



**FRANKLIN COUNTY HIGH SCHOOL
2016-2017**

**Welcome to the Class of 2020
Welcome Back Classes of 2017, 2018, and 2019**

This handbook is comprised of information that students and FCHS parents should be familiar with. Many questions can be answered by reading and using your handbook as a resource. Policies and procedures are covered in detail. Your teachers and advisor will help you in understanding what is included in the handbook; but ultimately, you are responsible for knowing the contents.

A list of clubs and their sponsors is included in the handbook. There is something for everyone concerning clubs. We encourage you to participate in extracurricular and co-curricular activities during your four years at FCHS. Our main goal, as should be yours, is to graduate from FCHS.

We are committed to seeing you to graduation and are committed to getting you ready for college and a career. Take pride in yourself, your work, and your school. We have a tremendous academic core building and many other physical improvements have been made. Take care of and have pride in our excellent facilities. LION PRIDE!

**FCHS Administration
Brad Roberts, Debra Grizzle, Tammy Hart, and Brandy Reid**

FRANKLIN COUNTY HIGH SCHOOL
P.O. BOX 543
CARNESVILLE, GA 30521
706-384-4525

FACULTY AND STAFF

ADMINISTRATIVE AND SUPPORT SERVICE:

Principal Brad Roberts
Assistant Principal Debra Grizzle
Assistant Principal Tammy Hart
Assistant Principal Brandy Reid
Athletic Director Steve Horton
Counselor Jackie Hatcher
Counselor Marty Williams
Counselor Allie Bohannon
Graduation Coach Joey Whitlock
Academic Coach Tracy Hendrix
Academic Coach Jennifer Underwood
Media Specialist Kellie Justice
Attendance Clerk Sharon Wheeler
Office Receptionist Ashley Ware
Administrative Office Manager Buena Smith
Registrar Annette Bryant
Bookkeeper Pam Awbrey
Career Tech Office Manager Karen Phillips
Guidance Clerk Missy Bryant-Baker
Technology Coordinator Cyndi Hamner
Gender Equity Coordinator Steve Horton
Test Coordinator Denise White
Resource Officer Harold Jordan
School Nurse Mary Ann Treace

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

2015-2016 School Calendar

August 8, 9, 10, 11	Preplanning Days
August 12	Students Begin
September 1	End 3-Week Deficiency Period
September 5	Labor Day Holiday
September 23	End 6-Week Grading Period
October 13	Student Holiday /Professional Learning Day
October 14	Fall Break/ Student Holiday
October 19	PSAT
November 1	End 11-Week Grading Period
November 7-18	End of Pathway Assessments
November 21-25	Thanksgiving Holidays
December 13	SLO Exams
December 6-7	EOC: US History, Economics, Biology, Physical Science
December 8-12	EOC: Algebra, Geometry, 9 th and 11 th Lit
December 14	1 st and 2 nd Period Final Exams
December 15	3 rd and 4 th Period Final Exams/End 1 st Semester
December 16	Student Holiday /Professional Learning Day
December 19-January 2	Christmas Holidays
January 3, 4, 5	Professional Learning Days
January 6	Students Return
January 16	Martin Luther King Holiday
	ACCESS Test
January 27	3-Week Deficiency Period
February (TBA)	ASVAB Test
February 17	End 6-Week Grading Period
February 20-24	Winter Break
March 10, 13	Student Holiday /Professional Learning Day
April 11	End 11-Week Grading Period
April 3-7	*Spring Break
April 10-21	End of Pathway Assessments
	AP English Exam
May 9-10	EOC: Algebra, Geometry, US History, Economics
May 11-15	EOC: 9 th and 11 th Lit, Biology, Physical Science
May 17	1 st and 2 nd Period Final Exams
May 18	3 rd and 4 th Period Final Exams/End 2 nd Semester
May 19	Graduation
May 19, 22, 23	Post-Planning Days
*Professional Learning Days will be used to make up days missed due to inclement weather if needed.	

DAILY BELL SCHEDULE

Breakfast:	7:30-7:45			
1 st Period:	7:50-9:20			
cc	9:20-9:26			
Enhancement:	9:26-10:02			
cc	10:02-10:08			
2 nd Period:	10:08-11:38			
cc	11:38-11:44			
3 rd Period:	11:44-1:44			
	1 st Lunch:	11:44-12:09	Class:	12:12-1:44
	2 nd Lunch:	12:12-12:37	Class:	11:44-12:12 12:40-1:44
	3 rd Lunch:	12:40-1:05	Class:	11:44-12:40 1:08-1:44
	4 th Lunch	1:19-1:44	Class:	11:44-1:19
cc	1:44-1:50			
4 th Period:	1:50-3:20			

