

Franklin County High School 2024-2025 Student/Parent Handbook

Franklin County High School
833 Bypass Road
Winchester, TN 37398

Main Office: 931-967-2821
Attendance Office: 931-967-1618
Counseling Office: 931-967-2294
Fax: 931-967-6945

Franklin County Schools Website: www.fcstn.net



Table of Contents

A NOTE FROM THE PRINCIPAL	4
MISSION STATEMENT	4
VISION STATEMENT	4
2024-2025 School Calendar	5
DAILY SCHEDULE	6
ADMINISTRATION	6
OFFICE SUPPORT STAFF/COUNSELING OFFICE	6
TARGET & GOALS	7
IMPORTANT NOTICE	8
GRADES AND TRANSCRIPTS	9
HOMEWORK.....	10
LOCKERS	10
MEDICINES	11
PROCEDURES FOR LOCATING MISSING STUDENT(S).....	11
PROM	11
SAFETY AND EMERGENCY PROCEDURES	12
STUDENT PARKING.....	12
TELEPHONES	12
TEXTBOOKS	12
VISITORS (Board Policy 1.501).....	13
WHERE TO GO/WHOM TO SEE	13
ARRIVAL / DEPARTURE.....	14
CLUBS, ORGANIZATIONS, AND ATHLETIC TEAMS	14
ATTENDANCE	15
BUS TRANSPORTATION	17
CAFETERIA.....	17
FIELD TRIPS.....	17
LEARNING ENVIRONMENT.....	17
CELL PHONES AND PERSONAL COMMUNICATION DEVICES.....	18
COMPUTER AND INTERNET USE	19
MIDDLE SCHOOL AND HIGH SCHOOL DRESS CODE	20
FIGHTING AND ARGUING (Level III)	21
BULLYING AND HARASSMENT	22
DISCIPLINE REFERRALS AND BEHAVIOR SUPPORT SYSTEM.....	24

DISCIPLINE REFERRALS..... 24
SMOKING/VAPING USE AND POSSESSION (Level III) 27
ZERO TOLERANCE OFFENSES 27

A NOTE FROM THE PRINCIPAL

Welcome to Franklin County High School!

I am thrilled to welcome you to the new academic school year at FCHS! It is my pleasure to be your principal and to serve as the leader of this vibrant and dynamic school. As we embark on this new journey together, I am excited to see the incredible things that you will achieve and the memories that we will create together.

Franklin County High School's wonderful group of teachers, staff, and administrators are committed to providing a supportive and inclusive environment that fosters academic excellence, creativity, and personal growth for everyone, and we look forward to working with each of you to make this year a success. Let's work together to make it an unforgettable new school year!

Jeannie C. Miller
Principal, Franklin County High School

MISSION STATEMENT

Franklin County High School will 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.

2024-2025 School Calendar

July 26.....	Administrative Day for all certified employees; no school for students
July 29.....	Staff Development Day for all certified employees; no school for students
July 30.....	Staff Development Day for all certified employees; no school for students
July 31.....	Staff Development Day for all certified employees; no school for students
August 1.....	Staff Development Day for all certified employees; no school for students
August 2.....	First day of school (abbreviated day for students, 8:00-10:00 a.m.)
August 5.....	Staff Development Day for all certified employees; no school for students
September 2.....	Labor Day Holiday – no school
October 7-11.....	Fall Break – no school
October 21.....	Parent/Teacher Conferences—Middle Schools (3:15-6:15 p.m.)
October 22.....	Parent/Teacher Conferences—Elementary Schools/Huntland (3:15-6:15 p.m.)
October 24.....	Parent/Teacher Conferences—FCHS (3:15-6:15 p.m.)
November 5.....	Staff Development Day for all certified employees; no school for students
November 25-29.....	Thanksgiving Break – no school
December 20.....	Abbreviated Day for students (8:00 – 10:00 a.m.)
December 23-Jan 3.....	Winter Break – no school
January 6.....	Staff Development Day for all certified employees; 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 17.....	Parent/Teacher Conferences—Middle Schools (3:15-6:15 p.m.)
March 18.....	Parent/Teacher Conferences—Elementary Schools/Huntland (3:15-6:15 p.m.)
March 20.....	Parent/Teacher Conferences—FCHS (3:15-6:15 p.m.)
March 24-28.....	Spring Break – no school
April 18.....	Good Friday – no school
May 22.....	Last day of school for students (abbreviated day for students, 8:00-10:00 a.m.)
May 23.....	Administrative Day for all certified employees; no school for students

