

# FRANKI IN-



# HIGH SCHOOL

STUDENT HANDBOOK 2019-2020



# Franklin-Simpson High School

## Student Handbook

### 2019-2020 SCHOOL YEAR

400 South College Street  
Franklin, KY 42135  
Phone (270) 586-3273  
Fax (270) 586-2021  
<http://www.simpson.k12.ky.us/>

Principal.....	Byron Darnall
Assistant Principal.....	Mark Dobbs
Assistant Principal.....	Stephanie Downey
Curriculum Instruction and Assessment.....	Leah Wood
Counselor FR/JR.....	Shalee Mann
Counselor SO/SR.....	Mandy Bills
School Social Worker / SAC.....	Jessica Johnson
Youth Service Center Coordinator .....	Michelle Porter
Secretaries.....	Mandy Brown
.....	Linda Norwood
.....	New Attendance Clerk
Bookkeeper.....	Jenni Fowler
Career & Technical School Secretary.....	Sandy Mefford

#### FSHS 2019-2020 BELL SCHEDULE

1 <sup>ST</sup> PERIOD	8:00AM—8:55AM
2 <sup>ND</sup> PERIOD	9:00AM—9:55AM
ACADEMIC TIME	10:00AM—10:30AM
3 <sup>RD</sup> PERIOD	10:35AM—11:30AM
4 <sup>TH</sup> PERIOD	11:35AM—12:55PM
LUNCH 11:30AM—11:55PM 1 <sup>st</sup> LUNCH	
12:30PM—12:55PM 2 <sup>nd</sup> LUNCH	
5 <sup>TH</sup> PERIOD	1:00PM—1:55PM
6 <sup>TH</sup> PERIOD	2:00PM—3:00PM

#### FSHS 2019-2020 FRIDAY BELL SCHEDULE

1 <sup>ST</sup> PERIOD	8:35AM—9:30AM
2 <sup>ND</sup> PERIOD	9:35AM—10:30AM
3 <sup>RD</sup> PERIOD	10:35AM—11:30AM
4 <sup>TH</sup> PERIOD	11:35AM—12:55PM
LUNCH 11:30AM—11:55PM 1 <sup>ST</sup> LUNCH	
12:30PM—12:55PM 2 <sup>ND</sup> LUNCH	
5 <sup>TH</sup> PERIOD	1:00PM—1:55PM
6 <sup>TH</sup> PERIOD	2:00PM—3:00PM

**FRANKLIN-SIMPSON HIGH SCHOOL  
ALMA MATER**

O'er the city's southern border  
Reared against the sky  
Proudly stands our Alma Mater  
As the years roll by.

Forward ever be our motto  
Conquer and prevail  
Hail to thee our Alma Mater  
FSHS all hail

**FSHS FIGHT SONG**

Oh, when those FSH boys fall in line,  
We're going to win this game another time,  
We're going to fight, fight, fight for victory,  
And let our names go down in high school history.  
We're going to yell, yell, yell for the wildcat team  
And the results will always be the same.  
We're going to fight, fight, fight, for victory, victory,  
VICTORY.



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## REQUIREMENTS FOR ADMISSION

Students wishing to enroll at Franklin-Simpson High School will be admitted only when the following conditions are satisfied and the following documents are presented to the school:

### Residence / Tuition

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. Guardianship may be established through birth certificates, court orders, or other guardianship papers filed with the school or Director of Pupil Personnel before enrollment occurs. Any student whose parents or guardians do not live in Simpson County may be allowed to attend Franklin-Simpson High School, but may be required to pay tuition. Non-resident students who do not maintain a "C" average or who are discipline problems or who are habitual truants may be asked to withdraw from the school.

### Birth Certificate

All pupils enrolling in the Simpson County Schools must present an official birth certificate in order that the accurate date and place of birth may be on the school record. Hospital certificates or wallet-size birth certificates are not acceptable.

