

# FAYETTE COUNTY HIGH SCHOOL



“EXCELLENCE IN ALL WE DO”

*Student Handbook 2022-2023*

**Principal: Mrs. Yolanda Briggs- Johnson**

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This handbook contains information that will clarify rules and regulations at Fayette County High School. We hope that you find it to be a helpful reference. The Principal retains the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as he sees fit. Furthermore, the Principal reserves the right to amend any provision in these guidelines which he deems to be in the best interest of the educational process.

## ETHICS

Students at Fayette County High school are expected to display ethical behavior at all times. This means that students are expected to abide by all federal, state and local laws and statutes, be honest and show integrity in all their work.

*The Fayette County Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap in educational programs, activities, and employment.*



# ACADEMICS

## Grade Progressions

Twenty-three (23) units are required to graduate. Specific requirements for a high school diploma are given in writing to all incoming 9th graders for their 4-year plan. Please see your guidance counselor for specific information.

<b>To pass from:</b>	9th to 10th .....	5.5 units are required
	10th to 11th .....	11.5 units are required
	11th to 12th .....	17 units are required

## Honors

At the end of the fall semester, students that have a grade of 93% or higher in all courses will be listed on the High Honor Roll. Students that have 90% or higher in all courses will be listed on the Honor Roll. At the annual Academic Awards ceremonies held each spring, various departments recognize outstanding students. Academic letters or pins are awarded to students who qualify for Fayette County High School's High Honor Roll first semester and have no grade less than a 93%.

Academic excellence is recognized in a variety of ways. Annually, the Beta Club, National Honor Society, and Spanish Honor Society, induct those students who, by virtue of academic achievement, qualify for membership in these honorary societies. Sponsors of the organization will send invitations to those students who meet criteria according to the national organization. NOTE: criteria for an invitation is predicated upon the organizations standards, not FCBOE ( FCHS).

## Academic Dishonesty

Any attempt to obtain credit for work done by another is not acceptable at Fayette County High School. This includes cheating on tests, copying the work of others, copying word-for-word from books, magazines, encyclopedias, technology media (plagiarism), failing to cite proper documentation or authorship, using someone else's term paper, or other similar activities.

The following are the consequences for academic dishonesty:

- 1st offense: A zero will be assigned as a grade. Parents will be notified and discipline will be issued per FCBOE Progressive Discipline Policy.
- 2nd offense: A grade of zero will be assigned. Parents will be notified and discipline will be issued per FCBOE Progressive Discipline Policy.

Please note Academic dishonesty ranges from a Level 1 to a Level 3 depending upon the severity of the behavior. Academic dishonesty also includes electronic cheating (one example: use of a cell phone to photograph and/or distribute an assignment, quiz, or test) is treated the same as theft (unauthorized removal) of school documents. FCHS takes this very seriously and the discipline is severe.

## Class Rank/GPA

Class rank and grade point averages are computed by using **percentile only based on weighted GPA quality points** beginning with 9th grade. Grades in all subjects are included in the computation of the grade point average and rank in class.

## Advanced Placement/Gifted/Specialized Courses Offerings

The College Board's Advanced Placement (AP) Program is an opportunity for students to pursue college-level studies while still in high school and receive college credit. Each college has its own policy on awarding college credit based on a student's score on a particular AP exam. We advise that you call the admissions office of the college and ask about their policy in awarding credit.

As a reward for attempting the additional rigor of Advanced Placement Classes, students will earn 1.0 bonus quality point in AP course. This award only applies to AP courses taken at Fayette County High School and does not apply to AP courses taken at other schools, Dual Enrollment courses, or gifted/honors courses.

Students who take Advanced Placement courses are **required to take the corresponding College Board AP exam** at the conclusion of the course. Exam fees are the responsibility of the student taking the course. Failure to pay for an AP exam will result in an obligation being created for that exam. Students who have obligations are prohibited from participating in any extra-curricular activity until the obligation is satisfied.

**Dual Enrollment:** Students earn .5 bonus quality point if he/she passes the course successfully.

### **Honor Graduates**

Honor graduates will be those graduating seniors that have a cumulative **unweighted GPA of at least a 90.0** at the conclusion of the first semester of senior year. Students who have just below the line of 90.0 will be re-evaluated at the 9 week progress report mark to determine if current grades could pull the student to above 90.0 **\*note, this process is at the discretion of the School Principal.** Honor graduates will receive a letter from the principal in the last 9 week of school as notification of their status.

## **ATHLETICS**

### **Eligibility**

Fayette County High School adheres to the policies and procedures set forth by the Georgia High School Association (GHSA) in determining student eligibility. Questions regarding eligibility can be directed to the Athletic Director's office or to the Georgia High School Association's Constitution and By-laws found at [www.ghsa.net](http://www.ghsa.net)

### **Activity Fees**

To participate in any athletic activity at Fayette County High School students must pay an activity fee to defray the expense of having the activity. The Head Coach of the sport is responsible for collecting activity fees. Please contact the Head Coach of the sport(s) you are interested in for information about the activity fee for that sport. Activity fees must be paid in full before the first contest of the season unless the student-athlete's parents and the head coach have a payment plan in place. Any student who participates in a sport without making the agreed upon payments will be issued an obligation for the fee. Students who need help with athletic fees should contact their head coach and or Athletic Director for assistance.

### **Spectator Passes**

The Athletic Department offers Student Spectator Passes for sale to all current students at Fayette County High School. The passes allow student entry into all regular season, home sporting events. The pass for 2021-2022 will be \$65; you may purchase in the Athletic Director's office or online via MySchoolBucks.

### **Tri-Honor Tiger Award**

The Tri-Honor Tiger Award will be given to any Student-Athlete who participates in three or more GHSA regulated sports or activities at the varsity level.

# ATTENDANCE POLICIES AND PROCEDURES

## Full Day Attendance

Students are expected to be in attendance the entire school day. Students who check-in late or check-out early should submit a written note to the attendance office from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

## Excused Absences

The State of Georgia has established guidelines for excused absences from classes. The following situations, when documented by a proper note from parents or a physician, may be excused as reasons for absence, check-outs and check-ins:

- verified illness
- funerals - death in family
- court appearance - documented
- medical appointments - documented
- religious reasons - with prior approval
- official Page in the Legislature
- up to five (5) days excused absences per year to students where parents are in the military and are being deployed or are on leave

After an absence, a student should provide a proper note to the **attendance office**. If the student forgets the note, they have **three days to bring the note or the absence will be counted as unexcused**. Students are not allowed to make up work collected on a day the student has an unexcused absence.