Grading Periods at All Schools

August 2 – October 16
October 15 – December 20
January 7 – March 12
March 13 – May 22

Report Cards Distributed at All Schools

October 18
January 10
March 21
May 22

Homecoming Dates

September 20, 2024 (Huntland)
October 4, 2024 (FCHS)

Graduation Dates

May 15, 2025 – Huntland
May 16, 2025 – FCHS

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	Dismissal	2:30	Dismissal	2:13	Activity
		2:45-3:30	PLC Meetings	3:00	Dismissal

ADMINISTRATION

Jeannie Miller: Principal
 Brittney Butner: Assistant Principal of Curriculum,
 and Instruction, grades 11-12
 Ryan Gilmer: Assistant Principal, grades 10-11
 Brad Cowan: Assistant Principal, grade 9

DEANS

Kelly Kennedy, grades 11-12
 Kent Bean, grades 10-11
 Adam Turbeville: grade 9
 **Deans are teachers who receive scheduled time
 to assist administrators with mentoring students
 and addressing low-level discipline.

OFFICE SUPPORT STAFF

Shelia Boyett: Bookkeeper
 Sheri Bradford: Receptionist
 Bonnie Shrader: Secretary
 Kim Pruitt: Nurse
 Doris Keith: Attendance Secretary

COUNSELING OFFICE

Tina Garner: Grade 12
 Dawn Hopkins: Grade 11
 Stacy Smith: Student Advocate, Grades 9-10
 Ken Bishop: Graduation Coach, Grade 12
 Linda Carson: Secretary
 Krystal Lindsey: Registrar

TARGET & GOALS

Goal

Students receive excellent instruction every day in every class for the entirety of the class.

Community Building

- (T) Posts clear expectations and ensures they are followed by students consistently
- (T) Encourages and promotes student participation and recognition in all curricular and extracurricular activities.
- (S/T) Are consistently on task
- (S) Achieves an attendance rate of at least 95%; minimizes chronic absenteeism (less than 8%)
- (S) Achieves a graduation rate of at least 95%.

Content Planning

- (T) Analyze data to identify areas of growth, to address individual student needs, and to adapt instructional practices to meet achievement goals
- (T) Fully understand and teach the standards for the course
- (T) Formulate, display, and communicate clear learning targets in student-friendly language for each lesson
- (S) Can paraphrase the clear learning target
- (S) Can evaluate and communicate their progress toward the clear learning target and the overall unit goal

Instruction & Assessment

- (T/S) Exhibit academic growth as measured by EOC tests, classroom assessments, and other data points
- (T/S) Achieve an average score of 19 on the ACT
- (T/S) Reduce the number of office referrals from the previous year without adversely affecting the learning environment in the building
- (T/S) Are accountable for learning and contribute to a safe and orderly learning environment

(T) = Teacher

(S) = Student

IMPORTANT NOTICE

The Franklin County High School Code of Conduct was developed to inform students, parents/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 policies and the Franklin County Schools Code of Conduct to help provide and maintain a safe, secure, and positive learning environment for all students.

The Franklin County School Board Code of Conduct policy, which includes levels of misbehaviors, disciplinary procedures, and disciplinary options, may be accessed at the following link: [FC Code of Conduct--Board Docs](#).

Disciplinary options may vary if deemed necessary by the Administration.

GRADES AND TRANSCRIPTS

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.

VALEDICTORIAN	SALUTATORIAN
Highest grade point average (GPA, weighted)	Second highest grade point average (GPA, weighted)
12 Honors or above courses (minimum)	12 Honors or above courses (minimum)
Graduate with Honors (state)	Graduate with Honors (state)
FCHS Honors Scholar	FCHS Honors Scholar

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).
2. If a tie, then 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 Credit (Local and Statewide), and TCAT/Industry Certification Aligned Courses	Weighted Advanced Placement (AP) & Dual Enrollment Courses
A 90-100	4.0	4.5	5.0
B 80-89	3.0	3.5	4.0
C 70-79	2.0	2.5	3.0
D 60-69	1.0	1.5	2.0
F 0-59	0	0	0

Transcript Grade Entry Procedures

The following procedure will be applied for FCHS transcript grade entry 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).

