

**Franklin County High School  
2016-2017  
Student / Parent Handbook**



**Franklin County High School  
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August 2016

Welcome to Franklin County High School!

I would like to take this opportunity to welcome you to Franklin County High School for the 2016-2017 school year. I am confident this will be a great school year!

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

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

I want to share these important focus areas that will be addressed in the upcoming 2016-2017 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 prepare students to become well-balanced, productive citizens with effective communication skill, who make timely and responsible decisions to pursue learning for both academic and personal achievement.

Teachers, parents, and community members will join forces to provide both the academic and environmental support necessary to foster and enhance every student's innate ability to be a lifelong learner and achieve post-secondary success.

## **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.

## **BEHAVIOR STATEMENT**

At FCHS we treat each other with respect, take responsibility for our actions, and develop an attitude to enhance our learning experience.

Franklin County Schools

# 2016-2017 School Calendar

August 1.....	Staff Development Day – all certified employees report (no school for students)
August 2.....	Administrative Day – all certified employees report (no school for students)
August 3.....	First day of school (students - 8:00-9:30); employees work all day
August 4.....	Staff Development Day – all employees report (no school for students)
August 5.....	First full day of school
August 26.....	Fair Day - No school
September 5.....	Labor Day – no school
September 26.....	Parent/Teacher Conferences – Elementary Schools (3:15 – 6:15)
September 27.....	Parent/Teacher Conferences – FCHS and Huntland (3:15 – 6:15)
September 29.....	Parent/Teacher Conferences - Middle Schools (3:15 – 6:15)
October 17-21.....	Fall Break – no school
November 8.....	Staff Development Day – all certified employees report (no school for students)
November 23-25.....	Thanksgiving Break – no school
December 20.....	Abbreviated Day (8:00 – 9:30)
December 21-January 2.....	Winter Break – no school
January 3 - 4.....	Staff Development Day – all certified employees report (no school for students)
January 5.....	Students return to school
January 16.....	Martin Luther King, Jr. Day – no school
February 20.....	Presidents’ Day – no school
March 6.....	Parent/Teacher Conferences – Elementary Schools (3:15 – 6:15)
March 7.....	Parent/Teacher Conferences – FCHS (3:15 – 6:15)
March 9.....	P/T Conferences - Middle Schools and Huntland (3:15 – 6:15)
March 20-24.....	Spring Break – no school
April 14-17.....	Good Friday Break – no school
May 25.....	Last day of school for students (8:00-9:30)
May 26.....	Administrative

**Grading Periods for all schools except FCHS**

- 1<sup>st</sup> August 3 – September 16
- 2<sup>nd</sup> September 19 – November 3
- 3<sup>rd</sup> November 4 – December 20
- 4<sup>th</sup> January 5 – February 17
- 5<sup>th</sup> February 21 – April 11
- 6<sup>th</sup> April 12 – May 25

**Report Cards Distributed**

- 1<sup>st</sup> Sept 26 - (Elem Schools), Sep 27 (Huntland), Sep 29 (Middle Schools)
- 2<sup>nd</sup> – November 11
- 3<sup>rd</sup> – January 10
- 4<sup>th</sup> – February 24
- 5<sup>th</sup> – April 21
- 6<sup>th</sup> – May 25

**Homecoming Dates**

September 16, 2016 – FCHS & Huntland

**Graduation Dates**

May 25, 2017 - Huntland  
 May 26, 2017 – FCHS

## **ARRIVAL / DEPARTURE**

FCHS doors will open at 6:45 A.M. on a daily basis. Student drivers must enter the building immediately after arriving on campus. All students who arrive at school before 7:45 A.M. are to report to the cafeteria immediately upon reporting to school, whether they drive or ride a bus, and remain there until the bell rings at 7:45 A.M. Once a student is on the FCHS campus, they must remain there unless given permission to leave by an administrator. An administrator will not give permission for a student to leave without talking with and gaining the parent's permission. Upon dismissal from school in the afternoon, all bus riders should report to the bus loading area (beside room N135) and wait there under the supervision of teachers on duty until the bus arrives. In case of severe 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)**

To receive credit for work missed due to absences, a student must complete and return the work to the proper person within five (5) days of the student returning to school. **The student has the responsibility** of initiating contact with his/her teacher to determine the procedure for the make-up work. 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.