NOTE: Whenever students are absent, for any reason, their parent/guardian must send a signed and dated written explanation of the absence to their child's teacher no later than the **Third Day** following the student's return to school after their absence. **After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to.**

## Check-Out Procedures

**A student who needs to leave campus during the school day should bring a note to the Attendance Office before 1<sup>st</sup> period.** The note must include the student's name, reason for dismissal, and time of dismissal. The note must be signed by a parent/guardian and must have a phone number where the parent can be reached for verification. The student will not be allowed to leave campus unless the note is verified by the Attendance Office. Students who plan to check out should stop by the Attendance Office between classes to pick up their dismissal slip. This procedure allows us not to interrupt classes to call students to check out. Students should plan to be picked up by parents in front of the main entrance to the school.

1. Once a student has checked out, they must leave campus immediately and may return the same school day ONLY with bereavement, medical, or legal documentation.
2. Once a student has arrived on campus, they may not leave campus without following check out procedures (even if it is before classes have begun, otherwise the behavior is an off campus skip).
3. A student who is checking out or checking in is not excused from turning in assignments due that day. All assignments are due on the assigned day.
4. Students involved in extracurricular activities must be counted present in school that day in order to participate in a school activity in the afternoon or evening. The Principal must approve any exception to this policy.
5. Due to the large number of transactions before holidays or on exam days, a student may check out by note only. **No check out requests will be accepted by phone.**
6. **Georgia law does not permit an open campus; therefore, checking out for lunch is not**
7. **permitted.**
8. Students who are ill should go to the Clinic. Students who are ill will not be dismissed without parent/guardian approval. Once approval is obtained the student must check out through the Attendance Office.  
If a student checks in or out more than ten times during the semester, he/she must produce a doctor's note for future check-ins to be counted as excused.
9. Check-outs are not permitted during Milestones exams or final semester exams.

## Check-In/Tardiness to School

**Students must arrive at school on time daily.** Tardy students must report to the Attendance Office across from the main office to check in and receive an admission slip to class. Failure to check in at the Attendance Office is considered to be a class skip. Records are kept on all tardiness. Tardiness that is considered excused includes illness, doctor's appointment, dental appointment, court appearance, or funeral. Late buses are not documented as a tardy.

1. Students will be responsible for bringing a note to the attendance office for each excused check-in by the end of day 3

(Example: a check-in on Monday dictates that the proper excuse note be submitted to the Attendance Office by the end of the day on Wednesday). After that time, it will be considered unexcused.

2. Students are not allowed to check in after 1:30pm unless medical, legal or bereavement documentation accompanies the student. An administrator must approve any exceptions. No checks
3. outs are allowed after 3:30 p.m.
4. Check outs are now allowed during standardized testing (Milestones, PSAT, etc.) or during Final Exams each semester.
5. The consequences for arriving late to school (unexcused) will be:

1st, 2nd and 3rd Tardy – Verbal  
Warning/Reminder  
4th Tardy - 1 Administrative Detention  
5th Tardy - 2 Administrative Detentions  
6th Tardy - 1 day ISS  
7th Tardy - 2 days ISS or Saturday School and 15 day parking permit revocation  
8th Tardy - 3 days ISS and 30 day parking permit revocation  
9th Tardy - 5 days ISS and revocation of parking permit for rest of school year

**Note:** Subsequent tardiness to school will result in Out-of-School Suspension (OSS) on a progressive level. Also, skipping Administrative Detention will result in additional discipline up to and including OSS.

## **College Visitation Policy**

During the Junior and Senior year a student may schedule up to two college visitations per year. These visits will be counted as field trips as long as the proper procedures are followed and the proper documentation is provided. College Visitation Forms are located in the School Counselor's Office and must be acquired **before** the planned visit. **All college visitations should be completed before April 1st.** Any college visitation taking place beyond April 1st must have prior approval from the principal.

## **Prearranged Absences**

Prearranged absences are applicable only to trips that are considered educational in nature and are limited to one request per semester. The Prearranged Absence Form will be issued only to a parent/guardian after a written request to the principal is made. This request must be submitted at least 3-5 days before the absence and must describe the educational nature of the absence(s). The Principal's decision is final on all prearranged absence requests. **Please be aware that prearranged absences are considered unexcused (but students are allowed to make up work) and will count against the exam exemption attendance policy.**

## **Make-Up Work**

Students who have an excused absence because of personal illness, family illness, death in the family, subpoenaed court dates, etc., must be given an opportunity to make-up their work. It is the responsibility of the student to request assignments, complete the work, and give it to the teacher within the established deadline.

All the make-up work must be completed within **FIVE SCHOOL DAYS** after the student returns. All make-up tests and quizzes will be scheduled at the teacher's convenience with the student having at least 24 hours' notice. Make up tests should be reflective of the concepts taught and covered on the original tests.

**Previously assigned work is due the day the student returns to class.** Furthermore, students may not check in/out to avoid assignment deadlines. Homework, term papers, projects, etc. are due to all teachers before the student checks out or before the end of the day when the student has checked in.

**Note:** Unexcused absences will result in a grade of "o" on graded activities for the term of the absence.

## **Attendance Verification for Driver's Permit**

Students who need an attendance verification form in order to secure a driver's permit may request one in the attendance office. A fee of \$3.00 will be collected at that time. Completed forms may be picked up in the attendance office 24 hours after the request was submitted. Attendance verification forms are good for 30 days from issuance.

## **Late to Class**

All students are expected to arrive in each class by the 4th tone of the tardy bell. At the 4th tone, teachers will close and lock doors. A student entering their class after the tardy bell will be marked tardy to class. Students receiving tardy to class will receive disciplinary consequences at the 4<sup>th</sup> tardy (Administrative detention which could lead to OSS if the tardy to class becomes habitual \*see Student Code of Conduct).

## **BOOKBAGS, STRING BAGS, PURSES, ETC.**

Students may bring book bags, string bags, gym bags, etc. to school to transport personal items to and from school. Students may also purchase a locker for \$10 via MySchoolBucks or downstairs in the Assistant Principals office. Students may carry string bags, a small purse to class, but the purse should not be large enough to hold a book. Students may carry their Chromebook bag at all times.

## **CAFETERIA GUIDELINES**

Our cafeteria offers several choices on the regular lunch/breakfast line. Students have a choice of paying by cash or by accessing their account using a confidential Personal Identification Number (PIN) number. PIN numbers should not be shared with other students. Money can be placed in a student's account through MySchoolBucks, or cash and may be done daily, weekly, monthly or yearly.