HOMEWORK

Homework is recognized as a supportive activity designed to promote academic achievement, reinforce or apply a skill previously taught, and to extend learning activities into the home. Meaningful homework assignments shall be made throughout the school year. For homework to be meaningful, assignments should be

- an outgrowth of classroom instruction;
- clear and definite; and
- monitored or evaluated in line with a system that is understood by the class.

Absences

It is the responsibility of the student to see that the requirements of the attendance policy are met and that 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 counseling office to request make-up assignments at 931-967-2294.

At 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-percent (20%) point deduction and will be given one additional day to turn in the assignment. Teachers are not required to accept a late assignment 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 may assign a grade of zero (0) for each subsequent late assignment. A student is responsible for arranging additional time with his/her teacher(s) if the situation warrants.

LOCKERS

Lockers are provided as a service to students and are subject to search. Students may be assigned a locker upon request 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 (Board Policy 6.405)

FCHS 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.

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 with the following exceptions: an emergency situation including, but not limited to, obvious injury, bleeding lacerations, respiratory distress/allergic reactions, and/or fainting.

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 in the original container along with written instructions including (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.

PROCEDURES FOR LOCATING MISSING STUDENT(S)

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

During school when a student is reported missing, communication is made to administrators via radio contact. Administrators and school personnel will contact the Attendance Office, nurse, the Counseling Office, as well as other key locations (e.g., restrooms, previous teachers' classrooms) in an effort to locate the missing student and to verify that attendance and check out records are properly recorded in Skyward. 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 (Board Policy 3.202)

Numerous efforts are made to ensure the safety and well-being of all students and staff during the regular school day as well as before and after school. A system-wide safety plan with established procedures has been developed to address specific emergencies; furthermore, FCHS has its own safety plan with an identified safety team to assume control of the situation in an emergency occurs.

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 instructional time 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. 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 or display parking permit can result in a \$10.00 fine. Upon the third (3rd) violation, the vehicle can 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 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 the 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. Textbooks are inventoried at the end of each semester.

VISITORS ([Board Policy 1.501](#))

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors must immediately report to the main office to request a visitor's pass and sign a log book. Guest passes shall be issued for all persons other than students and employees of the school. These passes should be returned to the office, and the guest should sign out when leaving the school building or campus.

To maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises. While parents are welcome, we ask that an appointment be made to see a teacher (during the teacher's planning time), counselor, or administrator.

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to,

- Cursing and use of obscenities;
- Disrupting or threatening to disrupt school or office operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the education programs in the classroom or in the school, disturbing teachers or students on the premises, or on the premises for the purpose of committing an illegal act. The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

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
First Block Teacher
Receptionist
Secretary
Nurse
SRO
Counselors
Counselors
Testing Coordinator
Secretary
Registrar

WHERE

Main Office
Attendance Office
Media Center
Attendance Office
Counseling Office
Individual Offices
Main Office
Main Office
Main Office
Cafeteria
Counseling Office
Classroom
Main Office
Counseling Office
Clinic
SRO Offices
Counseling Office
Counseling Office
Counseling Office
Counseling Office
Counseling Office

ARRIVAL / DEPARTURE

FCHS 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 7:40 a.m. are to report to the cafeteria immediately upon arriving to school, whether they drive or ride a bus, and remain there until dismissed at 7:40 a.m. Once students are on the FCHS 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.

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 inclement weather, students may wait inside the lobby area.

Students who walk or drive to school should depart immediately after 3:00 p.m. Students who are transported by parents will be picked up in the front 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.

CLUBS, ORGANIZATIONS, AND ATHLETIC TEAMS

Clubs

Art Club
Bass Club
Best Buddies Club
Beta Club
Criminal Justice Club
eSports
FBLA
FCA
FFA
GSA
Guitar Club
HS Democrats of America
HS Republicans of America
HOSA
International Club
Mu Alpha Theta
National Honor Society
Skills USA
Special Olympics
Student Advisory Committee
SAC
Student Council
Yearbook

Athletics

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

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 the following board excusable reasons 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. School sponsored or school related activities;
7. Summons, subpoena, or court order; or
8. 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. Notes containing obvious changes or errors will not be accepted. Forged notes/signatures will be turned over to the proper authorities.

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 sixth (6th) or more unexcused absence, the attendance administrator and attendance officer from the BOE will meet to contact and 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.

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.

