

**Franklin County High School
2022-2023
Student / Parent Handbook**

**Franklin County High School
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Franklin County Schools Website: www.fcstn.net



August 2022

Welcome to Franklin County High School!

I would like to take this opportunity to welcome you to Franklin County High School for the 2022-23 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 1st class education.

I want to share these important focus areas that will be addressed in the upcoming 2022-23 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
2022-2023 School Calendar

August 1 Staff Development Day – all certified employees report (no school for students)
 August 2 Staff Development Day – all certified employees report (no school for students)
 August 3 Staff Development Day – all certified employees report (no school for students)
 August 4 Staff Development Day – all certified employees report (no school for students)
 August 5 Administrative Day – all certified employees report (no school for students)
 August 8 First day of school (full day)
 September 5 Labor Day – no school
 September 23 Abbreviated Day at Huntland School – Huntland Homecoming
 September 30 Abbreviated Day at all schools (except Huntland) – FCHS Homecoming
 October 10-14 Fall Break – no school
 October 24 Parent/Teacher Conferences – Middle Schools (3:15 – 6:15)
 October 25 Parent/Teacher Conferences – Elementary Schools and Huntland (3:15 – 6:15)
 October 27 Parent/Teacher Conferences - FCHS (3:15 – 6:15)
 November 8 No school
 November 23-25 Thanksgiving Break – no school
 December 20 Abbreviated Day (students - 8:00 – 9:30)
 December 21-Jan 2 Winter Break – no school
 January 3 Staff Development Day – all certified employees report (no school for students)
 January 4 Students return to school
 January 16 Martin Luther King, Jr. Day – no school
 February 20 Presidents’ Day – no school
 March 13 - 17 Spring Break – no school
 March 20 Parent/Teacher Conferences –Middle Schools (3:15 – 6:15)
 March 21 Parent/Teacher Conferences - Elementary Schools (3:15 – 6:15)
 March 23 Parent/Teacher Conferences – FCHS and Huntland (3:15 – 6:15)
 April 7 Good Friday – no school
 May 24 Last day of school for students (8:00-9:30)
 May 25 Administrative Day

Grading Periods – All Schools

1st August 8 – October 7
 2nd October 17 – December 20
 3rd January 4 – March 10
 4th March 20 – May 24

Report cards distributed at All Schools (except Huntland)

1st October 21
 2nd January 13
 3rd March 24
 4th May 24

Graduation Dates

May 18, 2023 - Huntland
 May 19, 2023 – FCHS

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

Section 1 - Introduction
Section 2 - Purpose
Section 3 - Expectations
Article 3.1 - Rights and Responsibilities
Article 3.2 - Guidelines for the Conduct of Students
Article 3.3 - Dress and Appearance
Article 3.4 - Use of Cell Phones
Article 3.5 - Off Campus events
Article 3.6 – Attendance
Article 3.7 – Attendance in Regard to Getting/Keeping Driver’s License
Article 3.8 – Physical Exams and Immunizations
Article 3.9 – Medicine
Article 3.10 – Meningococcal Information
Article 3.11 - Bus Conduct
Article 3.12 – System-Wide Communication
Article 3.13 – Safety
Article 3.14 – Transfers within the System
Section 4 - Acts in Violation of Laws
Article 4.1 - Use of Tobacco
Article 4.2 – Alcohol and Drug Testing
Article 4.3 - Weapons and Dangerous Instruments
Article 4.4 - Recovery for Damage
Article 4.5 – Reinstate Driver’s License/TN Drug-Free Youth Act
Section 5 - Disciplinary Sanctions
Section 6 - Procedural Due Process
Section 7 - Zero Tolerance
Section 8 - Corporal Punishment
Section 9 - Student Disciplinary Authority
Section 10 – Alternative School
Section 10 - Interrogations and Searches
Article 11.1 - General Searches
Article 11.2 - Specific Searches
Article 11.3 - Searches of Person and Property
Article 11.4 - Lockers
Article 11.5 - Seizure
Article 11.6 - Interrogations
Article 11.7 – Guidelines for use of Dogs

