

**FAYETTEVILLE HIGH SCHOOL**

**STUDENT/PARENT HANDBOOK**

Parents and Students,

We believe that every student can be successful. Our approach is to offer a wide variety of learning opportunities with the aim of engaging every child so that they feel safe and are excited to be here. Learning is at the heart of all we do and we try to encourage each of our students to become an independent and confident learner. From the classroom to the athletics field our students are immersed in an educational environment.

This handbook gives you a description of the policies, rules, and regulations as well as the opportunities available at FHS. Several policies from our Fayetteville City School Board, as well as State Legislation, are also covered in this handbook. Please take the time to review the entire handbook and use it as a reference throughout the school year. All students are responsible for understanding its contents, especially student conduct rules and dress code. If at any time you have questions or concerns, please come by or call.

I hope that we all have an enjoyable school year.

Sincerely,

Spencer Perrin, Principal

Fayetteville High School is committed to nurturing the social, emotional, and academic development for all students because every student deserves to be prepared for life after high school.

## IMPORTANT STATE LEGISLATION

Dear Parent,

State legislation requires that each school provide parents with notification of the school's code of behavior and discipline.

Please read the policies carefully and go over them with your child(ren). It is especially important to note the following:

### **Zero Tolerance Offences - Public Chapter 375 and Public Chapter 442 -**

**TCA 49-6-4216 requires "written policies and procedures" regarding zero tolerance offenses, and these two public chapters will most likely require boards to make changes to their existing policies.**

**Public Chapter 375 creates another offense that will qualify as zero tolerance: A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and it creates actual disruptive activity at the school. This law also requires students, employees and volunteers to report to school officials any knowledge of such threats.**

1. A student committing battery upon any teacher, principal, administrator, or any other employee of a local education agency or unlawfully possessing any narcotic or stimulant drug shall be expelled or remanded for a period of not less than one (1) calendar year. (Student and Employee Safe Environment Act of 1996)
2. All persons other than enrolled students and employees of the school are required to report to the office and be given a guest pass upon first entering the school building. (Student and Employee Safe Environment Act of 1996)
3. Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to, "Any firearm, explosive, explosive weapon, bowie knife, hawksbill knife, ice pick, dagger, switchblade knife, blackjack, knuckles..."

## **IMPORTANT STATE LEGISLATION ORGANIZATION AND STRUCTURE**

### **Unsafe School Choice Policy**

Any student who attends a school meeting the definition “persistently dangerous”, or any student who has been a victim of a violent crime while at school, will have the opportunity to attend a safe school.

Legal Reference: Paragraph 1 above—Student and Employee Safe Environment Act of 1996

## **IMPORTANT STATE LEGISLATION CODE OF BEHAVIOR AND DISCIPLINE**

### **Child Advocacy Group Contact Information**

There are many organizations on the state and local level that provide resources to parents and children as well as offering support, information, training, and help being an advocate for persons with disabilities in Tennessee. A few of these organizations are listed below:

Tennessee Department of Education

Legal Services Division 710 James Robertson Parkway Andrew Johnson Tower, 5th Floor  
Nashville, TN 37243-0380 Phone: 615-741-2851, 1-888-212-3162

<http://www.state.tn.us/education.speced/index.htm/>

The ARC of Tennessee

44 Vantage Way, Suite 550 Nashville, TN 37228 Phone: 615-248-5878 Toll Free:

1-800-835-7077 <http://www.hearctn.org/>

Tennessee Protection and Advocacy (TP&A)

416 21st Avenue South Nashville, TN 37212 Phone: 615-298-1080 Toll Free: 800-287-9636

<http://www.tpainc.org/>

Tennessee Voices for Children

1315 8th Avenue South Nashville, TN 37203 Phone: 615-269-8914 Toll Free: 800-670-9882

<http://www.tnvoices.org/main.htm/>

Tennessee Disability Services-Disability Pathfinder Database

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp/>

The Fayetteville City Schools participate in some federal programs which help fund educational programs in our schools. This parent notification information will help you to better understand our schools and programs.

Public Law 107-110, “No Child Left Behind Act” (NCLBA) encourages parents to be actively involved and knowledgeable about their schools and their children’s education.

### **PARENT NOTIFICATION UNDER NCLBA:**

- Report cards on statewide academic assessment. Each year parents will receive a report containing academic assessment information including the academic progress of each school and a comparison of Fayetteville City students to other Tennessee students.
- Teacher qualifications. Any parent may request information regarding the professional qualifications of their child’s classroom teacher(s) and/or any paraprofessional who provides services to their child. If a parent requests information about a teacher’s qualifications, the system will provide whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or

other provisional status; baccalaureate degree major of the teacher and any other graduate certification. Teacher certification information may be found on-line at <https://www.k-12.state.tn.us/tcertinf/>. You will be notified if a non-qualified teacher is in your child's classroom more than twenty consecutive days.

- Individual achievement on state assessment. Each year parents will receive a report of their child's scores on state assessments.
- Limited English Proficiency Programs. No later than 30 days after a student enrolls, parents will be notified of their child's eligibility based on state mandated testing which includes level of English proficiency, how that level was determined, and the status of the child's academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.
- Schools identified for improvement, corrective action, or restructuring. No school in Fayetteville City has been identified for improvement, corrective action, or restructuring. If a school qualifies for any of the above, parents will be notified promptly and given opportunities to understand the school's academic issues and become involved in addressing them.
- Supplemental educational services. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents and explain the available services.
- Parental involvement policy. The Policy Manual of the Fayetteville City Schools contains a Parent Involvement Policy (D17). Copies of the Manual are available at the schools and district office. Each Title I school has an additional parent involvement policy which provides for meetings for program planning and academic improvement through federal programs.
- Safe and Drug Free Schools Program. Fayetteville City Schools participate in the Federal Title IV Safe and Drug Free Schools Program. The district makes reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing to their child's participation, the district will withdraw the student from the program or activity.
- Voluntary Public School Choice Program. If, in the future, a child's school fails to make adequate yearly progress, parents will be notified and given educational options for their child.
- National Assessment of Educational Progress. From time to time, school districts, schools, and students are selected to participate in the National Assessment of Educational Progress. If your school or your child is selected, you will be informed prior to the assessment and if you choose for your child not to participate, he/ she will be excused.
- Military Recruiter Access to Student Information. Prior parental consent must be obtained before releasing student information to any military recruiter.
- Homeless Children. The Fayetteville City School Policy Manual (F17) ensures that homeless children have equal access to the same free, appropriate public education as provided to other students. Parents of homeless children should contact the district liaison at the district office.
- Student Privacy. Student privacy is protected through FERPA as described in the student handbook and Fayetteville City School Board Policies D14 (Student Access to Media), F11 and F12 (Student Records), and F12B (Student Surveys). For additional information, contact the district office.
- School-wide Programs. If at least forty percent of students enrolled in a school are from low income families, the Fayetteville City School System will inform eligible schools and parents

of school-wide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school.