School Tardy

All students who are tardy to school first block must report to the attendance office to be admitted to school. After three (3) unexcused tardies, students will be subject to disciplinary measures such as ASD or Saturday School. An excused tardy may be obtained by approved documentation reflected in the Attendance Policy for an excused absence (doctor's note, court, etc.). Continued unexcused tardies to school will result in further disciplinary measures including, but not limited to, loss of driving privileges, activity and event suspensions, ISD, or possible truancy infractions as determined by the Attendance Department. Students are allotted a total of (3) unexcused tardies per semester.

Check Outs

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 fourth (4th) time, no notes will be accepted. The parent/guardian must come to attendance to pick up his or her 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 marked absent for the day.

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

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.

Obtaining/Retaining a 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 two (2) days prior to going to the driver's license station. The form is valid for only thirty (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.

Additional Information:

- 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.

Individual Class Absences

Students who are excessively absent to a particular class will be referred to administration. In the event the absence(s) has/have been excused, normal make-up procedures will be followed without disciplinary actions considered to be necessary. Excessive absences may result in disciplinary measures such as, but not limited to, suspension from school activities or events, after school detention, Saturday School, loss of driving privileges, and/or in school detention.

- There will be no re-scheduling of After School Detention or disciplinary 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 juvenile students regarding excessive class absences.
- The classroom teacher's attendance roll will serve as official documentation of attendance.

BUS TRANSPORTATION (Board Policy 6.308)

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. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline, including, but not limited to, denial of the privilege to ride the bus.

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 that has been 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. Jeff Sons.

CAFETERIA

Students that have qualified for the breakfast/lunch program will not be charged for a full reimbursable meal. Breakfast and lunch will be served free of charge for all students during the regular 2024-2025 school year. There are four (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, which are only issued during the student's lunch period, from the cafeteria administrator.

Any cafeteria misconduct will be referred to the grade-level administrator for lunch isolation, ASD, ISD, ILC, Saturday school, and/or other disciplinary measure deemed appropriate by administration.

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

FIELD TRIPS

A student is 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%.

LEARNING ENVIRONMENT

In an effort to protect the integrity of the learning environment, students are to refrain from bringing blankets, pillows, and other unnecessary items to school unless specifically approved to do so by an administrator. Failure to comply may result in the item(s) being confiscated and/or disciplinary action being taken.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES (Board Policy 6.312)

A “personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, can be used as a camera, a recorder, a video/sound player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include, but are not limited to, cell phones, tablets, gaming devices, laptops, mp3 players, cameras, and any wearable technology that can record, live stream, or interact with wireless technology on school property.

“Use” means interacting, displaying, engaging with, holding, or operating a PCD and/or personal electronic device. Use shall include the device ringing, vibrating, beeping, or causing any type of disruption. Use shall also include passively recording, filming, streaming, broadcasting, AirDropping, or Quick Sharing.

Students may possess PCDs while on school property. The devices may be used before and after school, during lunch periods, and during class transition times. **The PCD must not be in use during class times.** The principal or the principal’s designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate. PCDs shall not be used to record, film, stream, broadcast, AirDrop, Quick Share, and/or video school personnel or students without the principal/principal designee’s permission.

Any school employee who discovers a student using, accessing, or displaying a PCD or electronic device in violation of this policy shall report the violation. Possession of PCDs and/or personal electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy. Additionally, individual teachers’ classroom policies regarding the use, visibility, placement, etc., of cell phones will be enforced.

Violation of PCD and/or Electronic Devices Policy

Any school employee who discovers a student using, assessing, or displaying a PCD or electronic device in violation of this policy shall report the violation.

Students must adhere to the Franklin County Board of Education’s Acceptable Use policy when using PCDs and personal electronic devices as permitted in this policy. Possession of PCDs and/or personal electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student’s parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

The Franklin County Board of Education, its schools, nor its employees assume responsibility or liability for the loss or damage to any student’s personal communication device, or for the unauthorized use of a student’s personal communication device.

Violation of this policy at FCHS will result in the student’s cell phone being confiscated as follows:

- 1st offense: PCD will be held for the remainder of the day, to be returned to the student;
- 2nd and subsequent offenses: PCD will be held for the remainder of the day, to be returned to the parent/guardian. Excessive offenses could result in the loss of PCD privileges.

Inappropriate Use of PCD and/or Electronic Devices

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing, or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus, or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

PLEASE NOTE: AS DEFINED IN THIS POLICY, PCDs ARE NOT LIMITED SOLELY TO CELL PHONES.