*cc=class change

FINAL EXAM DAY SCHEDULE

Day 1

7:30 – 7:45	Breakfast
7:47	Warning Bell
7:50-9:50	EXAM—First Period/Tardy to Exam
9:50-10:00	Break
10:00-12:00	EXAM—Second Period/Tardy to Exam
12:00-12:30	Lunch
12:35-1:55	3 rd Period/Tardy Bell
2:00- 3:20	4 th Period/Tardy Bell

Day 2

7:30 – 7:45	Breakfast
7:47	Warning Bell
7:50-9:50	EXAM—Third Period/Tardy to Exam
9:50-10:00	Break
10:00-12:00	EXAM—Fourth Period/Tardy to Exam
12:00-12:30	Lunch
12:35-1:55	1st Period/Tardy Bell
2:00- 3:20	2nd Period/Tardy Bell

EOC BELL SCHEDULE
(December 6-7, 8-9 and May 9-10, 11-12)

Breakfast:	7:30-7:45			
1 st Period:	7:50-9:30			
cc	9:30-9:37			
2 nd Period:	9:37-11:17			
cc	11:17-11:24			
3 rd Period:	11:24-1:34			
	1 st Lunch:	11:24-11:49	Class:	11:54-1:34
	2 nd Lunch:	11:54-12:19	Class:	11:24-11:54 12:24-1:34
	3 rd Lunch:	12:24-12:49	Class:	11:24-12:24 12:54-1:34
	4 th Lunch	1:04-1:34	Class:	11:24-1:04
cc	1:34-1:41			
4 th Period:	1:41-3:21			

EOC WRITING SCHEDULE
(December 12 and May 15)

Breakfast:	7:30-7:45			
1 st Period:	7:50-9:40			
cc	9:40-9:47			
2 nd Period:	9:47-11:36			
cc	11:36-11:43			
3 rd Period:	11:43-1:43			
	1 st Lunch:	11:43-12:08	Class:	12:11-1:43
	2 nd Lunch:	12:11-12:36	Class:	11:43-12:11 12:39-1:43
	3 rd Lunch:	12:39-1:04	Class:	11:43-12:39 1:07-1:43
	4 th Lunch	1:15-1:43	Class:	11:43-1:15
cc	1:43-1:50			
4 th Period:	1:50-3:20			

Franklin County High School - Purpose and Direction

Purpose Statement: As one lion pride at FCHS, our purpose is to inspire, challenge, support, and prepare our students through a high-quality education to compete both locally and globally.

Direction Statement: Franklin County High School will graduate lifelong learners of strong character who can communicate effectively, think critically and creatively, and be productive members of a diverse society.

ACADEMICS

PLANNING YOUR HIGH SCHOOL PROGRAM

Advisement at Franklin County High School involves the students, the parents, the teachers, and the counselors. Upon entering high school, each student is assigned a faculty advisor. This teacher will remain as the student's advisor throughout the student's high school career. The counselors and faculty advisors work with the students and parents on course selections, long-range program planning, career decision-making, and college or technical school admissions processes. During the ninth grade year, the counselor and advisors will work with students and parents to develop a six-year plan. The role of the teacher advisor is to present lessons and assist students in making decisions. Final responsibility for course completion and graduation requirements lies with the guidance office. It is the student's responsibility to seek scholarship and/or college entrance information from the guidance office.

GEORGIA SPECIAL NEEDS SCHOLARSHIP (GSNS)

The Georgia Special Needs Scholarship allows parents of eligible special needs students to transfer their children to another public school, public school system, state school, or approved participating private school. Please go to the Georgia Special Needs Scholarship website at <http://public.doe.k12.ga.us/> for more information about the state scholarship program.

PUBLIC NOTICE REGARDING PHYSICAL RESTRAINT

The Franklin County School district complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is

not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The Franklin County School System maintains written policies and procedures governing the use of restraint.

SECTION 504 OF THE REHABILITATION ACT OF 1973 NOTIFICATION

If a parent feels that their student qualifies for support under the Section 504 of the Rehabilitation Act of 1973, the parent should contact the Section 504 School Coordinator:

Martha Long
280 Busha Road
Carnesville, GA 30521
706-384-4554
martha.long@franklin.k12.ga.us

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

REGISTRATION

All students register for classes on an annual basis. All seniors and juniors must meet with a counselor at least once during the school year to review their records to ensure proper registration and preparation toward graduation.

SCHEDULE CHANGES

No student may drop a course or change a schedule in any way without the consent of a counselor and/or principal. Students must make changes for allowed reasons only. Changes must be made within the first three days of the semester. Reasons for changing schedule:

- *Student has already received credit for the course.
- *Student has not taken prerequisite courses needed to take the course.
- *Student needs a course not assigned for graduation purposes.
- *Student has a medical reason for not being able to participate in the course.