### **Covid Guidance and Regulations**

Fayetteville High School and Fayetteville City schools will continue to monitor changes with the current pandemic and adjust as needed to maintain the safety of our staff and students. We will continue to follow procedures as they are determined by our System Re-entry plan with the help of State and Federal guidance.

### **VISITORS TO THE SCHOOLS**

Except on occasions, such as school programs, athletic events, open house and similar public events, all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees.

No 'drop-offs' and/or 'pick-ups' of food or other items where a student leaves the school building to receive such items are allowed unless prior permission has been granted by the office/administration.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

### **DRESS CODE**

**STUDENT DRESS CODE** Student dress shall be modest, decent, and shall not interfere with the educational process of the school. Girls and boys are required to maintain good personal cleanliness and hygiene. **In matters of opinion, the judgment of the administration will prevail.** In general, any garments, apparel, and grooming which is so spectacular as to attract undue attention to the wearer, and which would tend to hamper the school in carrying on its regular schedule of activities, distract or disturb classes, interfere with the health of students, or

disrupt the learning atmosphere in any way is not considered permissible. **Students should observe the following: (NO VISIBLE UNDERGARMENTS)**

|  | ALLOWED   | NOT ALLOWED  |
|--|---|--|
| <b>SHORTS/PANTS</b>                                | At fingertip length or longer with pants at waistline   | -Above the fingertips,<br>-biking shorts, spandex, sleepwear, -slacking or have to be held in order to walk -No visible skin. <b>NO FRAYS or holes more than 4 inches above knee</b> |
| <b>SKIRTS &amp; DRESSES</b>                        | -At fingertip length or longer with pants at waistline  | -above the fingertips  |
| <b>LEGGINGS, STRETCH PANTS, YOGA PANTS, ETC.</b>   | -top must cover derriere and be the same length in front and back   | T-shirt above derriere region  |
| <b>VISIBLE PIERCINGS</b>                           | -Piercings are allowed as long as they are not hazardous or unsafe and do not distract or draw unnecessary attention. | -hazardous or unsafe and/or distract or draw unnecessary attention.  |
| <b>SYMBOLS</b>                                     | -patriotic, if worn appropriately   | -promote/suggest drugs, tobacco, alcohol, sex, obscenities, violence, racial discord, gang activity, or any disturbing influence   |
| <b>SHOES</b>                                       | -shoes or sandals must be worn and properly laced or fastened - footwear must be worn at all times                    | -house shoes or slippers are prohibited<br>-foot apparel determined by the administration to be dangerous or a safety hazard may not be worn   |
| <b>HEAD COVERINGS</b>                              | -none   | -bonnets, doo rags, hats, caps, bandanas, hoods, other head coverings (unless for practicing religious purposes)   |
| <b>ACCESSORIES</b>                                 | -none   | -spikes, bandanas, chains, blankets  |
| <b>SHIRTS &amp; TOPS</b>                           | -sleeveless that cover neck to shoulder and hemmed at arms  | -see through, tank tops, halter tops, spaghetti straps<br>-clothing revealing chest, midriff, sides, or back<br>-the "no-bra" look<br>(No visible undergarments)                     |
| <b>Masks (to prevent the spread of Covid only)</b> | Are highly encouraged but not required at this time. This may change due to state and federal guidance.               | Masks that promote/suggest drugs, tobacco, alcohol, sex, obscenities, violence, racial discord, gang activity, or any disturbing influence will not be allowed                       |

### Violation of Dress Code

- 1st offense-students will be given a warning with compliance
- 2nd offense-ISS with compliance
- 3rd offense-two days ISS with compliance
- 4th offense-OSS

\*Compliance (change of clothes, remove piercings, etc.)

\*Non-compliance (sent home unexcused)

### **General Guidelines**

All students and employees are expected to dress appropriately for school. Dress should be modest and shall in no way interfere with the learning process, safety, or well-being of self or others. Any mode of attire or appearance that is disruptive or that has the potential for creating a disruptive influence in the classroom should not be worn to school.

- Students must be neatly dressed, clean, and well groomed.
- Student dress must not distract or interfere with the educational opportunity of other students.
- A student's appearance that draws excessive or unnecessary attention to the extent it is disruptive, potentially disruptive, or suggestive of disruption or violence, is not allowed.
- Principals and other administrators have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances. Unless otherwise specifically stated or addressed, rules and regulations contained in the Dress Code apply to normal school hours; however, such rules and regulations may be enforced at any school function or activity where the wearing of such dress is inappropriate for the type of activity, or such dress is determined to be potentially disruptive or dangerous. The Dress Code additionally applies at any school-sponsored activities at any hour or locations in which students are direct participants, representing the school, and/or recipients of recognition. However, other dress requirements may be specified and enforced at any school function or activity where the Dress Code for normal school hours is not appropriate for the type activity or is determined by the Principal to be potentially disruptive or dangerous.
- Rules and regulations of the dress code apply to all students, unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the Principal.

### **Pants, Shorts, Dresses, Skirts**

- Appropriate dress that does not reveal the body in an inappropriate manner, e.g. clothing must not be too tight, too short, or bare at the midriff or sides. Sundresses, off the shoulder tops, spaghetti straps, tank tops, sheer or see-through clothing, and clothing with holes above the fingertip length, may not be worn.
- Prohibited items of clothing include, but are not limited to, clothing with holes above the fingertip length or other exposure, or clothing that is too short. Generally, the length of the clothing should fall below the tips of the fingers when arms are fully extended to the side during normal wear; however, due to physical differences in some students, this guide may mean some items are still too short. The administration has the authority to make the final decision regarding the appropriateness of the garment length.
- Leggings will not be considered a single article of clothing. They must be covered by garments that fall below the fingertip length and are an appropriate length for the wearer as described above.
- Pants, shorts, skirts, etc. must be worn at the waistline. Clothing, pants, or shorts which are excessively baggy and/or which are worn so as to expose underwear or body above or below the waist will not be permitted.

- Clothing must be within approximately one size of the student's actual size.
- Pajama pants and sleepwear are not acceptable.

### **Shirts, Blouses, and Tops**

- Clothing must not include pictures, writings, symbols, etc. promoting, acknowledging, or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment.
- Prohibited items of clothing include, but are not limited to, off-the shoulder, tank tops, halters, spaghetti straps, sheer or see-through clothing, clothing with holes or other exposure. Such garments are not to be too tight, oversized or bare at the midriff or sides.
- No low necklines or extremely tight-fitting or revealing apparel may be worn. No bonnets, doo rags, caps, hats, bandannas, sunglasses, headband, or head covering of any kind may be worn in the building.

### **Footwear**

- Shoes or sandals must be worn and properly laced or fastened. House shoes or slippers are prohibited. Foot apparel determined by the administration to be dangerous or a safety hazard may not be worn.
- Footwear must be worn at all times.