COMPUTER AND INTERNET USE (Board Policy 4.406)

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.

MIDDLE SCHOOL AND HIGH SCHOOL DRESS CODE (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 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.

Some general expectations are:

1. Pants will be belted at the waist when appropriate; and
2. Shirts must completely cover the abdomen, back, shoulders, midriffs, and cleavage.

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 be see-through.
2. Rips, tears, or slits showing above **midthigh** length are not permitted. Students may wear clothing with rips, tears, or slits as long as leggings, tights/yoga pants or compression-type clothes are worn underneath rips or tears.
3. Outwear with a hood is allowed, but the hood is not to be "up" (on, or covering, the student's head) inside school facilities.
4. Shorts, skorts, capris, and skirts should strike the legs at midthigh.
5. Tights of any kind - leggings/jeggings, or yoga pants - worn as outer wear are not permitted unless the following criteria is met: the shirt, skirt, or dress worn with the tights, leggings/jeggings, or yoga pants must strike the legs at midthigh.
6. Pants must be worn above the hip-bone; sagging/bagging is not allowed.
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.
9. 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.
10. 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.
11. Items which are prohibited include, but may not be limited to:
 - a. Sunglasses inside the school building, except for health purposes – doctor's verification of need is required;
 - b. Large, long, and/or heavy chains (including billfold chains); and
 - c. Offensive tattoos must be covered.

The Director of Schools may allow exceptions for some of the above listed items for special school activities. The Board expects the Director of Schools to require all Principals and all certificated personnel to enforce the above dress code in a consistent manner.

Dress Code Violations (Level I)

- 1st Offense: Warning and required change of clothes
- 2nd Offense: 1 day ISD, school activities and events suspension, and/or lunch isolation; required change of clothes
- 3rd Offense: 3 days ISD, school activities and events suspension, and/or lunch isolation; required change of clothes

FIGHTING AND ARGUING (Level III)

Fighting will not be tolerated. 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, ILC, suspension, and/or request for alternative school placement. **Fighting in school will not be tolerated. Any student involved in a fight may be petitioned to court.**

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

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 school day; administrator investigates
 - Parent conference (in-person or via phone) as soon as possible
 - 3 days out of school suspension and 3 days ISD
 - SRO files petition to court
- 2nd Incident
 - Immediate suspension for remainder of the school day; administrator investigates
 - Parent conference (in-person or via phone) as soon as possible
 - 5 days out of school suspension and 5 days ISD
 - SRO files petition to court
 - Other options after student returns from 5-day suspension may include, but are not limited to, Alternative School referral, ILC, and/or activities and events suspension

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

- 1st Incident
 - Immediate suspension for the remainder of the school day; administrator and SRO investigate
 - Parent conference (in-person or via phone) as soon as possible
 - 3 days out of school suspension and 3 days ISD pending an alternative school referral
 - SRO files petition to court
 - The nature of the injury or type of weapon used will be considered when determining the 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 school day; administrator and SRO investigate
 - Parent conference (in-person or via phone) as soon as possible
 - 5 days out of school suspension and 5 days ISD pending an alternative school referral
 - SRO files petition to court
 - The nature of the injury or type of weapon used will be considered when determining the length of the alternative school placement.
 - If circumstances so dictate, expulsion from school may be considered an option.

BULLYING AND HARASSMENT (Board policy 6.304)

Conflict vs. Bullying: Understanding the Difference

Conflict is a normal part of life, and learning to deal with it helps kids master the social skills they will need as adults. Bullying, however, 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 upon. 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.

DISCIPLINE REFERRALS AND BEHAVIOR SUPPORT SYSTEM

- **Level A:** Success Coaching/Behavior Intervention – Teachers, counselors, deans, and/or administrators will provide behavioral coaching and management to students on an individual or group basis, creating a respite for students who may need a time-out, skills training, basic behavioral coaching, etc.
- **In-School Detention (ISD):** In-school detention serves as a disciplinary measure used to help students reflect on inappropriate student behavior. ISD is served from 8:00 a.m. to 3:00 p.m. on designated days unless otherwise specified by an administrator/dean. Detention expectations may include, but are not limited to:
 - being assigned a specific desk and not leaving without permission;
 - not communicating with anyone, except the monitor, and only when spoken to;
 - not eating, drinking, or chewing gum;
 - not sleeping or laying their heads down on their desks;
 - placing personal communication devices in an inaccessible, designated area for the day;
 - completing all assigned work; and
 - being respectful at all times.
- **Level B:** Individualized Learning Class (ILC) is a self-contained setting for academic instruction, behavior guidance, and gradual reintegration into the regular classroom that is used when problem areas require a part- or full-time alternative setting.
- **Saturday School:** Saturday School may be assigned by administration/deans regarding various school rules. A half day is 8:00-10:30 or 10:30-1:00, and a whole day is 8:00-1:00.
- **After School Detention (ASD):** ASD may be assigned by administration/deans regarding various school rules. ASD lasts one hour beginning at 3:15 p.m. on designated days (Tuesday & Thursday) during the week.