ALL STUDENTS MUST MEET GRADUATION REQUIREMENTS BASED UPON ENTRY DATE TO 9TH GRADE AS LISTED IN THE TABLE BELOW. STUDENTS ARE ENCOURAGED TO CHOOSE A CAREER PATHWAY OF STUDY IN THE 9TH GRADE.

GRADUATION REQUIREMENTS

Language Arts	4 units	
Mathematics	4 units 1 unit Coordinate Algebra or Algebra 1 unit Analytic Geometry or Geometry 1 unit Advanced Algebra 1 unit of a 4 th math option	
Science	4 units* 1 unit Physical Science or Physics 1 unit Biology 1 unit of Environmental Science or Chemistry 1 unit of other science courses *4 th unit may be from a designated career tech course and taken at any time during student's four years in high school.	
Social Studies	3 units 1/2 unit Citizenship 1 unit World History 1 unit U.S. History 1/2 unit Economics	4 units (students entering 9th grade 2016-2017) 1 unit World History 1 unit US History 1 unit Economics 1 unit American Government
Foreign Language	Strongly recommended for any student planning to attend a 4-year postsecondary college or university	
Health/Personal Fitness	1 unit	
Fine Arts/Career Tech/Foreign Language	3 units 3 units of Fine Arts and/or Career Tech and/or Foreign Language (Students entering 9 th grade in 2014-2015 and after are required to complete a pathway of study. All other students are encouraged to complete a career pathway.)	
Electives	3 units (4 units if entering 9th grade 2014-2015 and after)	
Total Units Required for Graduation	23 units—students entering 9th grade 2013-2014 and prior 24 units—students entering 9th grade 2014-2015 and 2015-2016 25 units—students entering 9th grade 2016-2017	

PROMOTION POLICY

The following units must be earned for each class placement.

9 th -10 th	6 units
10 th -11 th	12 units
11 th -12 th	18 units
Graduation	23 units (24 units for students entering 9 th grade 14-15 and 15-16, 25 units for students entering 9 th grade 16-17)

A student's grade level is based upon courses passed, not years attended.

CREDIT RECOVERY PROGRAM

To help students complete high school on time, Franklin County High School offers a credit recovery program. Information on credit recovery can be obtained through the guidance department counselors, teachers, and the graduation coach.

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities (competitive events only), students must meet the following criteria:

1. Pass three (3) out of four (4) classes the previous semester.
2. Be on track in progress toward graduation.

POSTSECONDARY/JOINT/DUAL ENROLLMENT/MOVE ON WHEN READY PROGRAMS

These programs of study allow high school students to take approved courses, full-time or part-time, at Georgia public and private colleges, universities or technical institutes where he/she has been accepted and receive postsecondary credit hours and high school Carnegie unit credit. To qualify for these programs, students must meet additional high school course and test score requirements.

WORK-STUDY PROGRAMS

Work-study programs are available through the Career Tech Department.

GEORGIA VIRTUAL SCHOOL (GAVS)

Georgia Virtual School (GaVS) extends online learning opportunities to public school students, private school, and home school students. Parent involvement is vital to student success, and GaVS invites parents to join in student learning and encourages parents to communicate freely and often with school facilitators and course instructors. Georgia Virtual School has a complete high school curriculum which includes Advanced Placement® and college prep level courses. All Georgia Virtual School courses are taught by Georgia certified, highly qualified teachers and offers courses free of charge to all Georgia public school students who are taking the courses as a part of their state reported school day. Go to <http://www.gavirtualschool.org> for more information.

FRANKLIN COUNTY HIGH SCHOOL HONOR GRADUATE POLICY

HONOR GRADUATES

- ❖ Courses considered for HOPE calculations (academic core and academic electives) will be used to determine academic core averages. Averages for Honor Graduates will include grades beginning with the 1st semester of the 9th grade through 1st semester of the 12th grade as well as any academic courses taken during middle school that counts as high school credit.
- ❖ Students taking Honors courses, Advanced Placement courses, or postsecondary courses will have 3 points added to each one of these courses.
- ❖ These points will be added for the purpose of determining and calculating Honor Graduate status **ONLY**.
- ❖ Official transcripts will **not** reflect added points for final course averages.
- ❖ The students with the two highest honor graduate GPAs will be valedictorian and salutatorian.

Franklin County High School Honor Graduates must meet the following criteria:

- ❖ Must have a 93.0 or higher core academic average.
- ❖ Must have a 85.0 or higher elective average (93.0 or higher elective average beginning with 2014-15 entering 9th grade class).
- ❖ Must earn 2 units of the same foreign language (or pass a CTAE End-of-Pathway Assessment beginning with 2014-15 entering 9th grade class).

CLASS RANKING

- ❖ School transcripts/report cards/progress reports show ranking based on the average of all classes taken for the entire high school career. Class ranking is not used to determine valedictorian, salutatorian, or honor graduate status.