**Parents may use My School Bucks for student lunch accounts. NOTE: Breakfast and lunch will be free for those students who apply and qualify for Free and Reduce Lunch, otherwise a student is required to pay for his/ her breakfast and/ or lunch for the 2022-2023 school year.**

1. Breaking in line is prohibited for all students. No Class of has "break-in" privileges.
2. Additional nutritious food/ drinks will be sold during lunch only.
3. Change for use in vending machines will be made only if the serving line is not busy and if the student goes to the end of the line and waits his/her turn.
4. Theft of food items from the serving lines will result in disciplinary action.
5. Students who need to go to the media center during lunch must have a "media pass" from one of the classroom teachers.  
NOTE: passes will be issued on a need and limited basis ~ Students are expected to remain in the cafeteria during their lunch period
6. Students are expected to pick up after themselves when finished with lunch. Students who leave trays for others to pick up will be disciplined.
7. Notify the custodian on duty of all spills immediately.
8. All food and drinks must be consumed in the cafeteria.
9. **Lunch from home must be in a lunch bag or plastic/brown paper bag.**  
Food and drink are not allowed in the halls or in class, with the exception of the Grab and Go breakfast from FCHS' cafeteria; Fast **food deliveries by restaurants are not permitted.**

At lunch, students may eat in the cafeteria or the outside dining area adjacent to the cafeteria. Restrooms are located across from the cafeteria. Students found in any off-limits areas will be disciplined.

## Outside Food Policy

**At lunch, students have the option of either securing a lunch from our cafeteria or bringing a lunch with them from home. Those are the only two approved methods of a student securing lunch.** Food deliveries by a parent or a restaurant are not permitted. In a rare emergency situation when a student forgets his/her lunch, it is never a problem for parents or guardians to deliver lunch money to the front office that can be picked up by the student. The following policies will apply to student meals:

- Students may either secure a lunch in our school cafeteria or they may bring their own food in the morning in a **plain brown bag or a lunchbox**. Students who bring their lunch must store it in their locker until 4th period at which time they will transport it to the cafeteria for consumption.
- Direct deliveries from any type of restaurant are never permitted.**

This policy of not allowing fast food bags in the school will also apply to the morning. If students purchase food for breakfast on the way to school, the food must be consumed before arriving on campus. Of course, students are welcome to secure a breakfast in the cafeteria from 8:00-8:25 a.m. There will be no microwaves available for students to heat up food.

## CLUBS AND ORGANIZATIONS

The faculty and staff of FCHS encourage students to become involved in a school club or organization to enhance team-building, interpersonal, time-management, and goal-setting skills. A complete list of the clubs and organizations sponsored at Fayette County High is available on our website. The website includes the names of the sponsor(s), the mission statement of the group and other information. Parents and students are encouraged to go to the website for more information.

## DISCIPLINE GUIDELINES

The administration, faculty, and staff of FCHS wish to establish a safe, comfortable atmosphere which will assure that each student can learn and grow as an individual. Each student is expected to control his/her behavior and conduct himself/herself in a mature manner. FCHS employs a positive school-wide discipline approach to encourage appropriate behavior from students. Our school-wide approach centers on 4 expected behaviors with the acronym **Tigers ROAR: Responsible, On-time, Attentive, and Resilient**.

It is important for students to understand and learn to deal with the consequences of their behavior choices. No student may interfere with the educational process and impede the work of the teachers or other students.

Disruptive behavior in any form will not be tolerated by the FCHS educational community. Disciplinary consequences will be administered in a fair and equitable manner, yet progressive in nature as outlined in the Fayette County Board of Education approved disciplinary procedures and Student Code of Conduct.

## Fayette County Code of Conduct

Students and parents are encouraged to carefully read the Fayette County Student Code of Conduct. These guidelines establish discipline parameters and consequences for student behavior within the Fayette County School System. Students who exhibit chronic discipline problems will be referred to a Disciplinary Tribunal as stated in the Board of Education Guidelines for Student Behavior. Examples of behaviors which may result in expulsion from the Fayette County School System are:

- a. Use or possession of weapons (including knives, firearms, or explosives).
- b. Being in possession of, or under the influence of, drugs or alcohol (includes possession of counterfeit drugs and paraphernalia).
- c. Damage to school property (vandalism).
- d. Use of violence, force, coercion, threat, or any form of intimidation directed against staff members or students.
- e. Gang activity, the use or possession of gang paraphernalia and gang related attire, and distribution of gang related materials in all schools.
- f. Bullying
- g. Harassment
- h. Threats and Intimidation



## **Teacher Detention & Lunch Detention**

Teacher detention and/or lunch detention may be assigned by teachers to students who do not complete assigned work, do not bring books/materials to class, or do not maintain appropriate classroom behavior. These detentions will be assigned at the teacher's convenience either before or after school or during lunch with 24 hours' notice. Students who do not attend assigned detentions will be referred to an administrator for additional consequences. Signing a teacher or lunch detention slip signifies that the student has received a copy of the notice, not that the student agrees with the discipline. Students who refuse to sign a detention slip will be referred to an Administrator for insubordination.

## **Administrative Detention**

Administrative detention is assigned for many progressive discipline cases. Admin detention is for the duration of **45 minutes**. If a student has a conflict which may cause the student to not be able to attend admin detention they must speak with the administrator who assigned the detention **prior to the day** that it should be served. No changes will be made to any detention on the date that it is to be served.

## **In-School Suspension**

Students who are scheduled for ISS must report to the ISS classroom at the start of the school day and remain in ISS until the end of the school day. Teachers are notified when a student is in ISS and work is requested daily. Students should bring all supplies necessary to complete school work. NOTE: Students are not allowed to participate in before or after school activities until completion of their assigned ISS has concluded.

## **Out-of-School Suspension**

Students will not be allowed to participate in any school activities or attend any events on or off campus while on suspension. Teachers are not required to submit work for students while on suspension. Upon the student's return they can sign up for Saturday school to complete tests and assignments missed while on suspension.

## **Saturday School**

Students can be assigned to Saturday School as an alternative form of discipline beyond the school week or to complete assignments missed after receiving OSS. Saturday school is not offered every week. There is a standing calendar that is created each year. Saturday school is from 8:00am - 12:00pm.

## **DRESSCODE**

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for your school. Students must ensure that their dress does not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal may interpret or add to these provisions as he/she deems to be in the best interest of the school, students or the educational process.

