displays the student's assigned school's logo or publicizes a class, club or team that is recognized by the assigned school.
2. Shorts, skorts and capris must cover to the top of the knee when standing.
3. If leggings, jeggings, or tights are worn, the student's top or outer garment must cover to the top of the knee when standing.
4. Skirts shall be knee length when the girl is standing erect. Slits in dresses or skirts shall not exceed three inches above the front and/or back of the knee.
5. Pants must be worn above the hip-bone; sagging/bagging is not allowed. At this time, low rider and hip hugger style pants are permissible.
6. All coats, jackets, sweaters, and any other kind of outer wear may be solid-colored or patterned. Outer wear that is spirit wear depicting the school of attendance may be worn.
7. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers, and skate shoes.
8. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images.

Clothing and accessories such as book bags, backpacks, belt buckles, patches, jewelry and notebooks shall not be derogatory to any individual or groups, or disruptive to the school environment.

Clothing or accessories shall not promote products which students may not legally buy such as alcohol, tobacco, illegal drugs, and controlled substances or promote violence.

9. Items which are prohibited include, but may not be limited to:
  - a. Head apparel (hats/caps, scarves, hair picks, stocking caps, hair curlers, the hoods on hoodies or jackets, etc.) inside the school building, except for religious or medical purposes (for which doctor's verification of need is required);
  - b. Sunglasses inside the school building, except for health purposes – doctor's verification of need is required;
  - c. Visible body piercing jewelry (including tongue piercing) other than earrings (if worn, earrings must not pose a threat to the student's safety nor be disruptive to the peace and good order of the schools);
  - d. Large, long, and/or heavy chains (including billfold chains); and
  - e. Trench coats, except as needed in very extreme weather.
  - f. Tattoos and other similar markings of the skin are discouraged (offensive tattoos must be covered).

The director of schools may allow exceptions for some of the above listed items for special school activities.

Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate. Corrective/disciplinary action may include, but is not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and/or other disciplinary action as deemed appropriate. Three dress code violations will result in suspension to the alternative school for no less than twenty (20) days.

1. The principal's discretion shall prevail in regard to appropriate attire for all after-school activities.
2. The Board expects the Director of Schools to require all principals and all certificated personnel to
3. Enforce the above dress code in a consistent manner.

### **DRIVER'S LICENSE**

Students under the age of 18 must prove they are enrolled in school and making satisfactory progress when applying for a driver's license in Tennessee. FCHS will provide a certificate of compulsory school attendance verifying this information. Students/parents should request the certificate from the FCHS office at least 2 days prior to going to the driver's license station. The form is valid for only 30 days.

If a student fifteen years of age or older drops out of school or fails to make satisfactory academic progress, the school is required to notify the Department of Safety. This suspends the student's driving privileges. The first time a student drops out, he or she may regain the privilege to drive by returning to school and making satisfactory academic progress. There is no second chance, however. The second time a student drops out he or she must wait to turn 18 years old before being eligible to apply.

### **FIELD TRIPS**

Students are not eligible to miss any amount of school for a field trip if he/she is failing any class or if his/her attendance is less than 90%.

## **GRADING / GRADE REPORTS / TRANSCRIPTS**

### **Grading Scale for all FCHS classes:**

- (A) 93-100
- (B) 85-92
- (C) 75-84
- (D) 70-74
- (F) Below 70

No grade will be above 100 except for AP and Honors Courses. These reports are official communication to parents from FCHS.

### **Requirements for Valedictorian:**

The Valedictorian must qualify as an Honors Scholar and must have attended FCHS for five (5) semesters. The Valedictorian will be the Honors Scholar with the highest grade point average (GPA). The Valedictorian will be determined at the end of the second semester after all grades are reported.

### **Steps to determine the Valedictorian will be:**

Honors Scholar with the highest GPA

If there is a tie, then: Student with the highest composite ACT score on a regular national test through the April test date for the graduation year.

If there is a tie, then: Student with the highest number of honors courses attempted

If there is a tie, then: Numeric average in core courses

FCHS transcript grade entry procedure for students completing Online Independent Study classes, Dual Enrollment classes, or any course taken outside of FCHS.