TRANSFER STUDENTS

- ❖ Transfer students must meet the above criteria for Honor Graduate status.
- ❖ Transfer students must take 50% of their core academic courses at Franklin County High School to earn the title of valedictorian or salutatorian.

EXAM POLICY

The final culminating activity in a course must be an EOC (End of Course) Test, SLO Test (Student Learning Objective), or Final Exam. The culminating activity will count 20% of the student's final grade. All other grades earned during the semester will count 80% of the final grade.

END OF COURSE TEST (EOC) COURSES

The exam for courses requiring an End-of-Course Test (EOC) will count 20% of the final grade. All other grades earned during the semester will count 80% of the final grade.

No exams will be given prior to exam days without prior permission from an administrator. Exams are required for all courses and must be given during the assigned exam period. An administrator must approve any exceptions and a copy of each final exam must be turned in to your designated administrator.

EXEMPTIONS

Students may not exempt exams.

GRADING SYSTEM

Grades will be rounded off to the nearest whole number. (Examples: 69.4=69; 69.5=70)

90-100	A	Excellent
80-89	B	Average
70-79	C	Needs Improvement
Below 70	F	Failing

The Registrar will handle all publications of grades. An Honor Roll will be published each semester recognizing those students who have earned a 90 or above average. A Merit Roll will be published each semester recognizing those students who have earned an 85 to 89 average.

GUIDANCE DEPARTMENT

The Guidance Department provides a number of services, which include individual counseling dealing with personal concerns, college, career-technical school, military, and career counseling. The counselors are available to assist the students in any way to make their high school experiences more rewarding.

PSAT, SAT, ACT, COMPASS, financial aid, scholarships, or college and career-technical school information is available in the Guidance Office. Career testing is also available upon request.

Students are assigned to the counselors by grade level for academic purposes; however, a student may seek assistance from any counselor for personal concerns. During the school year, each student has an individual or group contact with his/her assigned counselor. If a parent does not wish his/her child to participate in a group activity or personal counseling, it is the parent's responsibility to notify the school.

REPORTING TO PARENTS

Progress reports will be compiled at the end of each grading period. Progress reports will either be mailed or sent home by the student one week after the grading period ends. An automated call out will be made to let you know when this occurs. Please see dates below for the end of the grading period. Parents may also check their child's grade on Infinite Campus. Password information may be obtained from the county office (706-384-4554).

FIRST SEMESTER REPORTS

September 1: Deficiency Period
September 23: 6-Week Period
November 1: 11-Week Period
December 15: 1st Semester End

SECOND SEMESTER REPORTS

January 27: Deficiency Period
February 17: 6-Week Period
April 11: 11-Week Period
May 18: 2nd Semester End

*Dates may change due to inclement weather. A call out will be done when reports are going home.

DEFICIENCY REPORTS

In order to keep parents informed and to correct problems as early as possible, deficiency reports will be mailed to the parents. These reports will be mailed one week from the above deficiency report date indicating that the student's grade is below "70."

Parents may also view their child's information (grades, attendance, behavior, fees owed, etc.) online using their Infinite Campus login. If you need assistance obtaining login information, go to: portal@franklin.k12.ga.us.

ADVISEMENT/PAWS (Participating in Activities for Work and School) SCHEDULE

PAWS is a designated time schedule set aside every Friday for the purpose of advisement and clubs. Students will be assigned to an advisor upon entry into Franklin County High School. They will remain with the same advisor during their high school career. During this time, students will receive help in researching, exploring, and participating in activities necessary for setting postsecondary and career goals. The program will promote the importance of and opportunities available through post-secondary education and increase the number of students participating in two-year, four-year, and technical colleges and universities. The role of the teacher advisor is to present lessons and assist students in making decisions. Final responsibility for course completion and graduation requirements lies with the guidance office.



SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

In order to achieve our attendance goals, students are encouraged to be at school every day. Statistics show that each day missed increases the chances for class failure. Students are not allowed to miss more than five unexcused days per semester and receive course credit without following the attendance recovery policy listed below. Since attendance is taken each class period, students should check with each teacher regarding attendance recovery.

Attendance Recovery Policy

Students missing more than five unexcused days in a class each semester will be required to "recover" the seat time missed by staying after school a total of 90 minutes for each class missed over five (unexcused). Students may recover time for up to two unexcused days per course. Students must be in the "attendance recovery" room by 3:30 and must stay until 5:00. Students will not be allowed to enter the room late or leave early. Students must bring class work of their choice to occupy themselves for the 90 minutes. Students who are idle, sleeping, or using electronics will be dismissed from attendance recovery and will not get credit for that attendance recovery day. Students will be required to sign in and sign out of attendance recovery in order to receive credit for the time. Attendance recovery will be offered beginning at week seven (7) of each semester. Students who go over seven unexcused absences in a class will need to file an appeal for credit with the district attendance panel.