The following are the standards for school dress:

1. Garments will cover the waist, shoulders, back, torso, and chest in all situations. Sleeveless shirts must cover the entire width of the shoulders (4-finger test). Backless or strapless dresses or shirts and tank tops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines.
2. Pants, shorts, slacks, shirts, dresses and skirts will be of appropriate size and fit. Holes must be below the fingertips or mid-thigh. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Skirts, dresses or shorts hems must be at or below the fingertips or mid-thigh.
3. Proper undergarments must be worn. Undergarments must not be exposed.
4. Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or graphics advocating/ glorifying death and/or violence.
5. Transparent or mesh clothing must be worn with appropriate clothing underneath.
6. Trench coats may not be worn inside the building.
7. Clothing that is extreme form fitting (leggings, yoga pants, jeggings, compression shirts, etc.) must be worn with an outer garment of appropriate length (see item #2).
8. Sleepwear and/or bedroom footwear may not be worn.
9. Sunglasses may not be worn inside the buildings.
10. Wallet chains or other type chains that may be dangerous or disruptive may not be worn.
11. Hats, durags, scarves, caps, visors or hoods may not be worn inside the building.
12. Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed.
13. Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed.

## **Consequences for Dress Code Violations**

Students deemed by an administrator to be in violation of dress regulations will be dealt with as follows: The student will be sent to the office to either change or to ask a parent to bring appropriate clothing. If clothing is not changed, student will be sent to in-school suspension for the remainder of the school day.

### **Disciplinary Consequences for Dress Code Violations are as follows:**

1st Offense - Administrative Warning

2nd Offense - Student will receive 1 day of in-school suspension.

3rd Offense - Student will receive 2 days of in-school suspension.

4th Offense - Student will receive 3 days of in-school suspension.

5th Offense - Student will receive 4 days of in-school suspension.

Students should be mindful that the dress code is in effect throughout the year. The changing of the seasons and the changing of fashion does not change the dress code. If the infraction of the dress code occurs late enough in the day, the student may not be given a chance to change and may be sent to ISS on the first offense.

## **EMERGENCY FORMS / CONTACT INFORMATION**

It is extremely important that parents/guardians complete and return emergency information to the school. In the event of an emergency, quick action to contact a parent is essential. **Should any of your contact phone numbers change during the course of the year, please request a change in Infinite Campus via FCHS' Infinite Campus Clerk. \*NOTE: All request for changes will be verified**

### **Updating Contact Phone Number and Email in Infinite Campus**

Please make sure your contact information is up-to-date in Infinite Campus.

The school will use IC Messenger and or Schoology to relay much information home, so an accurate email address in Infinite Campus is of critical importance.

# FINAL EXAMS

Final exams are usually scheduled during the last four days of each semester. Please check the school website for the schedule and avoid scheduling family trips or appointments on these days.

## Attendance During Final Exams

Final exams are an integral part of course requirements for students in the secondary schools of Fayette County. All students will be required to take final exams for courses in which they are enrolled at the time those exams are scheduled. A schedule of final exam dates will be published with the annual school calendar in order for students and parents to be informed of the exact dates of the exam. Only those students who present evidence of a lawful absence will be permitted to make up an exam. **All make-up exams must be approved in advance by the Principal.**

## Check In/Out During Final Exams

There will be no check-ins or check-outs **during** the scheduled final exam period. Students may check in or out **only at designated times** advertised in the exam schedule. Students will receive an exam exemption form that must be signed by a parent or guardian in order for a student to leave school during an exempted exam or at the conclusion of exams. Failure to return a signed exemption form will result in the student not being able to exempt any exams. Also, because of the heavy workload in the Attendance Office during exams, **no check outs by phone will be accepted.** A parent may personally come and check the student out of school after the exam period has concluded. Students are not allowed to check in or out for lunch.

Students who do not have parental permission to leave campus after exams are concluded will participate in supervised study halls after lunch. **Students who leave campus will not be permitted to return to campus to take bus transportation home.** **Abuse of this policy will result in forfeiture of privileges during exams the following semester.**

## Make-Up Exams

A final exam, which counts **20%** of the semester grade, will be given in each class at the end of the semester. Only those students who present evidence of a lawful absence during an exam will be permitted to make up the exam. All make-ups must be completed within 3 days unless other arrangements are made with the Principal.

## Exemption Policy

### Attendance Exemption

Each semester, as a reward for exemplary attendance, a student may exempt any one final exam provided the student has five or less unexcused attendance transactions ( including tardy to school) that semester and has a grade of 70 or above in the course he/she wishes to exempt.

### Academic Exemption

As a reward for academic excellence, a student may choose to exempt any **three final** exams (if he/she is enrolled in seven classes at the home school) or two final exams if the student is enrolled in six or fewer classes at the home school) provided he/she has a semester average of 95% or better in the class(es) to be exempted.

### Senior Exemptions

A high school senior who will be graduating at the end of the second semester may exempt the final exam in any course(s) provided the senior has a grade of 80 or higher in that course. A senior may use the General Final Exam Exemption in lieu of the Senior Final Exam Exemption if the student chooses. For all final exam exemptions: a. If a student qualifies for both general and academic final exam exemptions, the student must choose only one type of exemption (general or academic). A student may not combine the two types of exemptions. b. A student may not exempt the first or second-semester final exams for courses with an End of Course Milestones assessment, AP courses, and IB courses. c. Final exams in dual enrollment courses are under the jurisdiction of the post-secondary institution. FCPS final exam exemption procedures do not apply to dual enrollment courses

**NOTE: A student may exempt under one exemption category only (senior, general or academic).  
They may NOT exempt one exam for attendance and one exam for academic excellence.**

# GRADES

## Report Cards

Students should become familiar with each of their teachers' grading systems as described in class syllabi. Students will receive grades on a semester basis as follows:

- A. Progress Reports will be available via IC at 4 1/2 weeks, 9 weeks and 13 1/2 weeks. **The 4 1/2, 9, and 13 1/2 week progress reports will only be distributed electronically through the Infinite Campus parent or student portal.** If you do not have an active parent or student portal, please see our Infinite Campus clerk for instructions for set up.
- B. Report Cards - end of 18 weeks -will be distributed after final numerical grades have been assigned and permanently recorded on the students' transcripts.

## Grading Scale

A(100 -90)    B(89 -80)    C(79 -71)    D(70)    F(69 - below)

## Infinite Campus/Online Grades

Parents and students are encouraged to log on to Infinite Campus regularly to keep track of student progress throughout the semester. A link to Infinite Campus can be found on the school's website. NOTE: Schoology grades are not final grades for students; all final grades are calculated and through Infinite Campus portal.