When a school submits a letter grade, we enter the grade as submitted on the transcript. We do not adjust grades according to the submitting school's grade scale (Letter=Letter). Example: A+, A, or A- will calculate as an A (4.0) toward the GPA. A B+, B, or B- will calculate as a B (3.0) toward the GPA.

If a numerical grade is received on the student's transcript, the corresponding Tennessee Uniform Grading Scale will be implemented (Numerical 95=Tennessee corresponding grade).

## **THE FOLLOWING POLICY CHANGES WILL GO INTO EFFECT WITH THE CLASS OF 2022**

Criteria for FCHS Honors Scholars:

- Minimum grade point average (GPA) of 4.0 (not rounded up)
- Students are required to have at least 12 academic honors courses in core area

<b>VALEDICTORIAN</b>	<b>SALUTATORIAN</b>
Highest Grade Point Average (weighted)	Second Highest GPA (weighted)
12 Honors or Above Courses (minimum)	12 Honors or Above Courses (minimum)
Graduate with Honors (state)	Graduate with Honors (state)
FCHS Honors Scholars	FCHS Honors Scholars

### **Steps to determine valedictorian:**

Transfer students must be enrolled in the high school the last four (4) of seven (7) semesters preceding the final semester (must start attending no later than the second semester of his/her sophomore year).

1. The honors scholar student(s) meeting the above criteria with the highest grade point average (GPA).  
If a tie, then

2. Student(s) with the highest composite ACT on a regular national test through the December test prior to graduation.
3. Student(s) with the highest number of honors courses attempted. If a tie then
4. The highest numeric average in core academic courses.

### **Un-Weighted /Weighted GPA's**

Grading Scale	Un-Weighted Courses	Weighted Honors Courses, Dual Enrollment, Dual Credit (Local and Statewide), and Capstone Industry Certification Aligned Courses	Weighted Advanced Placement (AP) Courses
A 93-100	4.0	4.5	5.0
B 85-92	3.0	3.5	4.0
C 75-84	2.0	2.5	3.0
D 70-74	1.0	1.5	2.0
F 0-69	0	0	0

### **END OF POLICY CHANGE**

#### **HOMEWORK (ABSENCE AND LATE ASSIGNMENTS)**

It is the responsibility of the student to see that the requirements of the attendance policy are met, and all work missed is completed to the satisfaction of the teacher. This also applies when a student has been suspended from school. You may contact the secretary in the guidance office to request make-up assignments at 967-2294.

As a minimum, a student will be allowed an equal number of days to complete the make-up work as the number of days that were missed. (Ex: A student who is absent three days should have all work turned in by the third day that the student has returned to school.) More time for make-up work may be granted in special circumstances by making arrangements with the teacher involved.

#### **Late Work/Point Deductions**

A student who does not have an assignment completed and ready to turn in the day the assignment is due will receive a twenty-percentage (20) point deduction and will be given one additional day to turn in the assignment. No late assignments will be accepted after the following day the assignment is due.

A student is allowed two (2) late assignments per semester. After the second late assignment the teacher will assign a grade of zero (0) for each subsequent late assignment. A student is responsible for arranging additional time with their teacher(s) if the situation warrants.

#### **LOCKERS**

Lockers are provided as a service to students and are subject to search. Each student will be assigned a locker and will be authorized to use only that locker. Students are advised to provide a lock as the school will not be responsible for items taken from unsecured lockers.

#### **MEDICINES**

FCCHS has a full time registered nurse on staff. Her office is located just off the main office in the front of the building. To see the nurse, a student should have a pass from a teacher or administrator except in case of an emergency.