### **Head Coverings, Sunglasses, Hair**

- Bonnets, hats, caps, doo rags, bandanas, sweatshirt hoods, and other head coverings, except for religious reasons, are not permitted in the school during regular hours. During inclement weather, head coverings may be worn for purposes of protecting against such weather but are not to be worn in school building.
- Sunglasses are not to be worn in the school.
- No pick or combs stuck in hair.

### **Accessories/Jewelry/Body Piercing**

- Piercings are allowed as long as they are not hazardous or unsafe and do not distract or draw unnecessary attention.
- Jewelry should be removed during physical education classes or other school activities when requested.
- Jewelry must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment.
- Wallet chains and/or oversized chains are not allowed at school

### **Coats/Jackets/Outer Garment**

- Long topcoats, such as trench coats and dusters, may not be worn.
- Bulky and/or oversized pullovers are to be stored in student backpacks
- No blankets or other covering may be brought nor worn at school.



### **Tattoos and Symbols**

- Tattoos with pictures, writings, symbols etc., promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities or anything of a sexual nature, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment must be kept covered by the student's clothing and not otherwise displayed in the overall school environment during the normal school day or any school sponsored activity.
- Bringing or wearing symbols which promote racial or social discord or which are related to gang activity is specifically prohibited.

### **Lockers and Book Bags**

- Students may be assigned an individual locker at the beginning of each year and are responsible for that locker. Students may not attach stickers or signs to the lockers, inside or outside. Lockers are the property of the school (state) and may be searched by administration upon reasonable cause.
- Book bags are allowed but must be used strictly for the purpose of transporting books, school supplies and student personal items to and from school and classes.
- No 'rolling' bags are allowed unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the Principal.
- In compliance with established procedures for searches outlined in the Code of Conduct, school officials have the authority to search book and athletic bags, and any other containers, when they have reasonable suspicion to believe a bag contains dangerous, illegal, or other unauthorized material.

### **Additional**

- The Principal may allow exceptions in dress for a specific activity, e.g., athletic events, drama productions, etc., but such exceptions are only for those activities. Exceptions that compromise the Dress Code's intent to ensure the safety of students and employees are not permitted.
- Certified sponsors or coaches of school-sponsored activities may require a higher level of dress for sponsored activities whenever the school is being represented locally or away, to include in the school.

### **Consequences for Failure to Follow the System's Dress Code**

- In any instance in which the student refuses to comply with the rules regarding the school's dress code, the student will be placed in in-school suspension until the infraction is corrected and/or contact with the parent can be made.

## STUDENT DRIVING PRIVILEGE

Students who have a valid driver's license may drive to school as long as the following regulations are met:

1. Permission form filled out by parent/guardian in front of a school administration.
2. Copy of valid driver's license made by school personnel.
3. Copy of vehicle insurance document made by school personnel.
4. Parking decal purchased in the office for \$35.
5. All students will park in designated student parking areas only.(First come, first serve)

## STUDENT DRIVERS

- Driving is a privilege and privileges may be taken away at any time. Drive Safe.
- In compliance with established procedures for searches outlined in the Code of Conduct, school officials have the authority to search vehicles on school property, when they have reasonable suspicion to believe a bag contains dangerous, illegal, or other unauthorized material.

## STUDENT ATTENDANCE

### CLASS AND BELL SCHEDULE

|               |         |  |                         |
|---------------|---------|--|-------------------------|
| 7:00 - 7:55   |         |  | Students in Commons     |
| 8:00 - 8:47   |         |  | 1st Period              |
| 8:51 - 9:38   |         |  | 2nd Period              |
| 9:38 - 9:52   |         |  | Advisory                |
| 9:52 - 10:02  |         |  | Break                   |
| 10:06 - 10:53 |         |  | 3rd Period              |
| 10:57 - 11:44 |         |  | 4th Period              |
| 11:48 - 1:18  |         |  | 5th Period              |
|               | Group 1 | 11:48 - 12:13<br>12:18 - 1:18                  | Lunch<br>Class          |
|               | Group 2 | 11:48 - 12:18<br>12:18 - 12:43<br>12:48 - 1:18 | Class<br>Lunch<br>Class |
|               | Group 3 | 11:48 - 12:48<br>12:48 - 1:18                  | Class<br>Lunch          |
| 1:22 - 2:09   |         |  | 6th Period              |
| 2:13 - 3:00   |         |  | 7th Period              |
| 3:00          |         |  | Dismissal from Campus   |

~Students who arrive before 7:40 will go to the Commons Area (cafeteria) or areas as assigned.

~At 8:00 each morning the school will observe a minute of silence as provided by Tennessee law.

## STUDENT ARRIVAL

- Doors to all school buildings will be opened at 7:00 each morning. Parents are strongly discouraged from leaving their children at the school before 7:00 A.M. since the school does not provide any supervision before this time.
- Students are encouraged to leave the campus as soon as school is dismissed each day but must leave no later than 4:00 P.M. unless the student is under the supervision of a teacher. Parents or guardians of students who are habitually left at the school after 4:00 may be reported to the Department of Children's Services or local law enforcement if school administration is unable to motivate them to claim the student at the appropriate time.
- The school will not assume any responsibility for supervision under any other circumstances.
- Students are not to enter any other part of the building without permission. A bell will release students to class.

## CAR RIDERS

Students who are car riders are to report to the front porch after the 3:00 P.M. dismissal bell. Supervision for these students will be provided until 4:00 P.M.

## ABSENCES FROM SCHOOL

If a student is absent from school for any reason, it is necessary to give notice to the school. Parents/Guardians are encouraged to call and let the school know. When the student returns he/she has **three (3) school days** to turn in a note from the parent to verify the absence. An accumulation of **10 excused absences** is considered excessive. A student who accumulates 10 excused absences (Parent and/or doctor notes) will be required to bring a doctor's note each day that he/she is absent thereafter. If the student does not bring a doctor's note, the absence will be considered unexcused, and when the student accumulates **5 unexcused absences**, an attendance referral will be filed.

## CHECK-OUT POLICY

Only parents, authorized persons or legal guardians may authorize a student to leave school during the day.

Any parent who wishes to check a student out during the school day must come to the school office to do so. Teachers are not to release a student from a classroom until notified by the office. The student must be signed out in the office. If there is a question of legal custody, school officials reserve the right to require proof of custody before releasing a student.

If someone other than a parent checks a student out, he/she must present a note from the parent. The note must contain the following information:

- 1 Date
- 2 Phone number where parent may be reached during the day
- 3 Reason for checkout
- 4 Time of checkout
- 5 Parent or guardian's signature

School officials will check the validity of any questionable note. Any such note which cannot be verified will not be accepted, and permission to check out will be denied.