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

Students are encouraged to be present for the entire school day. *Phone calls will not be accepted for check-outs.* If it becomes necessary for a student to check-out, a parent/guardian may come in person to the attendance office or the student must bring a **verifiable note signed by a parent/guardian.** Check-out notes will be verified by a phone call from the attendance office prior to the student leaving school. **The note must include the student's name, date and time to check-out, the reason for checking out, parent/guardian phone number, and parent/guardian signature.** Students must turn the note into the attendance office before 8:00 A.M. and pick up a check out slip. Students leaving early **MUST** sign out in the attendance office after showing the signed check-out slip to an attendance official. At the beginning of each semester, after a student has checked out for the 4th time, no notes will be accepted. The parent/guardian must come to attendance to pick up their child. If a student checks out of school before 11:17 A.M., or checks into school after 11:44 A.M., the student is counted as absent for the day.

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

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

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

## **ATTENDANCE (INDIVIDUAL CLASS)**

**5 Class Absences:** The student will be referred to administration. The student will be assigned Academic Saturday School in order to complete missing assignments. In the event the absence (s) has/have been excused, normal make-up procedures will be followed without disciplinary actions considered to be necessary. Students will be referred upon reaching the **7th and 9th class absence** in which a combination of After School Detention (4 days) and Saturday School (full day) will be administered after the 7th unexcused absence and possible Behavior Modification or Alternative School if unexcused class absences are on a continual basis.

Other disciplinary measures may include but not limited to: Suspension from school activities or events, loss of driving privileges, in school detention.

**\*There will be no re-scheduling of Academic Saturday School, After School Detention, or Discipline Saturday School for class attendance.**

**\*These absences are not truancy issues that are handled through attendance in which 5 or 10 day letters are sent and truancy petitions are served.**

**\*All 18 year old students will follow the same rules as a juvenile student regarding excessive class absences.**

**\*The classroom teacher's attendance roll will serve as official documentation.**

## **BUS POLICY**

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

## **CAFETERIA**

Students that have qualified for the breakfast/lunch program will not be charged for a full reimbursable meal.

There are 4 different lines to choose from, each with a variety of hot/cold entrees.

**No book bags, jackets, etc... will be allowed in the serving area at any time during the school day.**

**Students will not be allowed to charge for meals. In case of an emergency, students may obtain a lunch permit from the cafeteria administrator which are only issued during the student's lunch period.**

### **Cafeteria Misconduct**

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

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

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

The use of cell phones or other communication devices by students upon entering the school building is not permitted or allowed during the regular school day (8:00-3:00). Additionally students are not to use cell phones on a school bus unless permission is granted by the driver. Using a picture/video phone inappropriately on school property, outside of the school building, will result in disciplinary action determined by administration.

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

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

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

## **CODE OF BEHAVIOR**

The following information is addressed in the Code of Behavior, which is posted on the FCBOE webpage at ([www.fcstn.net](http://www.fcstn.net)) under schools tab and FCHS.

**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 - Medicine

Article 3.8 - Bus Conduct

Article 3.9 - Transfers within the System

**Section 4** - Acts in Violation of Laws

Article 4.1 - Use of Tobacco

Article 4.2 - Alcohol, Illegal/Controlled/Imitation Drugs, and Drug Paraphernalia

Article 4.3 - Weapons and Dangerous Instruments

Article 4.4 - Recovery for Injury or Damage

**Section 5** - Disciplinary Sanctions

**Section 6** - Procedural Due Process

**Section 7** - Zero Tolerance

**Section 8** - Corporal Punishment

**Section 9** - Student Disciplinary Authority

**Section 10** - Interrogations and Searches

Article 10.1 - General Searches

## **CODE OF BEHAVIOR (CONTINUED)**

Article 10.2 - Specific Searches

Article 10.3 - Searches of Person and Property

Article 10.4 - Lockers

Article 10.5 - Seizure

Article 10.6 - Interrogations

**Section 11** - Computer and Internet Use

Article 11.1 - Acceptable Use

Article 11.2 - Privileges

Article 11.3 - Net Etiquette

Article 11.4 - Vandalism

Article 11.5 - Security

Article 11.6 - Acceptance of Terms and Conditions

**Section 12** - Students with Disabilities

**Section 13** - Non-Discrimination and Harassment

Article 13.1 - Non-Discrimination

Article 13.2 - Discrimination/Harassment of Student/Bullying/Intimidation

**Section 14** - School Records Information

Article 14.1 - Directory of Information Procedure

Article 14.2 - Student Records

Article 14.3 - Notice of Rights

**Section 15** - Requirements of No Child Left Behind

Article 15.1 - Right to Request Teacher Qualifications

Article 15.2 - Safe and Drug Free Schools

**Section 16** - Posting of the Approved Code of Behavior and Discipline

**Section 17** - Proof of Dissemination

**Section 18** - Adoption by the Board

The Franklin County Schools *Code of Behavior 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.**