### Immunizations and Physical

#### **Franklin-Simpson High School Guidelines for Success**

**Focus on our goals, Spirit in our school, Honor in our actions, Success for all**

Except as otherwise provided in KRS 214.036, no child may enroll as a student without first presenting a certificate from a duly licensed medical or osteopathic physician stating that the child has been immunized against diphtheria, tetanus, poliomyelitis, rubeola and rubella. All students will need a Kentucky Physical Form, and a valid Kentucky Immunization Certificate.

### Social Security Card

The pupil's Social Security card must be presented upon enrollment.

### Student Fees / Textbook Rental

Each student is required to pay \$45.00 per year -- \$20.00 as a general student fee for student materials and \$25.00 for textbook rental. At least \$25.00 of this total amount must be paid at the first of the year before any textbooks can be issued. **In accordance with KRS 157.110 and 702 KAR 1:005, these fees will be waived in full or in part for students who qualify for free or reduced-price lunch.**

### Building Hours

Franklin-Simpson High School will not open doors until 7:25 a.m. each morning due to lack of supervision prior to that time. Please do not drop students off before that time. All students arriving prior to 7:25 a.m. will have to enter through the front doors of the high school and go directly to the cafeteria unless other arrangements have been made.

### Withdrawal

When a student will be leaving FSHS either to transfer to another district or for some other reason, the office should be notified as much in advance as possible. This will permit the completion of schoolwork for the current period and help prevent the student's loss of credit when transferring. Before departure, the student must have a withdrawal form signed, pay any fees owed, and return all textbooks, library books, uniforms, instruments, etc. owned by the school. Before a transcript will be released by FSHS, all students who withdraw from the school must have the office, library, athletic department and each teacher under whom classes were being taken sign the withdrawal form stating that all obligations to the school have been met.

### Visitors

Parents and guardians are always welcome at Franklin-Simpson High School, though we request that an appointment be made to see a teacher or visit a classroom. The following guidelines apply to other visitors:

1. School policy is to accept only those visitors who have legitimate business at the school. All such visitors must report to the office and receive a visitor's pass.
2. Visitor's passes will not be issued during times (e.g., testing periods) which an administrator deems it inappropriate to issue a pass. An administrator may also refuse to issue a visitor's pass to anyone if he feels it is in the best interest of the school to do so.
3. Students are not allowed to have non-FSHS students with them at school.

## GRADUATION REQUIREMENTS AND DIPLOMAS

**AS PASSED BY THE SIMPSON COUNTY BOARD OF EDUCATION, ALL STUDENTS AT FSHS MUST BE COLLEGE AND/OR CAREER READY TO GRADUATE.**



Franklin-Simpson High School has gone through a multi-year transition phase regarding graduation requirements and diploma options. *At the minimum*, all students are required to have 4.5 credits of English, 4.5 credits of Math and students will be required to take a Math class all four years at FSHS, 4 credits of Social Studies, 4 credits of Science, a half credit of Health, a half credit of Physical Education, one credit in Humanities and a minimum of 13 elective credits to meet the 32 credits need for graduation. In order for students to make progress toward graduation requirements on the trimester schedule, they must pass all required courses that are two trimesters in length (i.e. Biology A and Biology B). For required courses that are three trimesters in length, students must pass 2 out of three trimesters with a 60% overall average for all three trimesters. PLEASE SEE YOUR GUIDANCE COUNSELOR FOR MORE SPECIFIC INFORMATION ABOUT REQUIREMENTS AND DIPLOMAS.

To help make the most of high school while planning on the future, all students across Kentucky are now required to complete an Individual Learning Plan (ILP), a process that began in middle school. All students have a username and password to access the web-enabled ILP at <http://www.careercruising.com/ILP> that helps secondary students better focus their coursework on individual goals as they prepare for postsecondary studies and careers. The Career Cruising ILP Tool is designed to help students bring together their academic achievements, their extracurricular experiences, and career and education exploration activities. See your guidance counselor for more information.