Section 12 – Acceptable Use Policy - Computer and Internet Use
Article 12.1 - Acceptable Use
Article 12.2 - Privileges
Article 12.3 - Net Etiquette and Ethical Use
Article 12.4 - Vandalism
Article 12.5 - Security
Article 12.6 - Acceptance of Terms and Conditions
Section 13 - Students with Disabilities
Section 14 - Non-Discrimination and Harassment
Article 14.1 - Non-Discrimination
Article 14.2 – Student Discrimination/ Harassment and Bullying, Cyber-Bullying and Intimidation
Section 15 - School Records Information
Article 15.1 - Directory of Information
Article 15.2 - Student Records
Article 15.3 - Notice of Rights
Section 16 – Homework
Section 17 – Media Releases/Publications
Section 18 – Student Equal Access
Section 19 – Student Clubs and Organizations
Section 20 – Rights to Review
Article 20.1 – Instructional Material
Article 20.2 – Textbooks
Section 21 – Every Student Succeeds Act
Article 21.1 – Right to Request Teacher Qualifications
Article 21.2 – Safe and Drug-Free Schools
Article 22 – Asbestos (Management Plan)
Section 23 – Assessments
Article 23.1 – Required State Assessments
Article 23-2 – Required Local Assessments
Section 24 – Posting of Approved Code of Conduct
Section 25 – Review and Update
Article 25.1 – Annual Review and Update
Article 25.2 – Referenced in all Handbooks
Section 26 – Adoption by Board

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 7:40 A.M. are to report to the cafeteria immediately upon reporting to school, whether they drive or ride a bus, and remain there until dismissed at 7:40 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 (SCHOOL TARDY)- late to school

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 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: Loss of driving privileges, Activity and event suspensions, ISD, or possible truancy infractions as determined by the Attendance Department. **There are a total of (3) unexcused tardies per semester.**

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 parent/guardian may email fchs.att@fcstn.net 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/email 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 IN INDIVIDUAL CLASSES

5 Class Absences: The student 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. 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 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.

CAFETERIA- meals

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.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES (BOARD POLICY 6.312)

Students' use of cellular phones and other communication devices upon entering the school building before 8:00 a.m. is at the principal's discretion. After 8:00 a.m. and until 3:00 p.m. (or when school is officially dismissed), the use of these devices (excluding school issued chromebooks) is prohibited unless the school principal has approved a written request from a:

- Teacher for his/her students to use their own devices to enhance learning when the school issued chromebooks are not sufficient; or
- Student to self-monitor specific health issues/concerns (must include verification from the medical provider).

For the purpose of this policy, use of such a device means either receiving or sending a message by the emission of an audible signal or sound, vibration, or visual display. The device is deemed to be 'in use', even if the device is not answered.

Possession of a cellular phone or other communication device is not a violation of this policy (except for elementary school students who are not permitted to have a cell phone at school) if the phone or device is in a purse, pocket, book bag, locker, or automobile and is not in use during the regular school day.

School employees who discover a student using a phone or other personal communication device in violation of this policy shall confiscate the device and submit it to the principal or designee.

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

1st offense – held for the remainder of the day, to be returned to the student;

2nd offense – held for the remainder of the day, to be returned to the parent/guardian; and

3rd offense – the student is not allowed to have a cell phone for the remainder of the school year.

For subsequent violations or if a student fails to relinquish his/her cell phone to the teacher or principal, the student will be sent to the Alternative School for twenty (20) days; qualifying students, with an IEP, must continue to be served in accordance with the applicable state and federal laws. Other disciplinary or corrective actions may be taken to ensure that instructional time is protected and safety is not compromised.

Students who use the camera component of the cell phone in an unauthorized manner are subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate.

***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.

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.

STUDENT DISCRIMINATION/HARRASSMENT AND BULLYING/CYBERBULLYING AND INTIMIDATION - refer to board policy 6.304. This can be found on the website www.fcstn.net under board policies.

CLUBS/ORGANIZATIONS/ATHLETICS

Clubs

Art Club
Athletic Advisory
Bass Club
Best Buddies Club
Beta Club
Chemistry Club
Criminal Justice Club
Cyber Team
FBLA
FCA
FFA
Guitar Club
HS Democrats of America
HOSA
Interact
International Club
Mu Alpha Theta

National Honor Society

P7
Republican Club
Skills USA
Special Olympics
Student Council
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 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 3rd 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.
- **Saturday School:** Half day is 8:00-10:30 or 10:30-1:00. Whole day is 8:00-1:00. Saturday School may be assigned by administration regarding various school rules.
- **After School Detention (ASD):** One hour beginning at 3:15 on determined days (Tuesday & Thursday) during the week.