## **COMPUTER AND INTERNET USE**

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

## **DISCIPLINE REFERRALS & BEHAVIOR SUPPORT SYSTEM**

**Level A:** Success Coaching/Behavior Intervention - Teachers/counselors will provide behavioral coaching and management. This is not an ISD program; however, it is to provide coaching to students on an individual or group basis and provide a respite for students who may need a time-out, skills training, basic behavioral coaching, etc...

**ISD:** When a student has reached 15 days of ISD, they will be requested for Alternative School placement. Prior to reaching the 15th day, the BOE social worker will be contacted for counseling in an attempt to prevent further disciplinary actions that would require ISD, Behavior Modification class, or possible Alternative School requests.

**Level B:** Behavior Modification Class - A self-contained setting for academic instruction, behavior guidance, and gradual reintegration into the regular classroom; used when problem areas require a part or full time alternative setting.

### **Academic Saturday School / Discipline Saturday School:**

Students who (a) fail to complete an assignment and (b) are failing the current grading period, may be assigned to Academic Saturday School at the teacher's discretion.

Discipline Saturday School may be assigned by administration regarding various school rules.

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

1st Offense - One (1) week of activity suspension

2nd Offense- One (1) week of activity suspension & one (1) week of lunch isolation

3rd Offense - Administrator's discretion which may include: loss of driving privileges, suspension or combination of any disciplinary actions.

### **ASD (After School Detention):**

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

## **DISCIPLINE REFERRALS**

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

### **CLASS DISRUPTION**

1st Offense - Teacher's discretion

2nd Offense- ASD/ISD/Saturday School/Lunch isolation

3rd Offense - ISD/Saturday School/Suspension/School activity and event suspension

Others - ISD/Loss of driving privileges/Behavior Modification/Alternative School

### **CUTTING CLASS**

1st Offense - ISD/Sat. School/ASD/School activity and event suspension

2nd Offense – ISD/Loss of driving privileges/Suspension/Suspended from school activities and events/Lunch Isolation

3rd Offense- 3 days ISD/ Loss of driving privileges/Out of school suspension/Suspended from school activities and events/Behavior Mod/ Alternative School

### **DISCIPLINARY ACTION FOR ALCOHOL CONSUMPTION / POSSESSION**

Alternative School placement for a minimum of 45 days (1st Offense), and a minimum of 60 days for (2nd Offense)

SRO contacted for Juvenile Court Petition

Suspended from all school activities

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

1st Offense – Warning and change of clothes. Piercings confiscated

2nd Offense – 2 days ISD/Suspended from school activities and events/Lunch isolation. Change of clothes. Piercings confiscated

3rd Offense – Alternative School for no less than 20 days

### **DISRESPECT**

1st Offense - 2 days ISD/Suspension/School activity and event suspension/Lunch isolation

2nd Offense- 3 days ISD/Suspension/Loss of driving privileges/School activity and event suspension

3rd Offense - Suspension/Behavior Modification/Alternative School

### **STUDENT DISCRIMINATION/HARRASSMENT AND BULLYING, CYBERBULLYING AND INTIMIDATION**

Refer to new board policy 6.304 updated on 7/11/16. This can be found on the website [www.fcstn.net](http://www.fcstn.net) under board policies.

**FIGHTING / ARGUING / BULLYING (PHYSICAL, VERBAL, EMOTIONAL, SEXUAL)-**

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

**FIGHTING (WILL NOT BE TOLERATED)**

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

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

**1st incident-**

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

**2nd incident**

1. Immediate suspension for remainder of the school day. Administrator conducts an investigation.
2. Parent Conference as soon as possible.
3. 5 day suspension
4. SRO files petition to court
5. 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**

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

**2nd incident**

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

**KNIFE**

Any knife will be immediately confiscated and turned into the grade level administrator.