# GRIEVANCE POLICY

In accordance with the policy of the Fayette County Board of Education adopted August, 1988, it is the policy of Fayette County High School that students shall have the right to present and resolve complaints relating to matters affecting the student relationship at the lowest organizational level possible. Fayette County High School encourages all students to resolve complaints informally in a spirit of trust where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reason, the student desires to pursue this procedure.

**Step 1.** The student shall present the complaint to the teacher, staff member, counselor or administrator with whom the student has the complaint.

**Step 2.** If the situation cannot be resolved, it is to be presented by the student to (if against a teacher, counselor or staff member) an Assistant Principal.

**Step 3.** If the situation cannot be resolved by the Assistant Principal, it will be turned over to the Principal for final dispensation.

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.

# SCHOOL COUNSELOR

The School Counselors Office of FCHS is available to students to help plan an individual course of study, to help resolve conflicts or personal problems and to explore career opportunities and choices. Our school counselors' department also manages our Dual Enrollment program. A student who wants to see a counselor should stop by the counselor's office before or after school, between classes, or during lunch to sign up for an appointment.

The School Counselor Staff at FCHS is assigned alphabetically by student last name according to the following groupings:

A-Ga: Ms. Rachel Booth

O-Z: Mrs. Mecoya Daniels

Ge-N: Mrs. Jen Travis

Tiger Academy: Mrs. Wendy Ricker

Parent conferences with school counselors, staff, and faculty members may be scheduled by calling the student's assigned counselor at 770-460-3540 ext. 109.

## HALL PASSES

A student in the hall or on any part of the campus during class time must have a pass issued by the teacher. Students who are in an unauthorized area or without an appropriate hall pass are subject to school discipline. **Students are not allowed to leave the classroom during the first and last 10 minutes of class or last 10 minutes of class.** Students who abuse the use of a hall pass could lose their privilege of using a hall pass and/or receive school discipline.

## HOMEBOUND

The Fayette County Board of Education provides a homebound teacher for students who are absent for long periods of time because of prolonged illness. Parents should notify the school to request the services of the homebound teacher. The student is placed on homebound status as soon as the principal and the visiting teacher approve the recommendation for acceptance. There is no waiting period. A homebound teacher is assigned for 3 hours per week.

## LOCKERS

FCHS is equipped with lockers with built-in combination locks that are changed each year. Students will have the opportunity to rent a locker for a fee of \$10.00 in the downstairs Assistant Principal's Office. Guidelines for use of school lockers are as follows:

1. Each student should use **only one locker**. Placing items in a locker that is not assigned to them will result in school discipline. **Sharing lockers** greatly increases a student's chance to be the victim of theft or other crimes and **is not allowed**. All students will be held responsible for the contents of the locker assigned to them.
2. Students may not display any posters, pictures, or other articles on the walls of lockers by any adhesive means including tape, and glue. Marking or writing on walls with markers or any type of writing instrument is prohibited. **Placing stickers on lockers (inside or outside) is prohibited.**
3. Lockers are required to be locked at all times unless in use by the student assigned that locker. The school is not responsible for losses of books, notebooks, gym clothes, etc., from lockers whether they are locked or not locked. Security of one's personal items is dependent upon maintaining confidentiality of the combination. Students who steal, use without permission, or give out information as to another student's combination will risk losing his/her locker privilege and face disciplinary consequences.
4. Students who are in use of a locker without paying the rental fee will have a locker assigned to them and an obligation for the fee issued.
5. Supervised locker clean-outs will be scheduled at the end of the year.
6. All lockers are subject to search if, in the opinion of the school administration, reasonable suspicion of a violation of a school rule exists.
7. The school is not responsible for lost or stolen items taken from a locker (locked or unlocked).
8. If a student has a locker problem, he/she should contact the Downstairs Assistant Principal's office.

### P. E. Lockers

Students enrolled in P.E. classes may be assigned a locker and a combination lock in the locker room. Students are discouraged from bringing unnecessary items of value to school. The school is not responsible for stolen/loss of books, notebooks, gym clothes, etc., from lockers whether they are locked or not locked.

## LOST AND FOUND

All items lost or found should be reported or brought to the Front Office. Students should not bring large sums of money or valuables to school. The school cannot assume responsibility for personal loss. **Each student is responsible for their Chromebook, textbooks, calculators, or other items assigned to him/her.** Found textbooks and calculators are given to the respective department chair instead of being placed in Lost and Found. **All items left behind at the end of a semester will be donated to charity.**

## **MEDIA CENTER**

The administration, media center staff, and faculty want the Tiger Media Center to be a vital part of your educational development.

The following items about the Media should be helpful:

1. The media center will be open daily for use during school hours and usually thirty minutes before and after the regular school day. If it is necessary to limit media center use to a special class, group, or program, this will be posted on the door.
2. You are expected to enter and exit quietly through the security gates only. You will be expected to allow a media specialist to check all materials carried from the media center.
3. To come to the media center during any class period or lunch, you must have a pass.
4. You will need your media center ID card to check out materials. Take pride in your card - don't damage or lose it. If you should lose your card, make the media staff aware so you will not risk having someone else check books out with your card. A \$3.00 fee will be assessed for an ID replacement.
5. Most Media Center materials may be borrowed for more than two weeks and then renewed if they are still needed; **books from the general collection is due on Mondays** (the third Monday after check-out date). Exceptions are reference books (orange book cards), reserved books, current periodicals, and vertical files. These are overnight materials and are due before the first period of the next school day. Back issues of magazines are due the Monday after check-out.
6. Any overdue book must be returned or declared lost. If lost, you must pay the replacement cost plus a \$5.00 processing fee. If the book is found later and returned to the media center, all money will be refunded except the amount of any late fee that you may have incurred up to the time of payment.

**No food, drink, or gum is allowed in the media center.** If you have food or drink in the media center, if you act in a disrespectful or disruptive manner, or if you are destructive to the media center materials, facility, or furniture - such as, placing feet on chairs, leaning back in chairs or leaning or sitting on tables - you are subject to disciplinary action ranging from detention to administrative referral.

7.

You are expected to be **self-disciplined** and use your time in the Media Center to read and/or do research

8. All internet access is governed by the Fayette County Board of Education policy. Students and parents must agree to comply with all FCBOE regulations. (See Internet Acceptable Use Policy on FCBOE website). You must agree not to use the Internet for personal e-mail, chat rooms, games, inappropriate web sites, etc. In short, you are only to use the Internet to retrieve appropriate information for class assignments.