### EARLY GRADUATION OPTION

The Early Graduation statute and regulation are a result of Senate Bill 61 (2013) and are a companion regulation to Senate Bill 97 (2013). To summarize the regulation; beginning in 2014-2015, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready in three academic years or less. Early Graduation is a deliberate pathway for students that wish to complete high school early, receive a diploma from the district and be eligible for acceptance into a two-or four- year Kentucky SACS accredited, public or non-profit institution without remediation. The regulation provides a financial incentive, known as the Early Graduation Certificate, for the student to support this action.

Students wishing to pursue this option must turn in a Letter of Intent (found on the Simpson County Schools website) to their school counselor by May 15<sup>th</sup> of either their 8<sup>th</sup> grade or 9<sup>th</sup> grade year to be considered for this program. A screening committee will then evaluate the student's records and determine if the student would be a good candidate for Early Graduation based on criteria set forth by KDE and Senate Bill 61. The committee's decision is final. Students not accepted into the program may re-apply the following year if they wish. Students accepted into the program must meet College Readiness Benchmarks on the ACT and obtain a score of proficiency (grade equivalent to a B) on EOC exams in Biology, English 10, Algebra II and US History as stated in Senate Bill 61 to be eligible for graduation in three years and to receive the Early Graduation Certificate. Students in the program and their parents will be required to meet with a school counselor at least 3 times a year to monitor progress toward early graduation using the ILP. For more information, see the guidance office.

The FSHS Site-Based Council has determined that in order to graduate early, a student must accrue 27 credits and complete the pre-college curriculum. Early Graduates will not be eligible for Senior Scholar honors and will not be eligible to participate in Senior Activities. Early Graduates will be eligible to apply and receive local scholarships during the school year in which they graduate. A complete informational packet on Early Graduation can be found in the registration materials given at the start of the school year.

### SENIOR ATTENDANCE

**Students who have met the threshold of graduating seniors at Franklin-Simpson High School shall meet the following requirement to participate in any and all graduating exercises including walking at Graduation. A senior student must not have more than SIX (6) unexcused absences during the school year. After the 6<sup>th</sup> unexcused absence, the student will be denied the opportunity of participating in all graduation exercises (including the Senior Breakfast and the Graduation Ceremony) for their senior class. The student will receive their diploma if they meet the graduation requirements but will forfeit the opportunity to participate in graduation exercises.**

### COURSES, REGISTRATION, AND CREDITS

#### Co-Op Programs

Students have the ability to earn up to three credits during their senior year through approved Co-Op work-release programs. Presently, programs are available in Agriculture, Business, Child Care, Health Care, Marketing, Culinary, Masonry, and Welding. Each Co-Op program has its own guidelines concerning prerequisites for admission into, and standards for remaining in, that particular program. These guidelines are available from the individual departments by contacting the teacher supervising that program.

These guidelines notwithstanding, a student desiring to Co-Op:

1. Must have the necessary credits to be classified a senior at the start of the senior year. Juniors may not be admitted to a Co-Op program, even if they can still earn enough credits to graduate;
2. Must not have failed a prerequisite for an individual Co-Op program;
3. Must have a cumulative unweighted GPA of at least 2.0 through the end of their junior year; and
4. Must not have unexcused absences in excess of 6 days or in excess of 10 cumulative absences (excused or unexcused) during the junior year.
5. Must be College and/or Career ready as defined by the Kentucky Department of Education by May 15<sup>th</sup> of the Junior year.

Exceptions to the preceding guidelines will only be made when extenuating circumstances warrant, and such exceptions must be approved by a committee composed of the Principal (or designee), the student's guidance counselor, and the Career & Technical School Director and all of the Co-Op teachers.