1st offense- Warning/ Parent contact

2nd offense- ISD/ Parent Conference

3rd offense- ISD /Parent Contact/Suspension/Behavior Mod/Alternative School

**LEAVING CAMPUS WITHOUT PERMISSION**

1st Offense – Sat. School/ISD/Parent contacted

2nd Offense – ISD/Parent contacted/Loss of driving privileges/Suspended from school activities and events/Lunch isolation

3rd Offense – 3 days ISD/Parent contacted/Suspended/Suspended from school activities and events/Behavior Mod/Alternative School

**PROFANITY**

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

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

1st Offense - Warning

2nd Offense – ISD/Sat. School/Suspended from school activities and events/Lunch isolation/Parent contacted

3rd Offense – ISD/Parent contacted/Behavior Mod/Alternative School

**SCHOOL TARDY (REPORTED TO ATTENDANCE ADMINISTRATOR IN ATTENDANCE OFFICE)**

All students who are tardy to school 1st block must report to the attendance office to be admitted to school. After three (3) unexcused tardies, students will be subject to disciplinary measures which include: ASD or Saturday School. An excused tardy may be obtained by a parent's note (up to 3 per semester) or approved documentation reflected in the Attendance Policy for an excused absence will be necessary, (doctor's note, court, etc...).

Continual unexcused tardies to school will result in further disciplinary measures including: Loss of driving privileges, Activity and event suspensions, ISD, or possible truancy infractions as determined by the Attendance Department.

There are a total of three (3) tardies per semester.

## **TARDY TO CLASS**

**When a student is tardy to 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> block.**

1<sup>st</sup> Offense-Warning by the classroom teacher

2<sup>nd</sup> 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)**

1<sup>st</sup> Offense - 3 days ISD plus court petition

2<sup>nd</sup> Offense - 5 days ISD plus court petition/Suspended from school activities and events/Lunch isolation

3<sup>rd</sup> 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)**

1<sup>st</sup> Offense - 5 days ISD

2<sup>nd</sup> Offense - 5 days ISD/Suspended from school activities and events

3<sup>rd</sup> Offense - 5 days ISD/Behavior Mod/Alternative School

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

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

**Grading Scale for all FCHS classes:**

(A) 93-100

(B) 85-92

(C) 75-84

(D) 70-74

(F) Below 70

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

### **Requirements for Valedictorian:**

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

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

Honors Scholar with the highest GPA

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

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

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

## **GRADING / GRADE REPORTS / TRANSCRIPTS (CONTINUED)**

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

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

## **LOCKERS**

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

## **MEDICINES**

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

**Nurse Protocol-** To facilitate privacy and safety to students visiting the clinic, the nurse will see students, who present a valid hall pass or a signed teacher note during class period time only (Unless an emergency, obvious injury, bleeding lacerations, respiratory distress/allergic reactions, fainting, etc.). If a student is required to take nonprescription or prescription medication during school hours and the parent/guardian/legal custodian cannot be at school to administer the medication, only the nurse, principal, or principal's designee will assist in self-administration of the medication. **NO MEDICATION (prescription or over the counter) is to be in the possession of a student at any time.** Medications are to be turned into the school nurse by the parent/guardian along with written instructions which include (1) student's name; (2) name of medication; (3) name of physician; (4) time to be self-administered; (5) dosage and directions for self-administration; (6) possible side effects if known; and (7) termination date for self-administration. Prescription medicines should be in the original container with the student's name and doctor's instructions. When necessary, an exception may be granted IN ADVANCE and upon written request for certain items such as asthma inhalers that need to be with a student at all times. The parent/guardian/legal custodian is responsible for informing the school nurse of any change in the student's health or change in medication.

## **MISSING STUDENT PROCEDURES**

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

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

## **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.

## **SCHOOL CLUBS/ORGANIZATIONS- see FCBOE Policy 6.702**

Art- academic	Yearbook- service	Skills USA-academic
Beta Club- honorary	Key Club- service	Chess- interest
Band Marching/Concert- academic	FBLA- academic	HOSA- academic
Communications Club- academic	Dawg Pound- sports	FCCLA- academic
FCA- interest	FFA- academic	LEO- service
GSA- interest	Guitar- interest	Interact- service
Key Club-service	Swimming- sport	TSA- academic
Liralen Creative Writing- interest	Special Olympics-sports	Theater- interest
Student Council- service	Mu Alpha Theta-academic	
Spanish Club- academic	National Honor Society- honorary	

**This is a fluid list that may change based on membership, sponsorship, etc. More/Less clubs may be offered.**

*Please see the sponsors for further information about fees and membership.*

**Parents/Guardians - Please provide written notification to the school if you wish to allow your child to participate in any of the clubs/organizations at FCHS.**