**The Tiger Media Center is for you;** therefore, think of it as a privilege (not as a right) to use and enjoy. Respect each other and each other's property, do your part to maintain an atmosphere conducive to media center activities, and continue the **Tiger pride in your media center!**

## **MEDICATIONS**

In order for a student to be administered an over-the-counter medication at school, the parent/guardian must complete and sign an authorization for administration of any medication detailing the student's physician, medication's name, dosage, and frequency. For a **prescribed medication**, a licensed physician must also sign the authorization detailing the medication's name, dosage, time of administration and potential side effect. Medicines must be in their original containers which have unexpired dates and prescription medications must be clearly labeled in accordance with the FCBOE medication policy. Medication Authorization forms may be picked up in the Clinic or are available on the school website. Parents must deliver all medications to the clinic. Students may not have prescription or over the counter medications on their person at school at any time.

**Students are not allowed to carry medicine in their possession and are not allowed to consume medicine of any type on campus**

or at a school event unless it is done in accordance with the FCBOE medication policy detailed in the Student Code of Conduct.



## MISCELLANEOUS

1. Failure to identify one's self or providing false identification to any person of authority at FCHS will result in Out-of-School suspension. Once issued, students will be required to carry his/her student ID at all times. Failure to produce the student ID when asked will result in discipline.
2. Refusal to sign a discipline notice is considered insubordination and will result in additional discipline. Signing a discipline notice does not mean that the student agrees with the discipline but rather means that the student is given a copy of the discipline.
3. If a student signs any person's name other than his/hers to a document or paper, it is considered forgery, and he/she will be disciplined for the offense.
4. Students are expected to show respect to all adults and students in the building.
5. Students are responsible for their books, money, valuables, etc., while they are at school. A student should not leave anything of value unattended during the school day. Teachers will not assume responsibility for lost/stolen merchandise on our campus.
6. Students may not place any posters, maps, announcements or any articles of information or decorations on walls or doors, inside or outside the building, without prior permission from the Principal. A designated bulletin board will be available for all organizations to post and share upcoming and or advertisement for their respective org
7. Organizations or individuals must have the approval of the Principal prior to the sale of any items on school property or at school activities.
8. A student is ineligible to participate in any school-sponsored extra-curricular activity, i.e., Jr/Sr Prom, athletic events, Homecoming Parade, etc., in the duration period of an In-school Suspension (ISS) or Out-of-school Suspension (OSS) discipline. Students who are assigned ISS may participate in activities after 3:45pm on the last day of assigned ISS. Students who are assigned OSS may not participate in activities until the day they return to school. NOTE: fees paid prior to a student's behavior will not be refunded
9. Students who are being picked up at school (during school hours) are required to check out through the attendance office. Students who are not driving must be picked up at the entrance canopy on Tiger Trail. No other exit door may be used
10. Skates, Skateboards are not allowed on campus at any time.
11. Playing cards or dice of any kind are not allowed on campus.

## NO PASS/NO PLAY

In order to participate in competitive organizations such as athletics, a student must have earned 2.5 units of credit (passed 5 out of 7 classes) during the previous semester **and** be on track for graduation.

## OBLIGATIONS / FEES / FINANCIAL

### CHARGES

Students who fail to return books and other instructional materials for a class will be given an obligation notice. A copy of the Obligation Notice is mailed home to parents; obligations are also available on a student IC portal. Notices are also given for unpaid fees and financial obligations incurred during school (i.e. media center fines, rental fees, activity fees, etc.). Obligation records are kept in fees section of Infinite Campus so students and parents can see their obligations at any time. Students who do not pay their obligations will not be allowed to participate in any extra-curricular activities. These activities include but are not limited to athletic practices and competitions, fine arts practices and performances, club meetings, dances, Homecoming events, the Prom and other similar events. Students who do not clear their obligations are also restricted from the purchase of a parking permit. Seniors who do not clear their obligations will not be allowed to participate in Graduation.

## PARKING AND DRIVING

**Students who drive vehicles to school will park at their own risk and must understand that the school or the Board of Education cannot be held responsible for the vehicle or its contents. Students should adhere to the following guidelines and procedures for parking:**

1. Permits cost \$60.00. Students who purchase permits will sign and be given a copy of Fayette County High School Student Parking Regulations and Expectations for parking on campus. The driver must adhere to these regulations or risk losing his/her permit. A permit for a second vehicle may be purchase for \$10. At no time should two vehicles registered to one student be parked on campus at the same time.
2. Permits may be purchased during designated sale periods prior to school or in the Assistant Principal's office

(downstairs) before school, during lunch, or after school until 4:00. Proof of insurance and a driver's license are required at the time of purchase.

3. All cars parked on the campus must be registered. **DO NOT leave a note on your car. Vehicles without permits that park on the campus may be towed at the owner's expense.** Records kept by the school will be the official documentation to determine the number of violations. Warnings will be issued as follows:

1st Offense. . . . .Warning Sticker

2nd and Subsequent Offenses. . . . .Office Referral to include possible loss of Parking Permit

4. **Sale or transfer of permits between students or to any other vehicle is prohibited.** (This applies to students who own more than one vehicle, also).
5. All vehicles are subject to search if, in the opinion of the administration, reasonable suspicion of a violation of a school rule exists.
6. Neither the school nor any staff member will be responsible for any loss, stolen property, or damage to car locks or batteries if a student or parent makes a request for help.
7. **For the safety of all students, a 10-mph speed limit will be strictly enforced on campus. Reckless driving or speeding could result in loss of parking privileges at the school (No warning will be issued).**
8. Students are not allowed to ride in the bed of an open pickup truck on campus, surf the hood, roof, or any outside areas of a car; persons are to be inside of a car only while driving or parked.
9. Parking by FCHS students in LaFayette Educational Center ( Fayette Board of Education) or Center of Innovation parking lots will result in school discipline for not following directions. **No warnings will be issued.**
10. **Students who earn a PBIS parking permit must have already purchased a parking permit for the PBIS permit to be valid. The student permit and the PBIS permit must both be displayed. Students with a PBIS permit may park in any numbered space closer to the campus.**
11. **Students who park in the designated FCHS Marching Band rehearsal area must move their vehicle by 4pm each day.**
12. **All students should park in the Student parking lot on the side of FCHS' gymnasium: ONLY, Dual Enrollment and or Work based Learning students may park at Tiger Stadium during school hours.**

## Parades

Parades will not be allowed without first obtaining a "Permit to Parade" from the proper law enforcement agency.