Credit for a course will be granted to students exceeding five unexcused absences if they

- have recovered each absence over five (no more than two per class),
- have successfully completed the requirements for the course,
- have earned a passing grade in the course, and
- have filed an appeal for any class with eight or more unexcused absences and have been granted credit for the appeal.

Students who exceed five unexcused absences and who fail to meet the above requirements will not be granted credit.

- **Parents/Guardians who fail to send documentation of student absences to the attendance clerk may face court proceedings.**

Students are allowed five guardian notes per year for excused reasons only. (See list below.).

- Absences may be excused for the following reasons according to Franklin County Board of Education policy:

All absences must be documented by the parent/student in order for the student to receive credit. Documentation would include but not be limited to the following:

- Doctors note (official letterhead)
- Required court appearance (official letterhead)
- Death in the family (copy of obituary or program)
- Copy of Voter Registration
- Other (to be determined by the principal/designee)
- Allow 5 parent notes when student is ill (per year)

Students who exceed five unexcused absences per semester will not be granted credit. Students who have unusual circumstances may appeal to the school principal for class credit.

Documentation must be presented to the attendance secretary in a timely manner (immediately upon return to school). All documentation must be in a student's file one week prior to the end of the semester.

The Hospital/Homebound Program will be available for extended illnesses and/or accidents. Paperwork for HHB is located on the Franklin County Schools website.

MAKE-UP WORK

It is the responsibility of the student to make arrangements with the teacher for make-up work. A student will have three days to make arrangements with his/her teachers to complete makeup work. A student who does not make arrangements for make-up work or does not make up the work by the assigned deadline will have a zero (0) entered for the assignment.

LEAVING SCHOOL EARLY

Students are not permitted to leave campus during the day without the permission of the parents and school. Early dismissal must be done in writing or

by phone. Notes must be approved prior to signing out. Any person picking up a student must be on Infinite Campus pick-up list. Because of the danger to the student and excessive work load placed upon the attendance clerk, students are not allowed to leave for lunch and return. Any student who leaves early and plans to return must have an excused note to do so. All students must report to Student Services to check out in person.

WITHDRAWAL FROM SCHOOL

Parental permission is required for ALL students to withdraw from school prior to completing graduation requirements. All textbooks, fees, and fundraisers must be cleared before records can be released. A meeting must be held with the graduation coach before the process can be finalized.

LEGAL CUSTODY

Only parents/guardians who have legal custody will be allowed access to students in person or by phone.

MEDIA CENTER USE

The media center is open to students for reading, checking out material, or working on assignments from 7:30 a.m. to 4:05 p.m. Earlier or later use must be arranged in advance with the media specialist.

- ❖ Students may check out books for a period of ten school days. Thereafter, a fine of ten cents (\$.10) per day will be imposed.
- ❖ Students may not check out reference books.
- ❖ Renewals will be made only with the book present.
- ❖ Any student owing media center fees will not receive his/her report card until his/her obligation is met.

OPEN CAMPUS

Franklin County High School is **not** an "open campus;" therefore, students are expected to be enrolled and to attend classes. Because of the danger and excessive work load placed upon the attendance clerk, students are not allowed to leave for lunch and return.

MONEY OWED

All monies must be turned in by the end of the semester. Examples are lost books, library fines, fund-raising monies, activity monies, etc. **Report cards, transcripts, and/or diplomas will be held until all monies are turned in.**

NOT TURNING IN FUND RAISING MONEY IS AGAINST THE LAW AND IS CONSIDERED STEALING.

PERSONAL RECORD CHANGES (INFINITE CAMPUS)

In order for a student to have his/her name changed on his/her school records, the student must provide the county office with legal documentation verifying the change. An example would be a marriage certificate or a court order. Any change to personal records (guardianship, phone numbers, address, or name change) takes place through the county office (706-384-4554). **PLEASE BE SURE TO CONTACT THE COUNTY OFFICE IF YOU MOVE OR CHANGE YOUR PHONE NUMBER.** Change forms are located at the county office.

NON-DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1986), sex (Title IX of the Education Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in education programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Franklin County School System does not discriminate in any educational program or activities or in employment processes.

PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Students must be present at school for two periods if they are to participate in an extracurricular activity that day or night. Individual hardship cases will be addressed by administration.

Students assigned Out-of-School Suspension will not be allowed to participate in any extracurricular activity until their suspension has been properly completed and the student has returned to regular classes.

Students on suspension are not allowed on the school campus except to see an administrator. Violators will be considered as trespassers.

Students may miss class to participate in an extracurricular event with the permission of the administration only. Records must be kept of all student absences from class for extracurricular activities, and under no circumstances,

should a student miss a class more than ten (10) times in any one (1) year due to any school-related activities.

Any exception to this policy requires School Board approval prior to the extra absences.