Any student checking out for any reason must be signed out through the office. Students returning to school the same day must sign back in through the office.

## **EXCUSED AND UNEXCUSED ABSENCES**

### **Truancy**

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or any activity during the school day for which the student is scheduled. Disciplinary action shall be taken in such cases, beginning with notification of parents for the first offense, and a mandatory parental conference for the second offense. The name of any student who has committed five unexcused absences in a given school year shall be submitted to the attendance teacher. The attendance teacher will then pursue available means to persuade or compel the student's return to regular attendance, including, but not limited to, an appearance in juvenile court.

### **MAKE-UP WORK**

An excused absence allows the student the right to have an opportunity to make up work missed, provided it is possible to make it up. All make-up work should be completed within three (3) school days after returning from an excused absence unless other arrangements and special permission is granted by the instructor. It is the **responsibility of the student**, not the instructor, to inquire about arrangements for make-up work. The instructor will set the specifics of the make-up work, and the student must meet these arrangements. A student who misses school on a specific day and returns the next day may be held responsible to meet obligations of the class upon returning unless excused by the instructor. Therefore, a student missing school should find out what the assignments are for the next day. Verification if there are extenuating circumstances, the instructors involved and the Principal may consider the case and make judgment. The school principal will accept parent notes for up to 5 days of absence. Beyond 5 days will require a doctor's note.

### **LATE TO SCHOOL AND EARLY CHECK-OUTS**

All students are expected to arrive at school on time and be in his/her 1<sup>st</sup> Period class by 8:00 am. Any student arriving after 8:00 A.M. must sign in through the office. Under no circumstances should a late student go directly to class. Students are also expected to complete the entire school day by not missing time during the day and/or checking out prior to the 3:00 pm release bell.

Tardies include:

- late to school
- checking in/out during the school day and returning
- early check outs

Just like absences, tardies can be classified as excused or unexcused. When a student is tardy, he/she will have three (3) school days to turn in a note from the parent / doctor to verify the absence.

If a note is not turned in after three school days or if the student has reached the maximum number of parent notes (5) and does not have a doctor's note the tardy is classified as unexcused and the following steps will be taken:

4-7 Unexcused Tardies = Break detention and contact parent

8 Unexcused Tardies = ISS and contact parent

9 Unexcused Tardies = 2 Days ISS and contact parent

10 Unexcused Tardies = 3 Days ISS, contact parent, juvenile court referral, Social Probation - To be determined by administration

(social probation can be (but not limited to) student being unable to participate in any school related or sponsored social, extracurricular events or activities. (i.e. field trips, ball games).

### **TARDINESS TO CLASS**

Because it is very important for teachers to have as much teaching time as possible, students are expected to report to class on time. Tardiness will not be tolerated. Tardies will be recorded by each teacher, and students who are late to class will be subject to the same disciplinary action as being tardy to school.

### **CHANGING CLASSES**

Four minutes are allowed for regular class changes. Students are to report directly to their next scheduled class. To maintain flow in the hallways, students should make it a habit to walk on the right side of the hallway. During changes, students are under the supervision of all teachers and may be corrected by any teacher due to misbehavior in the hallway. Students are to walk, not run, to their next class.

### **DAILY BREAK**

Students will receive a 10 minute break daily between 2nd and 3rd period. This break is an incentive for students to complete their class work and homework on a daily basis, as well as encourage them to be in class on time every day. Excessive tardiness to class, poor behavior, and general violations to school code of conduct may result in the cancelation of break. The Principal of the school shall then make a determination on when Break may be reinstated.

## **TESTING PROGRAMS ( Policy 4.700)**

This policy was updated to reflect a revision to TCA 49-6-6007 requires that no later than July 31st of each year, an LEA shall post on its website information regarding state and board mandated tests that will be administered during the school year. This statute also requires an LEA, beginning with the 2015-2016 school year, to include information related to testing information in each school's student handbook or policy guidebook that is distributed on an annual basis.

## **STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM) ( Policy 4.802)**

The Religious Viewpoints Antidiscrimination Act requires an LEA to adopt a policy if an LEA provides a limited public forum whereby students are allowed to speak during school sponsored events. The policy must allow student speakers to publicly state or express a religious viewpoint without fear of discrimination or retaliation. In addition, the policy must address certain statutory requirements which are included in the recommended policy. TCA 49-6-1803

## **PART II: ACADEMICS**

### **SCHEDULES**

Schedules are generated based on student requests, academic needs of the student and classroom size. Any student wishing to have his/her schedule changed MUST complete a Schedule Change Request Form and submit it to Mrs. Davis. Schedule Change Request Forms can be found in the Student Center. Administration does reserve the right to adjust student schedules as needed to maintain a productive learning environment.

### **REPORT CARDS AND GRADING POLICY**

Report Cards will be issued via Skyward after every nine-week grading period.

This school believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of student progress, and to provide a basis for bringing about needed changes in student performance.

FHS is using the same grading system in accordance with Tennessee's Uniform Grading System.

|   |            |
|---|------------|
| A | 90-100     |
| B | 80-89      |
| C | 70-79      |
| D | 60-69      |
| F | 59 below   |
| I | INCOMPLETE |

Grades given at the end of each nine-week period will be determined from daily work, oral and written assignments, and tests. The teacher will weigh the value of grades given for various assignments within the nine- week period in computing the final grade. Final averages are not to exceed to following: Regular- 100, Honors- 103, Dual Enrollment/ State Dual Credit- 104, AP- 105

## **PROGRESS REPORTS**

In an effort to keep parents better informed of their children's progress, as well as, to increase parental involvement, progress will be maintained through the Skyward student information system. Each parent/guardian will have individual Skyward accounts for his/her student. If students are not making expected progress, parents are encouraged to schedule private conferences with teachers to try to solve the problem.

## **MAKE-UP WORK AND EXCUSED ABSENCES**

An excused absence permits the student an opportunity to complete missed work. It is the responsibility of the student to obtain the specific assignments from the classroom teacher. The classroom teacher is responsible for determining the assignment and setting the time frame for its completion.

Absences may be excused for the following reasons:

1. Illness
2. Death
3. Religious holiday
4. School activities
5. Other circumstances cleared in advance with school officials

## **Mid-Term and Final Exams**

All classes at Fayetteville High School will have a mid-term and final exam. These exams will count for 15% of the semester average for that class. The only exemptions allowed are as follows:

### **Exemptions: Mid Term ( Days are per semester)**

An A average and 3 total absences

A B average and 2 total absences

A C average and 0 total absences

### **Exemptions: Finals ( Days are per semester)**

An A average and 3 total absences

A B average and 2 total absences

A C average and 0 total absences

Mid terms will be December 9-13th

Finals for seniors will be May 5-9th

Finals for all other students will be May 12-16th \* Midterm and final exam dates are subject to change per administration

## **EXTRACURRICULAR ELIGIBILITY**

The minimum requirements for eligibility in extracurricular activities at FHS are as follows:

1. Pass the preceding grade. \*Minimum of 5 credits from the previous year
2. Any involvement with drugs that results in suspension, student will not be eligible.
3. Violation of school rules or other misconduct may result in suspension, student will not be eligible.