#### Correspondence and Online Courses

Details concerning correspondence courses and other online courses may be obtained from the guidance counselors. All such courses must be pre-approved by the guidance office and the guidance office must receive official notification of the final grade for each course by May 1 of the year of graduation, unless another date is pre-approved by the guidance office.

### Summer School

Students may earn credit in Summer School by completing a core area or elective course which is needed due to failure in a previous year. In order to obtain credit through Summer School, in addition to successfully completing the required work, the student must meet all behavior and attendance requirements of the summer school program. For any course successfully completed in Summer School, both credit and grade will be given. There is a nonrefundable monetary charge to take Summer School courses. For the information on the costs of Summer School please contact FSHS.

### Earning Credits

Credit at Franklin-Simpson High School is awarded solely on the basis of a passing grade for each trimester Course. Each Trimester course will be worth ½ credit. Any course in which a student has a final grade of "F" will result in no credit being awarded. The only exception to this policy are the EOC courses: Biology, English 10, Algebra II and US History. Grades for these courses are calculated as an average of three trimesters and the EOC exam. The three trimester average is calculated as 80% and the EOC is 20% of the final year end grade which is awarded as 1.5 credits at the end of the school year. The earning of credits is important not only for graduation requirements, but also for determining a student's grade placement. With the change from a semester schedule to a trimester schedule, students at FSHS have the opportunity to take more classes and therefore accrue more credits. The requirements for each class can be found below:

Soph.	Jr.	Sr.	Graduation
7	14	23	32

### Transfer Credit

Counselors will evaluate work completed at other schools and award credit accordingly. Students not attending accredited schools (e.g., students who are home-schooled) may be asked to complete examinations to determine if credit should be awarded.

### Vampy Credit

Any student who attends Vampy at WKU and earns a passing score for the class taken may choose to use the credit on their high school transcript for credit only. The grade will not reflect in the overall GPA.

## **GRADES AND RELATED ISSUES**

Grades of A, B, C, D, and F shall be used to report the progress of students in all classes. The school-wide grading scale is a ten-point scale (90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, and 0-59 = F), and this scale is used for all levels of all classes. All failed credits may be made up in Summer School or credit recovery after the normal school day.

### Report Cards

Reports cards are sent home via students at the end of each term; however, report cards are held by the office if the student owes any fees or fines. Students are not required to return their report cards back to the school. Students and their parents can check grades at any time by using the Parent Portal component of Infinite Campus. Please contact FSHS office for username and password information.

### Weighted Grades

The opportunity to receive a weighted grade in certain classes is designed to encourage students to take more difficult and challenging classes. The weighted grade point average (5.0 scale) is used for class ranking and Beta Club purposes only. Transcripts sent to colleges will reflect both the weighted and unweighted grade point average as colleges generally do not accept weighted GPAs; however, besides looking at a student's unweighted GPA, colleges also look at a student's class rank, his/her performance on college entrance exams and the level of classes he/she has taken. By taking challenging classes and putting forth effort, a student will be better prepared for college and will perform better on the ACT or SAT (which are given considerable weight in the college admissions process). All classes with Advanced Placement designations are weighted. All other courses, including SKYCTC courses are unweighted. FSHS is restructuring the school's weighting system to better mirror the KEES System used by the state. While all unweighted GPAs are determined using a four-point scale, the following scales are used for weighted GPAs:

#### Advanced Placement

A.....	5 points
B.....	4 points
C.....	3 points
D.....	2 points
F.....	0 points

#### ALL OTHERS

A.....	4 points
B.....	3 points
C.....	2 points
D.....	1 point
F.....	0 points

### Pre-AP / Advanced Placement Classes

We encourage every student to enroll in challenging classes and we want as many as possible to enroll in Pre-AP or Advanced Placement level classes. Students enrolled in these classes should exhibit some degree or combination of the following characteristics:

1. Above-Average Academic Ability -- The student grasps new skills and concepts quickly enough to move at an accelerated rate.
2. Academic Motivation -- The student consistently does homework, assignments, and projects to the best of his/her ability. The student is punctual about turning in his/her work.
3. Intellectual Curiosity -- The student has a genuine interest in learning for the sake of learning.
4. Personal Initiative -- The student exhibits an academic and intellectual commitment to take responsibility for his/her education.
5. College Readiness—The student is meeting or exceeding College Readiness Benchmarks set forth by the CPE on the EXPLORE, PLAN, ACT or meeting proficiency on other academic measures such as the STAR Math & Reading Assessments or End of Course Exams.