## **STUDENT ATTENDANCE INCENTIVE**

### **GRADING (BOARD POLICY 4.600)**

A student would be exempt from the final exam, or assignment in lieu of exam, in each class where they achieved the following:

- “A” average in class and no more than 5 absences;
- “B” average in class and no more than 4 absences;
- “C” average in class and no more than 3 absences;

**Classroom attendance will be monitored and enforced by the classroom teacher. A student will be either present or not. Students attending a school-sponsored event would be considered present.** (This is not tied to any state mandated End of Course assessment in which students are required to take)

## **STUDENT PARKING**

Students **MUST** park in the area provided for student parking and in their own assigned parking space. A student must register his/her vehicle with the SRO and obtain a parking permit which is to be displayed on the car's rearview mirror whenever on campus and prior to driving/parking on campus. Failure to register, parking in the incorrect space, or other violations relative to a vehicle, will result in a **Notice of Student Parking Violation in which a \$10.00 fine will be assessed and all other subsequent violations will carry the same fine. After the 3rd violation, the vehicle will be towed at the owner's expense.** Vehicles should not be left on campus overnight. In the event of an emergency, an Administrator or SRO should be contacted. No student is to be in the parking lot during the school day without written permission from an administrator. Parking/driving on campus is a privilege, and abuse of this privilege (including but not limited to: speeding, reckless driving, excessive noise, loud music, being in the parking lot without administrative approval, leaving campus without permission, excessive unexcused tardies, and truancy) may result in reassignment of parking space or revocation of driving/parking privileges on campus. **The speed limit on campus is 10 miles per hour.** Any vehicle on campus is subject to search at any time.

## **TELEPHONES**

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

## **TEXTBOOKS**

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



## **VISITORS**

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

## **WHERE TO GO / WHOM TO SEE**

<b>WHAT</b>	<b>WHOM</b>	<b>WHERE</b>
Accident Forms	Secretary	Main Office
Attendance	Secretary	Attendance Office
Audio Visual	Librarians	Media Center
Check In/Out	Secretary	Attendance Office
College Information	Counselors	Guidance Office
Discipline	Assistant Principals	Individual Office
Free/Reduced Lunch	Cafeteria Manager	Cafeteria
Graduation	Counselors	Guidance Office
Compulsory Attendance for driver's permit	Secretary	Main Office
Lockers	1st Block Teacher	Classroom
Lost & Found	Receptionist	Main Office
Medication Forms	Nurse	Clinic
Parking	SRO	SRO Office
Registration	Counselors	Guidance Office
Testing	Counselors	Guidance Office
Schedule Change	Counselors	Guidance Office
Transcripts	Registrar	Guidance Office
Textbooks	Weinberg	Admin. Office
Make-Up Assignments	Secretary	Guidance Office
Fee Waiver Forms	Bookkeeper	Main Office
Elevator Pass	Secretary	Main Office

## **Bell Schedules**

### **Regular Schedule**

1st Block: 8:00-9:30  
2nd Block: 9:37-11:07  
3rd Block: 11:13-1:23 (Lunch)  
4th Block: 1:30-3:00

### **PLC Schedule (Wed)**

1st Block: 8:00-9:20  
2nd Block: 9:27-10:48  
3rd Block: 10:55-1:02 (Lunch)  
4th Block: 1:09-2:30  
2:45-3:30 PLC meetings

### **Activity Schedule (8:00 Start)**

1st Block: 8:00-9:18  
2nd Block: 9:24-10:42  
Activity: 10:48-11:23  
3rd Block: 11:29-1:37 (Lunch)  
4th Block: 1:43-3:00

### **ADMINISTRATION**

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

### **FRONT OFFICE**

Shelia Boyett: Bookkeeper  
Sheri Bradford: Receptionist  
Kim Pruitt: Nurse  
Patricia Rowe: Secretary

### **ATTENDANCE/SPECIAL EDUCATION**

Doris Keith: Attendance Secretary  
Lynn Jernigan: SPED Secretary

### **GUIDANCE**

Lee Brannon: 12th Grade  
Dawn Hopkins: 11th Grade  
Tina Garner: 10th Grade  
Kathy Knies: 9th Grade  
Sandy Verner: Registrar  
Linda Carson: Secretary

### **MEDIA CENTER**

Brenda Parks  
Rachel Brown

### **COMPUTER LABS**

Pam Elliott  
Dianna Lucas