4. A student on state probation may be suspended from the activity and as such will not be eligible.
  5. Suspension from school includes extra-curricular activities will not be eligible.
  6. All requirements of a particular organization or sponsor must be met. ISS – A student will not participate in any extracurricular activities while serving time in ISS.
  7. Participation requires attendance of all classes on the day of an activity.
- Any exception to this rule must be approved by the principal.

### **DUAL ENROLLMENT**

Fayetteville High School juniors and seniors are eligible to dual enroll in courses at Motlow State Community College or TCAT @ Lincoln Central Academy. Certain eligibility criteria apply. These courses may enhance one's program of study or elective focus and may count as both high school and college credit. Currently, based on the availability of funds through the TN Education Lottery Scholarship program, tuition may be partially or totally funded through the Dual Enrollment Grant. Students who take Dual Enrollment classes will be given a four (4) point addition to each semester grade (with a 100 point cap).

### **CREDIT RECOVERY PROGRAM**

Students who have attempted and failed a semester in a course may be approved to earn credit through the credit recovery program. Students are encouraged to begin as soon as possible to keep on track for course sequences. Administrative guidelines will establish parameters for earning credit through this program. Additionally, administration reserves the right to establish summer school programs to aid in recovery of credits. Students will have the opportunity to participate in summer school and will need to meet certain criteria in order to be considered for credit recovery.

### **ADVANCED PLACEMENT (AP)**

Advanced Placement courses are college-level courses with a prescribed core curriculum. The AP National Examination is provided by and graded by the College Entrance Examination Board and is administered to AP students in the spring of each year. The registration fee for AP exams is due from each student who chooses to test in the spring prior to the exam. Individual colleges and universities have their own specific standards for awarding credit for AP work. To enroll in an AP course, students must be recommended by their present teacher in that discipline. Students who take AP classes will be given a five (5) point addition to each semester grade (with a 100 point cap). Note: The AP exam is required to receive AP credit for GPA. If an AP exam is not taken, a student receives honors credit for GPA.

### **HONORS COURSES**

All honors courses are designed to substantially facilitate maximum interchange of ideas among students through independent study, self-directed research and learning, and the use of technology, which shall exceed the content standards, learning expectations and performance indicators approved by the State Board of Education for standard courses. To enroll in an



honors course, students must be recommended by their present teacher in that discipline. Students who take honors classes will be given a three (3) point addition to each semester grade (with a 100 point cap). This increased score is state mandated as an incentive and reward for honors classes. The three (3) point addition is standard for all honors courses in all public schools in Tennessee.

### **CLASS RANKING- FCS Board Policy 4.602**

- Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors.
- All grades earned in grades 9, 10, 11 and the first semester of grade 12 will be counted toward the grade point average and the rank in class. Additionally, grades from Algebra I will be counted if taken in the 8th grade for credit.
- Honor Roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.
- Each school department or club which presents honors or awards or conducts contests will file with the principal the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.

### **CLASS RANKING**

Fayetteville High School does not provide a specific numerical rank except to determine valedictorian and salutatorian. However, to assist college admission personnel in the evaluation of our students, the distribution of grade point averages by 5% increments will be provided. If Valedictorian or Salutatorian honors are recognized, the method of determining Valedictorian and Salutatorian will be as follows:

- To be eligible a student must be enrolled at Fayetteville High School for at least four (4) of the seven (7) semesters preceding the final semester.
- The last three semesters must be consecutive.

- Scores from 9th, 10th, and 11th plus the first semester of the 12th grade will be used for numeric average computation. Additionally, grades from Algebra I will be counted if taken in the 8th grade for credit.

- The student who meets enrollment requirements, displays outstanding character/citizenship, and has the highest overall numeric average will be awarded the honor of Valedictorian.

- The student who meets enrollment requirements, displays outstanding character/citizenship, and has the second highest overall numeric average will be awarded the honor of Salutatorian. If there is a tie, then the following criterion will be used

- The highest composite ACT score through the December test date of the graduation year. If there is a tie, then

- The highest number of honors / advanced courses attempted

- If there is a tie, then

- The highest numeric average in core courses

Fayetteville High School is using the same grading system in accordance with Tennessee's Uniform Grading System.

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = Below 59

### **GRADUATION INFORMATION**

Diploma Classifications:

Honors(As determined by the State of Tennessee Department of Education)

Tennessee graduates who score at or above the readiness benchmarks on the ACT or SAT will graduate with honors.

The readiness scores are:

Subject Score

English 18

Mathematics 22

Reading 22

Science 23

### **GRADUATING WITH DISTINCTION**

Tennessee graduates who maintain a B average and complete an additional approved credential will graduate with distinction. Approved credentials include:

" Nationally recognized industry certification

" Tennessee Governor's School

- " All State musical organization
- " National Merit finalist or semi-finalist
- " A composite score of 31 or higher on the ACT
- " A score of 3 or higher on two AP exams
- " 12 or more hours of transcribed post-secondary credit

## **REGULAR HIGH SCHOOL DIPLOMA**

All students must earn the prescribed 22 credits and have a satisfactory record of attendance and discipline to earn a regular high school diploma.

## **IEP CERTIFICATION**

Students with disabilities may be awarded an IEP certificate if they have satisfactorily completed an IEP, a portfolio, and have a satisfactory record of attendance and conduct.

## **Alternate Academic Diploma**

Students who qualify for this diploma will also have to qualify for the State of Tennessee's alternate assessment program of study. Students choosing this option must do so prior to the start of their Freshman year.

## **Commencement Dates and Times**

Graduation exercises shall be held on the dates provided by the Board of Education.

## **TEXTBOOKS**

You are responsible for the care of your books and will be charged for damage or loss of books. Lost and found books should be reported or turned in to the office.

## **LIBRARY**

The library is designated to make supplementary resources available to students. Use of the library is encouraged within the rules and guidelines established by the librarian.

A Media Committee appointed at the beginning of each school year serves FHS in an advisory capacity.

## **TECHNOLOGY**

Fayetteville High School makes every effort to integrate technology into the curriculum. As such, the school offers a One-to-One Student Chromebook program. Participation will require students and parents to sign the technology and acceptable use agreement that is found online in SKYWARD. Participation in the program also means that students and parents agree to pay any damages to the device accidental or intentional.

Students who continually demonstrate the inability to take care of school devices, which is considered school property, may lose the privilege of taking the device home. They will however be allowed to check out their device daily for use in the classroom from the library.

Prices and cost for repair will be determined when the breakage occurs. Holds may be placed on student records until the cost of repair is paid in full. Administration is more than willing to discuss payment plans if needed in order to cover the cost for repairs.