Advanced Placement classes allow the possibility of earning college credit based upon performance on the standardized AP test given at the end of the year. Students will remain in Pre AP/AP classes at the discretion of the teacher. If, after the first grading period, the teacher feels that the student does not meet the Pre AP or AP criteria, he/she may recommend a move to a different course level.

#### Principal's List / Honor Roll

The Principal's List for a particular grading period shall be comprised of students making all A's on their report card for that term. The Honor Roll for a similar period shall be comprised of students having no grade lower than a B on their report card during the term. Grades in Pre-AP/AP classes will be raised one letter for the purpose of qualifying for Principal's List or Honor Roll only. Even if students meet the grade requirements to be placed on the Principal's List or Honor Roll, any student not exhibiting appropriate citizenship as determined by conduct grades and office referrals will not be placed on the Principal's list or honor roll.

#### No Pass No Drive Regulation

Since 8/1/07 every 16 or 17 year old applying for a driver's license permit has been required to have a form completed from his/her school.

**This form must be obtained from the FSHS office by the student's guardian before the student can take his/her driver's permit test.**

This form verifies that the student is compliant with the requirements of the No Pass/No Drive Law. The two requirements are detailed below:

- In the prior semester (half a school year), a student must have passed at least 67% of the classes he or she took otherwise the student is considered academically deficient. An academically deficient student is not eligible for a permit or license until he or she has had the equivalent of a full semester (half a school year) meeting this requirement. For example, in January, the grades from first trimester will determine eligibility (so the student must have passed 4 of 6 classes). However, in May, it will be a combination of grades from both second and third trimesters (so the student must have passed 8 of 12 classes).
- In the prior half year, a student must have fewer than nine *unexcused* cumulative absences (cumulative is when all the missed time is added together) to be eligible for a permit or license. A student who has nine or more UNEXCUSED cumulative absences must have the equivalent of a full semester (half a year) with fewer than nine unexcused absences to become eligible. For example, a student who had nine or more unexcused absences from January to May in one year, would not be eligible to drive until having fewer than 9 unexcused absences from August to December of the following school year.
- Suspension days count as unexcused absences as well.
- Students who are 16 or 17 and drop out are NOT eligible for a permit or license.

### INFORMATION FOR SENIORS

#### Visitation

Seniors will be allowed three days to visit colleges, universities, vocational schools, or armed services representatives of their choice. The student must be in good academic standing, and there must be no problem with the student's regular attendance. Permission must be obtained through the guidance office. This must be done at least one week prior to the planned visit. Students must provide verification upon their return to school that they have, indeed, paid a formal visit to the designated institution or individual. A signature of an official at the institution involved on the institution's letterhead, or on a similar form, will constitute such verification.

#### Graduation

No firm graduation date can be established at the beginning of the school year. Thus, it will not be until later in the third trimester of the school year that we will be able to establish a date for graduation. All school fees (lost/damaged books, cafeteria charges, athletic/school uniforms, etc) owed to the school must be paid in full prior to a Senior participating in graduation practice or graduation ceremony. Seniors must obtain caps and gowns, attend a practice session for graduation, and participate in graduation exercises in order to receive their diplomas.