**Nurse Protocol-** To facilitate privacy and safety to students visiting the clinic, the nurse will see students, who present a valid hall pass or a signed teacher note during class period time only (Unless an emergency, obvious injury, bleeding lacerations, respiratory distress/allergic reactions, fainting, etc.). If a student is required to take



nonprescription or prescription medication during school hours and the parent/guardian/legal custodian cannot be at school to administer the medication, only the nurse, principal, or principal's designee will assist in self-administration of the medication. **NO MEDICATION (prescription or over the counter) is to be in the possession of a student at any time.** Medications are to be turned into the school nurse by the parent/guardian along with written instructions which include (1) student's name; (2) name of medication; (3) name of physician; (4) time to be self-administered; (5) dosage and directions for self-administration; (6) possible side effects if known; and (7) termination date for self-administration. Prescription medicines should be in the original container with the student's name and doctor's instructions. When necessary, an exception may be granted IN ADVANCE and upon written request for certain items such as asthma inhalers that need to be with a student at all times. The parent/guardian/legal custodian is responsible for informing the school nurse of any change in the student's health or change in medication.

### **MISSING STUDENT PROCEDURES**

**Before or after school** when it comes to the attention of administration, communication is made with administrators via radio contact to try and locate the student throughout the building. All pick-up lines are checked, as well as the back parking lot. An ALL CALL is made to have the student report to the main office. In the event the student cannot be located, SRO's are contacted with information provided by the parent/guardian in an effort to locate the student and provide information to law enforcement if necessary.

**During school** when a student is reported missing, communication is made to administrators via radio contact. Attendance is checked for possible check out, all areas of the building are checked including restrooms, and attendance is checked with classroom teachers in the event an absence has not been recorded in the attendance portal. If the student cannot be located, the parent/guardian is contacted to inform them that the student is not at school.

### **PROM**

Only seniors and juniors currently enrolled at FCHS may purchase Prom tickets (December graduates of the present school year are considered to be currently enrolled). Students on homebound status are not allowed to attend, even as a guest. Seniors and juniors may purchase either a single ticket for themselves or a higher priced couples ticket allowing them to bring one invited guest. The guest must be named when the ticket is purchased. Only that guest will be permitted to enter the dance and must enter with the ticket holder. A currently enrolled FCHS sophomore or freshman is welcome as an invited guest of a senior or junior.

Additionally, as a courtesy to FCHS seniors and juniors, a guest who is not enrolled at FCHS may be invited with the following restrictions:

- Non-FCHS guests must be approved by an SRO or the principal
- No one under the age of 15 (applies only to non-FCHS guests, not to current FCHS freshmen)
- No one over the age of 20 (applies only to non-FCHS guests)
- No one with school disciplinary issues, criminal background, or other problematic behavior will be approved; the SRO's or principal's discretion will prevail
- Approved non-FCHS guests must present a photo ID at the dance entrance and will not be allowed inside without a photo ID

### **SAFETY AND EMERGENCY PROCEDURES**

Specific details of safety procedures will be implemented, by school administrators, staff, emergency personnel, and law enforcement. Cell phones are not to be used by students during the school day, and specifically includes use during any emergency drill or procedure. Fire, tornado, and lockdown procedures will be explained to students by each classroom teacher. When a drill or emergency signal is sounded, students must quickly and quietly report to the designated area and follow instructions.

### **STUDENT PARKING**

Students **MUST** park in the area provided for student parking and in their own assigned parking space. A student must register his/her vehicle with the SRO and obtain a parking permit which is to be displayed on the car's rearview mirror whenever on campus and prior to driving/parking on campus. Failure to register, parking in the incorrect space, or other violations relative to a vehicle, will result in a **Notice of Student Parking Violation in which a \$10.00 fine will be assessed and all other subsequent violations will carry the same fine. After the 3rd violation, the vehicle will be towed at the owner's expense.** Vehicles should not be left on campus overnight. In the event of an emergency, an Administrator or SRO should be contacted. No student is to be in the parking lot during the school day without written permission from an administrator.

Parking/driving on campus is a privilege, and abuse of this privilege (including but not limited to: speeding, reckless driving, excessive noise, loud music, being in the parking lot without administrative approval, leaving campus without permission, excessive unexcused tardies, and truancy) may result in reassignment of parking space or revocation of driving/parking privileges on campus. **The speed limit on campus is 10 miles per hour.** Any vehicle on campus is subject to search at any time.

### **TELEPHONES**

Telephones in the offices throughout the school are for business use only and are not for student use except with permission and in case of an emergency. In the event of an emergency or if a student becomes sick during the school day and needs to check out, he/she must see an administrator or school nurse who will contact parent/guardian.