Issuance of devices will require a signed student/parental permission form for internet/Chromebook use.

Students will be provided with a case for transportation of the device to and from school.

**STUDY HALL- PARENTS AND STUDENTS SHOULD READ THE FOLLOWING PARAGRAPH VERY CAREFULLY.**

As the name suggests, a study hall is a place to work and study, not a place for students to play. Such things as talking, chewing gum, playing games, boisterous activity, etc. will not be tolerated. Each day students are required to bring something to study as they report to study hall. In situations where students may need to recover credits, they may have a Study Hall assigned to their schedule to ensure they stay on track for graduation. Violation of these guidelines will result in appropriate disciplinary action.

**PART III: STUDENT BEHAVIOR/CONDUCT**

## **STUDENT BEHAVIOR/SELF-DISCIPLINE**

Students are expected to exhibit self-discipline and behave in a manner that is in the best interest of the student and the school. Varied levels of corrective measures will be used appropriately, depending on the level of severity of a behavioral offense.

Students will be expected to exhibit the very highest and unquestionable standard of conduct and courtesy at all times. The following virtues are essential in order to meet the expectations of the school system and will be emphasized throughout the year:

**RESPECT:** the recognition of the basic worth and value of all human beings, which results in individuals relating to others in a manner which reflects dignity

**Dependability:** the quality of being trustworthy and reliable.

**Accountability:** the fact or condition of being accountable; responsibility.

**Acceptance:** the action or process of being received as adequate or suitable, typically to be admitted into a group.

**Family:** a group of one or more parents and their children living together as a unit.

## **UNIFORM CONDUCT REGULATION**

So that all teachers will be able to handle routine disciplinary problems in a uniform manner, a list of some conduct violations for which students will be held accountable has been established. Corrective measures will be determined by the teacher according to the severity of the situation.

A. Lack of cooperation or respect [Being disrespectful to an adult or student will not be tolerated.]

B. Vulgar or unacceptable language

C. Being out of class without permission

D. Being a disturbing influence

E. Bullying

F. Running, pushing, or shoving in classrooms, hallways, or on the way to board the bus

G. Stealing

H. Cheating

I. Lying to avoid punishment for wrongdoing

In cases involving more serious infractions of school rules and regulations, teachers have been instructed to bring those students to the office.

## **SCHOOL INFRACTIONS**

**Fighting**—Fighting will result in very severe disciplinary action. This will be based on the severity of the fight. Students may be subject to court action and/or held liable for damages.

**Tobacco Products**—Student use or possession of tobacco products at school is strictly prohibited. Students will be given a citation for violation of the Youth Access to Tobacco Act—39-171501.

**Illegal Drugs**—The possession, use, or sale of illegal drugs is in violation of school rules and State law. Any student involved in drugs at school can expect to be immediately suspended and his/her case referred to the Board of Education and legal authorities. Everything that can possibly be done will be done to keep Fayetteville High School free of drugs.

### **Alcoholic Beverages**

Alcoholic beverages are not permitted under any condition. This policy covers any school-sponsored or school-related activity. Anyone having alcoholic beverages in his/her possession or attends school activities under the influence of such will be subject to suspension and possible expulsion from school by the Board of Education.

### **Bullying/Hazing**

Bullying, hazing, harassment, taunting, and other types of threatening or intimidating conduct will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. Such action on the part of a student will result in disciplinary action.

### **Care of Building—Damage to School Property**

This campus is yours to live on and enjoy while you attend school; therefore, it is your responsibility to help take care of it by keeping the building and grounds clean and free from damage and litter.

Students and their parents shall be held responsible for damage to equipment or school property, including books, supplies, furniture, and building

### **Pornography or Obscene Literature**

Possession or distribution of obscene literature or pornography is strictly prohibited. The administration's opinion will rule over the students as to what is undesirable literature.

### **Gambling**

Gambling in any form or possession of any gambling device is prohibited.

### **Assemblies/Activities—Expected Conduct**

Students are expected to be respectful and to demonstrate appropriate behavior and self-discipline at all school-sponsored activities, including assemblies and other special programs. Assigned seating will be used during assemblies, which will be held periodically.

### **Student Relationships—"Hands-off" Policy**

Mutual respect is a characteristic that reflects maturity. School is not the appropriate place for public displays of affection between students; therefore, a "hands off" policy with regard to student relationships will be enforced.

## **BUS REGULATIONS**

Conduct: Students are expected to exercise good judgment and practice all rules of good citizenship and safety while on the school bus. REMEMBER, older students should set the example for younger school children to follow. Remember, too, that riding a school bus is a privilege; therefore, the principal has the option of not allowing students to ride a bus if they cannot behave.

### **BUS REGULATIONS ARE AS FOLLOWS:**

- A. Observe the same conduct as in the classroom.
- B. Be courteous; use no profane language.
- C. Do not eat or drink on the bus.
- D. Keep the bus area clean.
- E. Cooperate with the driver.
- F. Do not smoke or use any tobacco products.
- G. Do not be destructive.
- H. Stay in your seat.
- I. Keep heads, hands, and feet inside the bus.

## **CORPORAL PUNISHMENT**

Corporal punishment may be used by the faculty according to guidelines outlined in school board policy.

## **IN-SCHOOL SUSPENSION**

In-School Suspension is a progressive step in dealing with student behavior.

In order to ensure that a productive learning environment exists in the classroom, all students are expected to follow school rules and discipline policies. An in-school suspension program has been implemented which will serve grades 9-12. Placement of students in this program will be determined by the administrator(s) of the school.

\*Note: Any student who does not follow the rules of the in-school suspension program will be suspended from school. A meeting will be scheduled with the parents to arrange for the child's readmission to the in-school suspension program with clearly understood expectations of proper behavior.

Any student placed in In-school Suspension will be under the same guidelines as a student placed in out-of-school Suspension or Alternative School. This means that the student will not be able to participate in or even attend any school-sponsored activity or function on or off the home school campus during the period that he/she is suspended.

## **ALTERNATIVE SCHOOL**

The alternative school is organized as an option to out of school suspension. The length of an assignment to alternative school varies. Alternative School operates under very restrictive guidelines.

## **GRIEVANCE PROCEDURE**

If a problem cannot be solved at the classroom level, the principal should be contacted. See Freedom Rules.

## **SUSPENSION**

Tennessee State Law states that any principal of a public school in this state is authorized to suspend a pupil from attendance, from any school activities, or from riding a school bus, for good and sufficient reason, including, but not limited to, the following:

1. Willful and persistent violation of the rules of the school or truancy.
2. Immoral or disreputable conduct or vulgar or profane language.
3. Violence or threatened violence against the person of any personnel attending or assigned to any public school.
4. Willful or malicious damage to property of said school or the property of any person attending or assigned to said school.
5. Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated.
6. Any other conduct prejudicial to good order.
7. Marking, defacing, or destroying school property.
8. Possession of a pistol, gun, or firearm, or use of threatening language.
9. Possession of a knife, etc., TCA 39-4901.
10. Assaulting a principal or teacher with vulgar, obscene or threatening language.
11. Unlawful use or possession of barbitol or legend drugs, as defined in Section 52-1201, Tennessee Code Annotated.