Failure to attend Saturday School or ASD may result in loss of driving privileges, activity suspension, ISD, and/or additional disciplinary measures at the administrator's discretion.

DISCIPLINE REFERRALS

The following consequences will be applied by the administration/deans 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/DEAN HAS THE FLEXIBILITY TO EMPLOY DISCIPLINARY MEASURES OTHER THAN THE ONES LISTED BELOW. PARENTS WILL BE CONTACTED WHEN CIRCUMSTANCES ALLOW. ASSIGNED LEVELS INDICATE MINIMUM OR FIRST OFFENSE CONSEQUENCES.

Aggression (Level III)

- 1st Offense: 1 day ISD, parent contact, and/or counseling referral
- 2nd Offense: 2 days ISD, parent contact, school activities and events suspension, loss of driving privileges, and/or lunch isolation
- 3rd Offense: 3 days ISD, parent contact, school activities and events suspension, loss of driving privileges, lunch isolation, and/or ILC

Alcohol Consumption/Possession (Level III)

- 5-day out of school suspension pending an Alternative School referral for any offense involving alcohol
- SRO contacted for Juvenile Court Petition
- Suspended from all school activities and events

Cheating and Plagiarism (Level 1)

Cheating/plagiarism can be defined as submitting another person's ideas, words, images, or data without giving that person credit or proper acknowledgement, including, but not necessarily limited to, the following:

- Use of phrases, quotes, or ideas not one's own;
- Paraphrasing the work of another, even with slight changes to the wording or sentence structure;
- Submitting a paper written for another class (academic dishonesty);
- Submitting a paper from an essay service or agency, even in exchange for payment;
- Submitting a paper fully generated by artificial intelligence;
- Submitting a paper by another person, even with the person's permission;
- Directly copying an assignment/test from another student, either with or without permission; or
- Giving an assignment to another student to copy in whole or in part and claiming as his or her own.

Cheating and plagiarism undermine academic integrity; therefore, teachers reserve the right to enforce any (or a combination) of the following consequences in the event that a student plagiarizes. Consequences will vary depending on the severity of the offense and whether or not the student has previously plagiarized.

- 1st Offense: Conference with student(s) involved and teacher; teacher makes parent contact and selects one or a combination of the following disciplinary measures at his/her discretion.
 - The student may redo the assignment for late or partial credit; the teacher may require the assignment to be redone under supervision of a staff member.
 - The student may receive a significant deduction on the assignment, earning no more than 50% credit.
- 2nd Offense: Conference with administrator and parent (either in person or via phone); student receives a zero on the assignment; 1 day ISD

Class Disruption (Level II)

- 1st Offense: ASD, 1 day ISD, and/or lunch isolation
- 2nd Offense: ASD, 2 days ISD, Saturday School, and/or lunch isolation
- 3rd Offense: 3 days ISD, Saturday School, suspension, and/or school activities and events suspension
- Additional Offenses: ISD, loss of driving privileges, ILC, and/or alternative school referral

Cutting Class (Level III)

- 1st Offense: 1 day ISD, Saturday School, ASD, and/or school activity and event suspension
- 2nd Offense: 2 days ISD, loss of driving privileges, suspension, school activities and events suspension, and/or lunch isolation
- 3rd Offense: 3 days ISD, loss of driving privileges, out-of-school suspension, school activities and events suspension, ILC, and/or alternative school referral

Disrespect (Level II)

- 1st Offense: 1 day ISD, student conference with parent contact, ASD, and/or lunch isolation
- 2nd Offense: 3 days ISD, school activities and events suspension, and/or loss of driving privileges
- 3rd Offense: 5 day ISD, suspension, and/or ILC placement

Hate Speech (Level II)

- 1st Offense: 1 day out of school suspension, 3 days ISD, parent contact, and counseling referral
- 2nd Offense: 3 days out of school suspension, 5 days ISD, parent contact, and counseling referral
- 3rd Offense: 3 days out of school suspension; ILC or alternative school referral

Horseplay (Level I)

The disciplinary procedures for horseplay are based on the severity of the offense and include, but are not limited to, a warning, a conference, parent contact, lunch isolation, school activities and events suspension, ISD, and/or loss of driving privileges.