### **TEXTBOOKS**

Textbooks are the property of the Franklin County Board of Education and shall be returned upon completion of the course or upon withdrawal from a course or from school. Parents are to sign an agreement stating that they will be responsible for the textbooks received and used by their children. Students will be asked to pay for any lost or damaged book to the extent that it is no longer usable. (To be inventoried twice (2) a year).

### **VISITORS**

All visitors must report to the main office immediately upon arrival at FCHS to request a visitor's pass. Only visitors with legitimate business at school will be granted a pass. An administrator may refuse to issue a visitor's pass. Parents are welcome, and we ask that an appointment be made to see a teacher (during the teacher's planning time), counselor, or administrator. Any person found on the school grounds without signing in and permission is trespassing and reported to SRO's and law enforcement personnel. ***Students who have officially checked out or are absent should not be on school grounds unless they have gone through attendance to check into school that day.*** Students who have been suspended or are in alternative school should not be on school grounds or school functions/events until they have been officially cleared to return to attend classes at FCHS.

**WHERE TO GO / WHOM TO SEE**

**WHAT**

Accident Forms  
 Attendance  
 Audio Visual  
 Check In/Out  
 College Information  
 Discipline  
 Driver's License Letter  
 Elevator Pass  
 Fee Waiver Forms  
 Free/Reduced Lunch  
 Graduation  
 Lockers  
 Lost & Found  
 Make-Up Assignments  
 Medication Forms  
 Parking  
 Registration  
 Schedule Change  
 Testing  
 Textbooks  
 Transcripts

**WHOM**

Secretary  
 Secretary  
 Librarians  
 Secretary  
 Counselors  
 Assistant Principals  
 Receptionist  
 Secretary  
 Bookkeeper  
 Cafeteria Manager  
 Counselors  
 1st Block Teacher  
 Receptionist  
 Secretary  
 Nurse  
 SRO  
 Counselors  
 Counselors  
 Counselors  
 Attendance Admin.  
 Registrar

**WHERE**

Main Office  
 Attendance Office  
 Media Center  
 Attendance Office  
 Guidance Office  
 Individual Office  
 Main Office  
 Main Office  
 Main Office  
 Cafeteria  
 Guidance Office  
 Classroom  
 Main Office  
 Guidance Office  
 Clinic  
 SRO Office  
 Guidance Office  
 Guidance Office  
 Guidance Office  
 Attendance Office  
 Guidance Office

**DAILY SCHEDULE**

REGULAR SCHEDULE		PLC SCHEDULE (Wednesday's Only)		ACTIVITY SCHEDULE	
8:00-9:30	1st Block	8:00-9:20	1st Block	8:00-9:18	1st Block
9:37-11:07	2nd Block	9:27-10:48	2nd Block	9:24-10:42	2nd Block
11:13-1:23	3rd Block (Lunch)	10:55-1:02	3rd Block (Lunch)	10:48-12:48	3rd Block (Lunch)
1:30-3:00	4th Block	1:09-2:30	4th Block	12:54-2:07	4th Block
3:00	School Dismissed	2:30	School Dismissed	2:13	Activity
		2:45-3:30	PLC Meetings	3:00	School Dismissed

**ADMINISTRATION**

Dr. Roger Alsup- Principal  
 Lisa Crabtree: Assistant Principal 12<sup>th</sup> grade  
 Chris Hobbs: Assistant Principal 9<sup>th</sup> grade  
 Anna Mullin: Assistant Principal 10-11<sup>th</sup> grades

**GUIDANCE**

Lee Brannon- 12<sup>th</sup> grade  
 Tina Garner- 10<sup>th</sup> grade  
 Dawn Hopkins- 11<sup>th</sup> grade  
 Brenda Welch- 9<sup>th</sup> grade  
 Sandy Verner: Registrar  
 Linda Carson: Secretary

**OFFICE SUPPORT STAFF**

Shelia Boyett: Bookkeeper  
 Doris Keith: Attendance Secretary

Sheri Bradford: Receptionist      Misty McGee: Secretary  
 Kim Pruitt: Nurse