TELEPHONE

STUDENTS ARE NOT ALLOWED TO USE THE OFFICE PHONES DURING INSTRUCTIONAL TIME UNLESS THERE IS AN EMERGENCY.

TEXTBOOKS/EQUIPMENT

All textbooks and lab equipment such as microscopes, calculators, saws, welders, computers, etc., are on loan to the student by the Franklin County Board of Education at no cost to the student. There is, however, an indirect cost to the parents and other taxpayers of the county in the form of taxes. Therefore, students are expected to properly care for their books and other equipment in a way that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged replacement costs.

VALUABLES

The school cannot be responsible for students' personal property. Students should leave valuables and large amounts of money at home. The school will maintain a "lost and found," and students who have misplaced an article should check with the office. All "found" articles should be turned in to the office. **DO NOT LEAVE VALUABLES UNATTENDED AT ANY TIME.** During physical education class, students will have lockers available to them, but the students must bring their own lock. Students must remove locks and personal articles at the end of their physical education class.

***Please note: School personnel will not devote instructional time to recovering items handled irresponsibly.**

***Stolen personal property should be reported to the Student Resource Officer.**

LOCKERS:

Main building lockers may be rented for \$5. Check with the front office if you would like to purchase a locker.

VISITORS

Parents are always welcome and are encouraged to make appointments to see teachers, administrators, counselors, or to visit classes.

All visitors to the campus must first sign in at the Student Services office and record the time. Visitors will be issued a name tag as their pass to be on campus.

Persons found on campus without official permission will be considered trespassers and will be asked to leave. Failure to leave campus when asked by a school official is a misdemeanor under Georgia law and law enforcement officials will be called.

Students associating with unauthorized visitors will be subject to disciplinary action.

MEDICATION

Medication of any type must be placed in the school nurse's office. This includes over-the-counter medications. Violations will result in student discipline.

ACCIDENTS/ILLNESS

Any accident that occurs on school property must be reported immediately to the teacher in charge or to the school nurse. If a fellow student is injured and no teacher is present, an adult should be notified. Often well-meaning assistance can add to the injury if correct steps are not taken. The nurse will contact the parents if necessary to take the student to a doctor or hospital.

AUTOMOBILES

NO PARKING PERMITS WILL BE ISSUED TO STUDENTS OWING DEBTS TO FRANKLIN COUNTY HIGH SCHOOL.

Refer to parking application for rules and regulations on use of automobiles on campus.

Students must leave their vehicles and enter the building upon arrival to school. Students must leave campus after school in a reasonable amount of time.

Persons picking up students at the end of the school day must remain in their vehicles. Parents should drop off and pick up students in the designated area only.

CAFETERIA

The school cafeteria is operated for the students' convenience on a non-profit basis. A free and reduced lunch program is available for those who qualify. Application forms will be provided at the beginning of the school year or when a student first enters school. A student may bring a lunch from home, but food must be eaten in the lunchroom.

TEACHER WORKROOMS

The teacher workrooms are for the use of the staff of Franklin County High School and their guests only. Students are not allowed in the teacher workrooms at any time.

BEHAVIOR

DRESS AND GROOMING

THE ADMINISTRATION OF FRANKLIN COUNTY HIGH SCHOOL RESERVES THE RIGHT TO INTERPRET THE APPROPRIATENESS OF STUDENT APPEARANCE.

Students shall come to school clean and neat and fully dressed at all times. Shirts, skirts, and other outside clothing must adequately cover the body, including shoulders. Shirts and footwear are required at all times. Dress code expectations are for ALL classes taught on the FCHS campus, including PE and drama.

- Low tops, tank tops (even multiple tank tops), spaghetti straps, exposed underwear, and exposed midriff are not acceptable at school. Sleeveless shirts should be four fingers wide across the shoulders. No racer-back type shirts allowed.
- Shirts with low cutout sleeves ("muscle shirts") are not allowed. Shirts that have been stripped or cut on the side, even if layered with another shirt are not allowed.
- See-through or lacy/crocheted shirts must have a tank top under them that meets dress code. Off-the-shoulder blouses are prohibited.