Failure to attend Saturday School/ASD will result in:

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

DISCIPLINE REFERRALS TO ADMINISTRATION

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 – ASD/2 days ISD/Lunch isolation
- 2nd Offense- ASD/3 days ISD/Saturday School/Lunch isolation
- 3rd Offense – 4 days ISD/Saturday School/Suspension/School activity and event suspension
- Others - ISD/Loss of driving privileges/Behavior Modification/Alternative School

CUTTING CLASS

- 1st Offense – 2 days ISD/Sat. School/ASD/School activity and event suspension
- 2nd Offense – 3 days ISD/Loss of driving privileges/Suspension/Suspended from school activities and events/Lunch Isolation
- 3rd Offense- 4 days ISD/ Loss of driving privileges/Out of school suspension/Suspended from school activities and events/Behavior Mod/ Alternative School

DAB PENS:

- Zero tolerance/Alternative School
- SRO will petition to court

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 – 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 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;
2. Shirts will be collared, or crew necked, with sleeves. Shirts may be solid-colored or patterned; and
3. 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 must not show skin above the knee. Leggings, compression pants, etc. may be worn underneath holes.
3. Shorts, skorts, capris, and skirts should be knee length.
4. 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 is knee length, this includes form -fitting sweaters and/or dresses.
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. Sweat pants, pajama pants, athletic pants, etc. are not allowed. Shorts must be knee-length.
6. 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.

7. 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.
8. 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.
9. 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.
10. Items which are prohibited include, but may not be limited to:
 - a. Head apparel (hats/caps, 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. Large, long, and/or heavy chains (including billfold chains); and
 - d. Trench coats, except as needed in very extreme weather.
 - e. 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.

The principal's discretion shall prevail in regard to appropriate attire for all after-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 VIOLATION (Board Policy 6.310)

- 1st Offense – Warning and change of clothes.
- 2nd Offense – 2 days ISD/Suspended from school activities and events/Lunch isolation. Change of clothes.
- 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

E-CIGS:

The E-Cig MAY be tested by the school to determine its content.

1. E-Cig = CBD or (if not tested)
 1st offense-5 days ISS
 2nd offense-10 days ISS and petition to court and loss of driving privileges on campus (30 days).
 3rd offense-20 days Alternative School and loss of driving privileges on campus upon return (90 days).
2. E-Cig = THC or any drug related mix (With Test Results)
 - A. E-Cigs will be tested using test strips
 - B. Zero tolerance/Alternative School- sent with positive test result.
 - C. SRO will 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. Must be approved by school administration.

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: **(A.)** 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

INSUBORDINATION

- 1st Offense – 2 days ISD/Sat. School/ASD/School activity and event suspension
- 2nd Offense – 3 days ISD/Loss of driving privileges/Suspension/Suspended from school activities and events/Lunch Isolation
- 3rd Offense- 4 days ISD/ Loss of driving privileges/Out of school suspension/Suspended from school activities and events/Behavior Mod/ Alternative School

KNIFE/DANGEROUS INSTRUMENTS

- Any knife will be immediately confiscated and turned into the grade level administrator.
- 1st offense- Warning/ Parent contact/Return to Parent
- 2nd offense- 3 days ISD/ Parent Conference/Return to Parent
- 3rd offense- 4 days ISD /Parent Contact/Suspension/Behavior Mod/Alternative School/Return to Parent

LEAVING CAMPUS WITHOUT PERMISSION

- 1st Offense – 2 days ISD/Parent contacted
- 2nd Offense – 3 days ISD/Parent contacted/Loss of driving privileges/Suspended from school activities and events/Lunch isolation
- 3rd Offense – 4 days ISD/Parent contacted/Suspended/Suspended from school activities and events/Behavior Mod/Alternative School

PROFANITY/INAPPROPRIATE LANGUAGE

The use of profanity/hate speech/racial or ethnic slurs/derogatory words or actions, etc. 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 – 2 days ISD/Sat. School/Suspended from school activities and events/Lunch isolation/Parent contacted
- 3rd Offense – 3 days ISD/Parent contacted/Behavior Mod/Alternative School

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

ZERO TOLERANCE OFFENSES ([Board Policy 6.309](#))

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

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Assault

In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Notification

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

DRIVER'S LICENSE

Students under the age of 18 must prove they are enrolled in school 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, 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. 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

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 (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).
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 Enrollment, Dual Credit (Local and Statewide), and Capstone Industry Certification Aligned Courses	Weighted Advanced Placement (AP) 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

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).

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.

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 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. 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 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 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: Executive Assistant Principal
 James Carr: Assistant Principal 11-12th grades
 Ryan Gilmer: Assistant Principal 9-10th grades
 Jeannie Miller: Assistant Principal Curriculum

GUIDANCE

Sarah Smith- 12th grade/9th grade
 Dawn Hopkins- 11th grade/9th grade
 Tina Garner- 10th grade/9th grade
 Sandy Verner: Registrar
 Linda Carson: Secretary

OFFICE SUPPORT STAFF

Shelia Boyett: Bookkeeper Sheri Bradford: Receptionist Misty McGee: Secretary
 Doris Keith: Attendance Secretary Kim Pruitt: Nurse