## Driver's License Certification

In accordance with state law, all applicants under the age of 18 must provide a Certificate of School Enrollment in order to receive their driver's permit/license. Certification forms are in the attendance office. A student must fill out a form and pay a \$3.00 processing fee upon submission. Students should expect to wait 48 hours for confirmation. FCHS staff will not honor "on- demand" requests. Notarized certificates expire in thirty (30) days. An additional \$3.00 processing fee is applicable for re-processing forms. Students with birth dates falling over long holidays must request a review in advance. Beginning the last week of our school calendar year, students with birth dates through the summer will receive a form with a "valid until" date good through the summer break.

In addition, all teenagers under the age of 18 must complete and pass the Georgia Alcohol and Drug Awareness Program (ADAP) in order to receive their Class D driver's license. The ADAP course is offered online at <http://dds.gov/>. Students do not take this class in Health class.

# PROM

Prom participants will be given a specific set of rules each spring when tickets are obtained. Students planning to attend the prom should be aware of the following:

1. **To purchase a ticket, the student must be designated as a Junior or Senior (grades 11 or 12 in Infinite Campus) and have no outstanding obligations.**
2. All school rules regarding conduct and discipline will be in effect. Be sure that "dates" who are not Fayette County High School students understand they will be subject to all school rules and policies; including completion of FCBOE Approval Form to attend a school function. Identification of a non FCHS student must be verified at the time the ticket is purchased. Dates may be
3. No younger than 9<sup>th</sup> grade ( 14 years old) or no older than 19 years old.  
***Students serving ISS or OSS assignments carrying over from Friday to Monday will not be allowed to***
4. ***attend the Prom with no refund of ticket price.***  
Prom tickets are intended for seniors, juniors, and their dates only. Any student participating in any buying, selling, or exchanging prom tickets after the initial purchase, or any type of deception to enable an ineligible student to enter the Prom,
5. will be subject to discipline. This may include exclusion from the Prom.
6. All ticket sales are final and may not be transferred from student to student.
7. No book bags or string bags allowed at the prom.  
All dates must arrive with and leave with the FCHS student who invited them.  
All prom participants must be picked up within 15 minutes of the scheduled ending time.

## PUBLIC DISPLAYS OF AFFECTION

FCHS encourages positive social relationships, and we expect our students to behave and conduct themselves as ladies and gentlemen at all times. "Petting," hugging or kissing in any form is not a part of our curriculum and will not be tolerated. Disciplinary consequences may be enacted.

## RETURNED CHECKS

Occasionally, checks collected by the school are returned due to insufficient funds. Fayette County High School will charge a \$25.00 fee for all returned checks. In addition, the amount of the check must be paid in CASH to FCHS

## SCHEDULE CHANGES

Schedules are available on the first day of each semester; schedules will also be available the Sunday before the first day of school at 4 pm. A request for a change in a student's schedule can be made by completing the Google document that the FCHS School Counselors provide at the beginning of each semester for students. Students will have the first 2 days of the distribution of the schedules to make a request. Responses to schedule change requests will be made within three days. As a general rule, requests for change(s) in schedule(s) will be approved for the following reasons:

- The student has taken the course before and received credit.
- The student has not completed/passed prerequisite courses.

Schedule changes **will not** be made for the following reasons:

- Student preference of a teacher.
- Student does not want to do the work involved in a course.
- Student changed his/her mind about what he/she wanted to take. Student
- wants to change the order of his/her classes.

## SCHOOL DAY PROCEDURES

### Arrival

1. Students arriving by bus may enter the building through the doors at the gym lobby or commons entrance. Students who drive to school should enter through the doors near the tower at the rear of the gym ( Tiger Pride). Students who are car riders should enter the building at the front entrance of FCHS.
2. Individual needs (errands, locker visits, teacher visits, instrument drop-offs, turning in notes at attendance, etc.) should be completed during the time period immediately upon arrival on campus.
3. Students who drive to school must exit vehicles and enter building. Loitering in the parking lot is not permitted.
4. Once inside the building, students may visit teachers to receive help on homework, etc. However, **if the teacher's door is closed, do not interrupt the teacher or knock on the door. If the teacher is welcoming visitors his/her door will be open.**
5. Once on campus, students may not leave campus (even if it is before the 8:35 a.m. bell). Leaving campus will be disciplined as an off-campus skip.
- 7.

**Students dropped off before 7:45am should report to the front of the school building. At 7:45 am, students will be permitted to enter the building. Students are expected to be off campus each day by 4 pm ( unless being supervised by a FCHS staff member).**

After the 8:25am tardy bell rings, all students should be dropped off at the front doors so that they can report to the attendance office for check-in.

### End of School Day

1. **Unless students are under the direct supervision of a teacher and that teacher is aware of that charge, a student is expected to leave campus within 15 minutes of the end of school (4:00pm). The building will be secured after this time.**
2. Students waiting for transportation are to wait outside in the front of the school, under the entrance canopy near Tiger Trail unless another pick up point was designated by the sponsor, coach, or teacher. Benches are provided for this purpose.
3. Students staying at school for an after-school activity must be picked up within 15 minutes of the activity's end. If a student cannot be picked up within 15 minutes, the student should not stay after school as no adult supervision is available.
4. Work program students who return to pick up students at the end of school must remain in vehicles while waiting.

## SCHOOL RESOURCE OFFICER

The School Resource Officer helps with traffic logistics planning and operation, works with students and faculty in promoting and implementing safe driving programs, serves as guest speaker for classes where his expertise is beneficial, is available for students to discuss problems and questions concerning the law, and helps in many other ways.

## SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's locker, a student's possessions or a student's automobile if the school administration has reasonable suspicion that a school rule may have been broken, that the student may be in possession of an illegal or unauthorized substance(s) or item(s), or if concern exists for the safety of the student, or the student body. Searches may include personal items brought on campus including vehicles, phones, tablets, book bags, and clothing.

## SMOKE FREE CAMPUS POLICY

Students are prohibited from the possession or use of any kind of tobacco product or smoking device on school property or at school-sponsored events. E-cigarettes, vape devices, and hookahs are prohibited under this policy. This includes baseball, football, soccer games, club activities, gym, parking lots, etc. All students (and adults) participating in or attending school events shall adhere to this policy. Matches, lighters, and drug paraphernalia are also prohibited.

## TARDY TO CLASS

Tardiness to class is defined as not being in the classroom at the conclusion of the tardy bell. Once the bell is completed, classroom doors will be closed and locked; students will be allowed to enter the class, however, he/ she will be issued a tardy to class. After a designated number of tardy to class ( 4) he/she will be issued discipline. NOTE: A student tardy to school should report to the attendance office to check in to school and report to his/ her class and show the pass to enter the class to the teacher of record.