No work will be made up for periods of time missed as a result of suspension, except as stated in the Tennessee Code Annotated 49-1309, and as approved by the principal. After any suspension of a student, said student may make application for readmission as provided by State school law.

## **CELL PHONES**

Students will only be allowed to use classroom/school provided Chromebooks for class assignments and activities. Student personal devices such as cell phones, iPads, Kindles, laptops and other forms of outside technology are **not to be used at school** for class activities. Student cell phones must be put away during class instruction.

## **IPODS/HEADPHONES/EARBUDS**

iPods/headphones/earbuds must be put away during class instruction unless permitted at the discretion of the teacher or administration.

At no time should a student have earbuds in both ears while in the hallways, gym or commons area. Students should be able to hear announcements, a teacher or an adult at all times.



\*\*\*FHS is not responsible for any lost, stolen, or damaged cell phones or any prohibited electronic devices. Nor are we responsible for the investigation to recover the items.

## **PART IV: GENERAL INFORMATION**

### **GENERAL INFORMATION**

Opportunities for Student Participation Specific Sports Opportunities  
Health and Safety Emergency Procedures Guidance Services Visitors to the School Medication  
Procedures Student Health History Injuries/School Insurance Asbestos Management  
Possessions—Care of Personal Items Fund Raising Electronic Media Acknowledgement Form  
(to be signed) Student Handbook Acknowledgement Form (to be signed)

### **OPPORTUNITIES FOR STUDENT PARTICIPATION AT FHS**

1. FHS Annual Staff
2. Newspaper Staff
3. Beta Club
4. FHS Student Council
5. 1st Priority Student Christian Club
6. Varsity Cheerleaders
7. FHS Band
8. Theater
9. FHS Art Club
10. FFA
11. Leo Club
12. Fishing
13. Office / Library Workers (FHS)-limited
14. Media Production
15. Variety of Sports-See list below

### **SPECIFIC SPORTS OPPORTUNITIES**

1. Cross Country – B/G
2. Swimming - B/G
3. Volleyball
4. Golf – B/G
5. Football
6. Soccer – B/G
7. Basketball – B/G
8. Softball
9. Baseball

## 10. Tennis B/G

### **FOOD SERVICE**

Parents are welcome to come and eat lunch with their child. According to new child nutrition guidelines, food **may not** be brought into school. Parents are welcome to purchase an adult meal in the cafeteria. Students' lunchroom accounts are now being serviced by computer. You are strongly encouraged to deposit money in your child's lunchroom account on a weekly/monthly basis instead of a daily basis. This will help to serve students in a timely fashion.

### **MEAL COSTS (Currently all students eat Free)**

Breakfast: Student **FREE** Adult \$1.15

Lunch: Student \$ **FREE** Adult: \$4.00

Other: Milk-Juice \$.35-\$.50

Students should be in designated eating areas during their lunch period. No student should be in the hallways or roaming the building during lunch.

### **HEALTH Medication Procedures**

We prefer NOT to give any medicine during the day. However, at times certain individuals are required to take medication during school hours. If this situation should arise, the medication must be brought by the parent/guardian to the office in the original container and a specific medication form completed along with a meeting with our nurse.

### **Student Health History**

A Student Health History completed by the parent will be requested for each student upon initial enrollment. Parents will be asked to make an appointment with the health nurse and principal to discuss any specific or serious health conditions. **THE PARENT/GUARDIAN IS RESPONSIBLE FOR INFORMING THE PRINCIPAL OR DESIGNEE OF ANY CHANGE IN THE CHILD'S HEALTH STATUS OR CHANGE IN MEDICATION.**

### **SAFETY Emergency Procedure**

Signal for Fire Drill is repeated on and off sound: Evacuate (leave) the building according to instructions.

Signal for Shelter Drill is a continuous sound: Take protection according to instructions.

Intruder Drill will be specified per administration.

Employees and staff are well trained in procedures.

## **SCHOOL COUNSELING SERVICES**

Guidance and Counseling services are available to students through the Guidance office. Career guidance, academic counseling, and personal counseling are some of the services available. Students are welcome to come by the Guidance office during available times. Parents may also make appointments to examine or discuss students' records or other concerns.

## **PART V: MISCELLANEOUS**

### **INJURIES/SCHOOL INSURANCE**

All injuries must be reported to the school office. In case a parent cannot be contacted and medical care is required, the doctor's office on the student's file card will be contacted for directions.

Minimum coverage student insurance may be purchased through the school.

### **ASBESTOS MANAGEMENT**

According to regulations set forth by the Environmental Protection Agency, 40-CFR 763 Subpart F, Asbestos in Schools Act, all of the buildings of the Fayetteville City School System are inspected regularly. The Asbestos Management Plan for FHS is located in the Central Office and may be viewed upon request.

### **POSSESSIONS - CARE OF PERSONAL ITEMS**

Administration urges students not to bring valuable personal items to school, including large amounts of money and expensive jewelry.

If a student finds a wallet, a purse, jewelry, etc., he/she should turn it in immediately to a teacher or the school office.

### **FUND RAISING**

The Fayetteville City Board of Education has always expended more funds for the schools in our system than was necessary to meet minimum obligations under the law.

The purpose of any fund raising in the City School System is to generate additional funds to help meet each school's desires, not needs. All money obtained from school fundraising is to be used strictly to supplement current school activities and not replace Board funds.

## **PART VI: STUDENT ACCEPTABLE USE POLICY**

### **STUDENT ACCEPTABLE USE POLICY**

### **4.406-B**

The Fayetteville City School System strives to provide exceptional education for our children. Computer technology is one of the main instructional delivery methods employed by our

teachers to instruct our students. In order to better ensure that computer technology is maintained for maximum use by our students all computer users must follow the procedures below. These procedures are intended to provide general guidelines of acceptable and prohibited uses but do not attempt to include all possible activities. Failure to comply with Fayetteville City School System Board Policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and possible legal action.

### **COMPUTER USE IS A PRIVILEGE, NOT A RIGHT**

Unacceptable use may result in suspension or cancellation of technology privileges as well as additional disciplinary and possible legal action. All costs incurred by the school because of the loss or damage to technology equipment due to a violation of this policy will be the responsibility of the student and their parent or guardian. Any fine or fees associated with the violation of State and Federal laws will be the responsibility of the offending student and their parent or guardian.

Students must attend Internet safety instruction sometime during the school year to be eligible for computer privileges.