Insubordination (Level 1)

- 1st Offense: 1 day ISD, student conference with parent contact, ASD, and/or lunch isolation
- 2nd Offense: 2 days ISD, loss of driving privileges, out of school suspension, school activities and events suspension, and/or lunch Isolation
- 3rd Offense: 3 days ISD, loss of driving privileges, out of school suspension, school activities and events suspension, ILC, and/or alternative school referral

Knife (Level I)

- Any knife will be immediately confiscated and turned into the grade level administrator/dean.
- 1st Offense: Warning and parent contact
- 2nd Offense: 2 days ISD and parent conference
- 3rd Offense: 3 days ISD, parent contact, out of school suspension, ILC, and/or alternative school referral

Leaving Campus without Permission (Level III)

- 1st Offense: 1 day ISD and parent contact
- 2nd Offense: 2 days ISD, parent contact, loss of driving privileges, activities and events suspension, and/or lunch isolation
- 3rd Offense: 3 days ISD, parent contacted, out of school suspension, school activities and events suspension, ILC, and/or alternative school referral

Profanity (Level II)

The use of profanity is inappropriate and will not be tolerated. Discipline will be determined by the administrator/dean and may include, but is not limited to, ISD, ASD, Saturday School, out of school suspension, or ILC.

Public Display of Affection (Level I) (*embracing, kissing, etc.*)

- 1st Offense: Warning by teacher, dean, and/or administrator
- 2nd Offense: 1 day ISD, parent contact, Saturday School, school activities and events suspension, and/or lunch isolation
- 3rd Offense: 2 days ISD, parent contact, ILC, and/or Alternative School referral

Sleeping in Class (Level I)

- 1st Offense: Warning by teacher, dean, and/or administrator
- 2nd Offense: 5 days lunch isolation, ASD, and/or school activities and events suspension
- 3rd Offense: 1 day ISD, parent contact, Saturday School, school activities and events suspension, and/or lunch isolation

Tardy to Class (Level I)

The following procedure applies to tardies that students receive for second, third, or fourth block classes.

- The classroom teacher will provide students with a warning for the first three (3) tardies.
- On the fourth (4th) tardy to class, the teacher will refer the student to the grade-level administrator/dean. Disciplinary measure may include, but are not limited to, ASD, Saturday School, ISD, lunch isolation, or school activities and events suspension.

SMOKING/VAPING USE AND POSSESSION (Level III)

Dab Pens

- Zero tolerance, resulting in immediate out of school suspension and an Alternative School referral
- Petition to court by the SRO

E-cigs

E-cigs MAY be tested by the school to determine their contents.

- E-Cig is found to contain CBD or is not tested:
 - a. 1st Offense: 5 days ISD
 - b. 2nd Offense: 8 days ISD and loss of driving privileges on campus (30 days)
 - c. 3rd Offense: 10 days ISD and loss of driving privileges on campus (60 days)
- E-Cig is found to contain THC or any drug related mix (with test results):
 - a. E-Cigs will be tested using test strips.
 - b. Zero tolerance/Alternative School will be recommended with a positive test result.
 - c. SRO may petition to court.
 - d. Your Choice Prevention Education (yourchoiceprevention.org)
 - e. If parent wants to challenge the test, they may do so at their expense; however, such action must be approved by school administration.

Tobacco (students under 18)

- 1st Offense: 2 days ISD and/or court petition by SRO
- 2nd Offense: 3 days ISD, court petition by SRO, school activities and events suspension, and/or lunch isolation
- 3rd Offense: 4 days ISD, court petition by SRO, loss of driving privileges, school activities and events suspension, ILC, and/or alternative school referral

Tobacco (students 18 and older)

- 1st Offense: 3 days ISD
- 2nd Offense: 4 days ISD and/or school activities and events suspension
- 3rd Offense: 5 days ISD, ILC, and/or alternative school referral

ZERO TOLERANCE OFFENSES (Board Policy 6.309)

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault;
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
5. Threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.