## TECHNOLOGY USE AT SCHOOL

Students at FCHS are given the opportunity and indeed encouraged to use the state-of-the-art technological equipment available in our facility. In using this equipment, they are expected to exercise appropriate and ethical behavior. **All forms of computer trespass and tampering are considered serious violations of school policy and will be dealt with appropriately by the school administration.**

Students may use the computers, printers, and Internet provided for them in specified areas of the school. There are student computers in the computer labs and media center. Students may print in the Media Center or Content Mastery Lab for a set price per page. Students may not use computers that are designated as teacher computers. If a student is unsure if he/she may use a computer, then the student should ask permission. **Students may not use flash drives or attach personal devices to any school computer.**

## Google Apps Accounts

The Fayette County Board of Education provides student application accounts to 3<sup>rd</sup> through 12<sup>th</sup> grade students. High school students have an FCBOE student email account, access to Internet storage, a calendar, web based word processing and spreadsheets, and a place to publish web pages. These are considered school resources and are therefore governed by the Student Internet Acceptable Use Policy, regardless of whether this resource is used inside or outside school hours or on or off school property. Students who use Google accounts or school technology for any reason, other than educational purposes, are in violation of the Student Code of Conduct and will be disciplined accordingly. Students and parents must sign the "Parent/Guardian Signature Page of the Student Code of Conduct" before any use of school technology can occur. The username

and password to log on to a school computer is the same that a student uses to log on to Infinite Campus. If a student changes their username or password on Infinite Campus, then it will change his/her computer log in passphrase. Students should not give usernames or passwords to any other person.

**Students are strongly advised to practice cyber safety when using any technology at home or at school. Usernames and passwords should always be kept confidential.**

Technology use in the classroom is at the discretion of the teacher. He/she will post color-coded signs to alert you as to the type of use that is allowed at that time:

Red sign = Technology use is not permitted. Personal technology should be in airplane mode and not visible.

Yellow sign = Personal technology use is permitted for use prescribed by the teacher.

Green sign = School-issued Chromebook use is permitted. Personal technology should be in airplane mode and not visible. Personal technology may not be used in place of school-issued technology.

## **TECHNOLOGY - PERSONAL USE**

Use of personal technology at school is a privilege, not a right. Therefore, the privilege can be taken away. Students may use their personal technology (cell phones) for personal reasons (texting, phone calls, etc.) **before school, during lunch, and between class.**

Personal technology may be used anywhere in the building after school. Students may carry personal technology to class for BYOT, but may use it only under the direction of a teacher. Violations of the policy will result in school discipline starting with administrative detention and progressing to ISS and OSS.

**Students who use their personal technology negatively in the school, via text/social media or to video or photograph activities outside of and or at the school could lose their personal technology privilege and/or face school discipline.**

## **TELEPHONE USE, MESSAGES & DELIVERIES**

The telephone in the Front Office may be used by students between class, before or after school or with a signed hall pass from their teacher. Calls should be limited to less than 3 minutes. Long distance calls are not permitted.

Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day. Due to the small staff in the main office, the school cannot guarantee receipt of non-emergency messages.

**Deliveries are not permitted at FCHS for any occasion. Should deliveries be sent to FCHS they will be confiscated in the front office. Students may not carry large items, balloons, flowers, posters, etc in school for any reason.**

## **TESTING**

Standardized tests administered are: Milestones End Of Course Exams (required), PSAT (required in 9<sup>th</sup> and 10<sup>th</sup> grades, optional for 11<sup>th</sup> grade), SAT (optional), ACT (optional), and ASVAB (optional 11<sup>th</sup> grade). Required tests are given free of charge; optional tests are taken at the student's expense. See your counselor for test dates and deadlines. Students interested in being considered for the National Merit Scholarship Program are advised to take the PSAT in the 11<sup>th</sup> grade year as the qualifier for this scholarship program.

## **TEXTBOOKS**

Students are responsible for all textbooks issued to them regardless of theft or other circumstances where damage to the book is incurred. Please follow these procedures regarding books:

1. The name of the student to whom the book is issued should be clearly written in the appropriate place.
2. The issuing teacher's name should be written in the appropriate area. Check with the teacher if this has not been done. Do not
3. write in your textbooks anything other than your name and your teacher's name.
4. If a book is damaged, lost, or number/name is altered, the student will be obligated to pay for the book.

## **TRANSCRIPTS**

When applying to colleges (or for employment), a copy of your transcript (record of your grades) is usually required. You may order a transcript through the School Counselor's Office. **There is a 48 hour turnaround time for an official transcript request; walk in**

**requests will not be honored.** Your transcript can be picked up in the School Counselor's Office. The first transcript you request is free.

There is a \$3.00 charge for every transcript requested after the first one.

## VISITORS

Visitors from other schools or communities, including relatives, friends, and other non-students, will not be allowed to visit during school hours. Upon arrival at school, all visitors are required by law to register in the front office and will be issued a visitor badge to be worn while on campus. Persons cited for trespassing will be prosecuted to the fullest extent of the law.

Parents/guardians are encouraged to become actively involved in their student's educational experience. Some examples of ways to participate are:

- Parent/guardian volunteers at the school site
- Parent/guardian Teacher Student Community Organization (PTSCO)
- Booster Club membership (academic and athletic)
- Committee participation
- Chaperones (field trips and extracurricular activities)
- Parent/guardian/Teacher conferences

On those occasional instances where parental observation in the classroom is deemed appropriate, the following guidelines (from FCBOE policy) shall be adhered to in order that the visit does not interfere with the instructional process, nor violate privacy rights of other students in the classroom:

- Observer must be a parent or a legal guardian of the child in the class to be observed. A request for observation shall be approved in advance by the principal.
- Scheduling shall take place at least forty-eight hours prior to the visit and must be done with the consent of both principal and teacher. The principal or designee will notify the parent or guardian.
- Maximum observation time shall be one period or 45 minutes, whichever is more appropriate to the school's schedule.
- Observations will be limited to one per semester per child.
- Under no circumstances is there to be any interaction between the observer and anyone in the classroom.
- Exceptions to this policy must be granted by the Assistant Superintendent or a designee in response to the specific request.

## WITHDRAWING FROM SCHOOL

Any student wishing to withdraw from school must have a conference with his/her School Counselor who will explain the withdrawal procedure and obtain parental approval and secure a parent signature.

## WORK PERMITS

Employment certificates for minors under the age of 16 may be obtained in the Front Office.