- Jeans/pants/garments with holes may be worn if holes are 1 inch below the longest finger. If holes are above 1 inch below the longest finger, they should only be worn if patched or leggings are worn underneath. Underwear or flesh should NOT be visible. It is always better to wear things that do not have holes.
- No pajamas or pajama-like pants, dance pants, yoga pants, leggings, jeggings (denim type leggings), legging-type pants, or excessively tight pants are permitted unless covered by shorts, a dress, or skirt that meet length requirements.
- Excessively tight clothing is prohibited.
- Bedroom shoes and blankets are not permitted.
- All shorts, dresses, and skirts must be at least 1 inch below the longest finger when the shoulders are relaxed and arms are held straight down by the individual's side and must stay at an appropriate length when student is moving. Shorts and skirts that must be adjusted before being checked will be considered inappropriate. **SKIRTS, TOPS, DRESSES OR SHORTS worn over LEGGINGS must also follow this rule.**
- No baggy pants. All pants should fit appropriately at the waistline while moving without being held. Pants that will not stay at the waistline must have a belt.
- T-shirts, badges, emblems, and other articles of clothing that display profanity, suggestive language or graphics, the advertisement of alcoholic beverages, drugs, or tobacco products are prohibited.
- Dark lens glasses, bandanas, and sweatbands of any kind are prohibited. These items will be confiscated and given back after school the next day. Refusal to give up any of these items will fall under Rule 8 of the Student Code of Conduct.
- Hats will be permitted in all common areas and hallways. It is at the teacher's discretion for wearing hats in the classroom. Hoods are not permitted on in the building.

Students not adhering to the dress code will be required to change into suitable clothing and may face disciplinary action.

BUS REGULATIONS

All students of Franklin County High School are subject to all rules and regulations of the school while on the school bus. All rules and regulations are in effect from the time the student boards the bus until leaving the bus at his/her destination.

Students who wish to ride a different bus or get off at a different stop from the one they ordinarily do must have a note signed by the parent or guardian. This note must be turned in to the main office before 8:15, signed by the administration, picked up during lunch, and presented to the bus driver when the student boards the bus.

DISCIPLINE

THE ADMINISTRATION RESERVES THE RIGHT TO ADJUST THE DISCIPLINE TO MEET UNUSUAL CIRCUMSTANCES AND SITUATIONS.

POLICY CHANGES

From time to time it may be necessary to revise school rules and regulations. These changes will be published and advertised to the student body. Students will be expected to familiarize themselves with these revisions and comply with them at the time they go into effect.

Refer to the Code of Conduct for discipline violations and prohibited items.

The following items are illegal and are prohibited on school grounds at any time.

1. Firearms of any kind
2. Knives or other sharp objects
3. Tobacco or tobacco products
4. Any alcoholic beverage
5. Drugs, stimulants, or any controlled substance
6. Unauthorized substances
7. Fireworks or explosives

The following items are prohibited during the school day:

1. Water pistols/balloons
2. Stink/smoke bombs
3. Obscene items, books, magazines, pictures, or other material
4. Battery operated electronic games, etc.
5. Cigarette lighters
6. Electronic cigarettes

7. Any other items which might interfere with the normal operation of the school

- Students may use electronic devices during non-instructional time only. The use of electronic devices during instructional time will be at the discretion of the teacher. Students should not use electronic devices during the instructional period without express permission from the teacher.

Cell Phone Policy

- Students may use electronic devices during non-instructional time only. Cell phones/electronic devices should be stored out of sight during instructional time. Instructional time is considered to be from the time the class begins until the bell rings to end class. This includes bathrooms and halls during the class period. **The use of electronic devices during instructional time will be at the discretion of the teacher and should be for EDUCATIONAL PURPOSES ONLY. Students should not use electronic devices during the instructional period without express permission from the teacher.**

- - Discipline for Rules Violation: (working phone with SIMM card)
 - 1st offense: Phone/Electronic Device will be held for 5 days.
 - 2nd offense: Phone/Electronic Device will be held for 10 days and a \$10 fine.
 - 3rd offense: Phone/Electronic Device will be held for the remainder of the semester and a \$20 fine.
 - Discipline for Refusal to Follow Discipline Code:
 - 1st offense: Refusal to Teacher - 1 Day ISS, Refusal to Administrator - 1 Day OSS, Referral to SRO for Citation
 - 2nd offense: Refusal to Teacher 2 Days ISS and \$10 fine, Refusal to Administrator -2 Days OSS, Referral to SRO for Citation
 - 3rd offense: Refusal to Teacher 3 Days ISS and \$20 fine, Refusal to Administrator - 3 Days OSS, Referral to SRO for Citation

You are encouraged to leave your phone in your car if you drive to school. Possession of prohibited items will result in the item(s) being impounded and not returned to the student. Some items may be returned to the parents. If the

need arises to bring a prohibited item for a special class or presentation, the student should secure written permission from the teacher in advance. The item should be taken to the office or the teacher immediately upon arrival at school and should remain with that teacher until the student departs for the day.

All local, state, and federal laws will be enforced on school grounds and at school-related activities.

OUT-OF-SCHOOL SUSPENSION

Students assigned to out-of-school suspension are not allowed to participate in any extracurricular activities until their suspension has been properly completed and the student has returned to regular classes. Students on out-of-school suspension are not allowed on the school campus except to see an administrator. Violators will be considered as trespassers.

TARDY POLICY

*All tardies to first period must sign in with the attendance clerk **BEFORE** reporting to first period. Teachers are responsible for assigning discipline for the tardy policy for all periods except 1st period.*

1st tardy: Teacher warns students

2nd tardy: Teacher assigned classroom discipline and parent contact.