### **ACCEPTABLE USE**

Student access to computers and the Internet is provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students must comply with all rules and the instructions of their supervising teacher while accessing the school's computers.

- ❖ Students may "surf the net" under the guidance of a supervising teacher so long as a learning objective is in place.
- ❖ Web publishing, blogging, podcasting, wikis or similar technology in the classroom will be treated like a school publication. All language and content restrictions must be followed.
- ❖ Video conferencing or media recording equipment may be in use on occasion in the classroom setting. If a parent or guardian does not want the display or distribution of their student's likeness in the use of printed materials such as brochures and newsletters or digital media such as images or video on the Fayetteville City Schools System website, then it is the parent or guardian's responsibility to inform the school.
- ❖ The same rules and expectations govern student use of the computer as apply to other student conduct and communications.

### **GOOGLE CLASSROOM**

Google Classroom is an application that allows students to have a school email account that can be used for school projects and homework. Students will be able to email each other and their teachers only. This is a great tool for students to collaborate with other students as well as a great tool for teachers to engage students using technology.

You and your child must sign this acceptable use policy for your child to be able to use Google Classroom and Google email. If your child should misuse this program in any way, they may have their electronic device privileges canceled for an extended time and other disciplinary action may be taken.

### **AUTOMATED COMMUNICATIONS**

Fayetteville City Schools (FCS) uses an automated call system (robo calls) to send notifications to parents and guardians by telephone, e-mail or sms text messaging. These communications are utilized for, but not limited to, the following: emergencies, school closings, weather and general information. By signing this Student Acceptable Use Policy, you are agreeing to receive these automated calls, e-mails or sms text messages in accordance with the Telephone Consumer Protection Act (TCPA).

If at any time parents or guardians would like to stop receiving these calls, e-mails or sms text messages to any or all of the contact numbers or addresses you have made available to FCS you must do so by contacting the appropriate school.

### **PROHIBITED USE**

- ❖ Students will not use devices to play games unless specifically authorized by their supervising teacher for an educational purpose.
- ❖ Personal software or media is not allowed on school computers. This includes any software not authorized by the school or copyrighted music and video for personal use. Such software or media will be confiscated from the student and possibly deleted. **INSTALLING OR COPYING COPYRIGHTED SOFTWARE OR MUSIC WITHOUT A LICENSE IS A CRIME.**
- ❖ Students may not plug removable media such as USB drives, smartphone or music players into school computers without authorization. Even if authorized, all such media will be scanned automatically for viruses and files may be deleted without prompting.
- ❖ Any student who knowingly infects a school computer with a virus, Trojan Horse virus or worm will have all computer and network privileges revoked and may be subject to other disciplinary action which may include suspension or criminal prosecution.
- ❖ Any malicious use, disruption, meddling, or harm to the school's computers or network (such as hacking or any illegal activity) will be considered a violation of this Student Acceptable Use Policy. All computer privileges will be revoked and other disciplinary and legal action may follow. If a security problem is identified it is the user's

responsibility to contact their supervising teacher who will then contact the Technology Department.

- ❖ Students must not use the school's computers to bully, harass, defame, intimidate, threaten or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning or displaying any offensive or inappropriate material by any method such as e-mail or classroom posts.
- ❖ Violation of copyright law is expressly prohibited. When Internet sources are used in student's work, the author, website and publisher must be identified.
- ❖ Although filtering software is in place, computer security cannot be made perfect and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While their supervising teacher will monitor computer use as much as possible it is the student's responsibility to leave any offensive site immediately and inform the supervising teacher.
- ❖ Student shall not reveal their full names, addresses or telephone numbers on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- ❖ Students may not participate in "chat rooms, " newsgroups, "instant messaging" or other social media on school computers.
- ❖ There should be no expectation of privacy in the use of the Internet. While private student information will NOT be released by the school system without parental consent all stored e-mail and files should be considered a public record. To maintain a safe learning environment the school reserves the right to monitor all computer and Internet activity.
- ❖ While students may be allowed to use certain personal devices while at school the use of VPN software or other technologies intended to circumvent the school's filter is prohibited.
- ❖ The school's technology must not be used for private financial gain, commercial advertising or solicitation. The school's computers are intended for education use only.
- ❖ Sharing passwords, using another user's passwords with or without permission or accessing another user's data is prohibited.
- ❖ Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Students must not remove components from the computer (the mouse, headphones, etc.) or stick objects into any slots on the front or back of the computer. Students must not change any of the display or the mouse settings and should take care to remove objects from between the screen and keyboard when closing a laptop or Chromebook.

**PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS, SIGN AND RETURN.  
FAILURE TO RETURN THIS FORM WILL BE CONSIDERED A NEGATIVE RESPONSE AND  
YOUR CHILD WILL NOT BE ABLE TO UTILIZE COMPUTER TECHNOLOGY.**

**AS THE PARENT/GUARDIAN OF:**

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**CHILD'S NAME**

I have received a copy of and read the Student Acceptable Use Policy for Computer Technology for use at the Fayetteville City School System. I understand that my child's computer use at school is designed for educational purposes only. I understand that it is impossible to restrict access to all controversial materials available on the Internet. I understand that computer usage is considered a privilege. I have discussed the rules and regulations of computer use with my child. I have explained to my child the possible consequences if all regulations are not followed. I DO give my permission for my child to use classroom computer technology, including access to the Internet and Google email and Google Classroom.

I have received a copy of and read the Student Acceptable Use Policy for Computer Technology for computer technology use at the Fayetteville City School System. I do NOT wish to give my child permission to use computer technology or access the Internet in school, Google email or Google Classroom. I understand that in denying permission, my child will NOT be able to use the educational software incorporated at the classroom level. I also understand that my denial will not affect the use of teacher-led, pre-viewed curriculum using the Internet in the classroom.

---

**Parent/Guardian**

**Date**

I have read and understand the terms and conditions of the student Acceptable Use Policy for computer technology. I will abide by all of the rules and regulations of the Student Acceptable Use Policy. I understand that disciplinary action will be taken if I am found abusing any of these privileges.

---

**Student**

**Date**

SIGNATURE PAGE FOR HANDBOOK

Print

**FAYETTEVILLE HIGH SCHOOL ON-LINE STUDENT HANDBOOK ACKNOWLEDGEMENT  
FORM**

ACKNOWLEDGEMENT

I, \_\_\_\_\_, enrolled in  
(name of student)

Fayetteville High School and my parents or guardian have received and read to us the  
foregoing On-line Student Handbook at [fhs.fcsboe.org](http://fhs.fcsboe.org).

SIGNED \_\_\_\_\_ (Student)  
SIGNED \_\_\_\_\_ (Parent/Guardian)  
DATE \_\_\_\_\_

Note: The student and his/her parent (s) or legal guardian (s) are to sign the statement above  
and return this form to school. It will be filed in the student's cumulative record folder for future  
reference.