3rd tardy: Teacher assigns one day of after-school detention

4th tardy: Teacher assigns two days of after-school detention

5th tardy: Teacher assigns three days of after-school detention

6th tardy and above: Office Referral—Students will lose parking privileges for two weeks with the option of buying another permit at the end of the two weeks.

10th tardy: Students will lose parking privileges until the end of the semester. Discipline will be assigned, and parent conferences will be required for all students.

*Students who do not show up for after-school detention will be dealt with by the administration.

SURVEILLANCE CAMERAS

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school

property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being videotaped.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) *Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.*

FCHS ORGANIZATIONS

Academic Bowl—Advisor: Brett Steele

The junior varsity and varsity academic teams participate in a RESA-sponsored academic competition and play other academic teams in the Northeast Georgia area and teams across the state. Students compete in a seven-week session with the possibility of region or state playoffs.

Anchor Club—Advisor: Kellie Justice, Courtney Callicutt

The Anchor Club is an organization associated with the Pilot Club in Franklin County. The members are dedicated to improving communities.

Be The Change: Jackie Hatcher

Be the Change Club is a group of students working to make the school a better place by promoting school unity, encouraging smart decision making, and through the enhancement of leadership skills. Some of the activities Be the Change Club has been involved in organizing are Red Ribbon Week and Safe Driving Awareness Week. Our number one goal is to make a positive impact on the school.

Beta Club—Advisor: Cheryl Medlin and Brandy Reid

The Beta Club is a student-centered organization that continually develops individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service, and leadership in a global community. In addition to promoting character, achievement, service, and leadership, it also rewards meritorious achievement and encourages and assists students in continuing their education after high school.

FCCLA (Family, Career, and Consumer Leaders of America)—Advisor: Kim Cary

The FCCLA is an organization that promotes personal growth and leadership development while using the family as the central focus. FCCLA develops skills for life and provides opportunities for developing character, creative thinking, communication, practical knowledge, and vocational preparation. FCCLA is open to all students.

FCA (Fellowship of Christian Athletes)—Advisor: Jason Shaver

The Fellowship of Christian Athletes is an organization committed to demonstrating integrity, service, teamwork, and excellence.

French Club—Advisor: Sue Bell

The French Club promotes interest and the study of French-speaking countries. It is open to all students enrolled or previously enrolled in French class.

FBLA (Future Business Leaders of America)—Advisors: Janet Demers, Sallie Jones, and Peyton Hart

The Future Business Leaders of America is a non-profit, co-curricular education association of students preparing for careers in business and business-related fields. The mission is to bring business and education together in a positive working relationship through innovative leadership and career-development programs.

HOSA (Health Occupations Student Association)—Advisor: Tammy Melton

HOSA is an organization open to students interested in health-related fields.

National Art Honor Society—Advisor: Kevin McClain

The National Art Honor Society goal is to inspire and recognize those students who have shown outstanding ability in art. The NAHS also strives to aid members in working toward the attainment of their highest potential in art areas and to bring art education to the attention of the school and the community.

National Future Farmers of America—Advisors: Cale Watkins, Waylon Priester, and Eric Hickox

The Future Farmers of America club is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. FFA Motto: Learning to Do, Doing to Learn, Earning to Live, Living to Serve

Skills USA—Advisors: Tim Cawthon and Wayne Ertzberger

Skills USA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled work force. It helps high school students prepare for careers in trade, technical, and skilled service occupations. It was formerly known as VICA. Open to all students enrolled in Career-Tech courses.

Spanish Club—Advisor: Belkis Farris

The Spanish Club exists to promote cultural awareness of Spanish-speaking countries. Open to all students enrolled or previously enrolled in Spanish classes.

Student Government Association—Advisors: Linda Frederick

The Student Government Association is an advisory group of students who want to work for the overall improvement of FCHS.

TSA—Advisor: Kenny Floyd

The Technology Student Association (TSA) is the only student organization devoted exclusively to the needs of students engaged in science, technology, engineering and mathematics (STEM). Open to students enrolled in or who have completed technology education courses. TSA takes the study of STEM beyond the classroom and gives students the chance to pursue academic challenges among friends with similar goals and interests. Together, chapter members work on competitive events, develops leadership, and attend conferences on the state and national levels.

Thespian Club—Advisor: Charity Moon Henry

The Thespian Club is a Theatre Arts Honor Society and students must be invited to join.

4-H Club—Advisor: Audrey Justice

The 4-H Club is a national organization of young people to assist youth in acquiring knowledge in developing life skills and forming attitudes that will enable them to become self-directing, productive, and contributing citizens. 4-H is open to all students in grades 5-12. (Younger students may participate in Lamb Showing.)