### SENIOR SCHOLAR PROGRAM

**Students participating in Early Graduation are not eligible for Senior Scholar Honors.**

At the end of their senior year, students meeting the course, GPA, and ACT requirements to be considered for Senior Scholar status will have their GPA and ACT scores calculated and used for graduation purposes. Students who accumulate at least 90 of a possible 100 points will be individually honored at the graduation ceremony as Senior Scholars. Only students who have taken and passed at least six AP courses (taking the exam in each), taught by school faculty, with at least one course in each of the four core areas will be eligible for consideration. Students must also have at least a 26 on the ACT and at least a 3.375 GPA to be eligible for consideration. For any student to be eligible to be considered for Senior Scholar status she/he also needs to participate in co-curricular, extracurricular or community activities, with a leadership position or exemplary achievement in at least one of them. The Senior Scholar with the highest point total (including all ties) and the Senior Scholar with the second highest point total (including all ties) will address the graduating class during the ceremony.

**The formula to determine the Senior Scholars is:** Unweighted GPA x 16 + Highest Composite ACT score on a single test administration.

**4.0 (max GPA) X 16 (=64) + 36 (max. ACT) =100. Anyone with at least 90 points based on this formula would be recognized as a Senior Scholar. Minimum GPA possible to meet criteria is 3.3750 (would require 36 on ACT and 6 AP courses) Minimum ACT score possible to meet criteria is 26 (would require 4.0 and 6 AP courses)**

The following table shows the requisite minimum GPA/ACT combinations to be awarded Senior Scholar status. 90 Points Required

GPA	3.3750	3.4375	3.5000	3.5625	3.6250	3.6875	3.7500	3.8125	3.8750	3.9375	4.0000
ACT	36	35	34	33	32	31	30	29	28	27	26

The following honors will be recognized at graduation -- all GPAs used below are un-weighted:

- ☐ Senior Scholars – (GPA x 16 + ACT composite = Requisite score or better)
- ☐ Summa Cum Laude - (3.9 and above GPAs)
- ☐ Magna Cum Laude - (3.7500 up to 3.8999 GPAs)
- ☐ Cum Laude - (3.3750 to 3.7499 GPAs)

#### **SCHOOL SOCIAL WORKER / STUDENT ASSISTANCE COORDINATOR**

The Student Assistance Coordinator (SAC) is available for students and families, providing extra support and intervention when needed while working to keep families connected to what is happening at school. The SAC works closely with the guidance department and administration in a wide range of areas from attendance to academic or behavioral interventions. Students are welcome to drop in on the SAC with questions and concerns. Both during and after hours appointments are readily available to parents or guardians.

**Franklin-Simpson High School Youth Service Center**  
**400 S. College St.**  
**P.O. Box 389**  
**Franklin, KY 42134**  
**586-8802**

The Franklin-Simpson High School Youth Service Center functions in coordination with the Franklin-Simpson Middle School Youth Service Center and the Simpson County Family Resource Center. The goal of the center is similar to that of the Middle School: to assist youth and their families in meeting basic needs while helping to remove barriers to learning. This is done by providing services at the center, working closely with school staff and linking families to agencies in the community. The Youth Service Center serves as a resource to all students at FSHS regardless of income.

Services include:

- ❖ Referrals to health and social services
- ❖ Employment counseling, training, and placement
- ❖ Summer and part-time job development
- ❖ Drug and alcohol abuse counseling
- ❖ Family crisis and mental health counseling and referrals
- ❖ Education and support for teens and teen parents
- ❖ Clothing closet
- ❖ School supplies
- ❖ Hygiene products

The Youth Service Center also has an Advisory Council made up of parents, students, staff and representatives from community agencies that oversee the Youth Service Center's activities. Council meetings are open to the public, and the council meets bi-monthly.

The Youth Service Center is located in the high school, across from the main office. Hours of operation are Monday-Friday from 7:30-3:30P. The center is open year-round. Arrangements to meet after 3:30PM can be made upon request.

#### **TITLE ONE**

For the 2018-2019 School Year, Franklin-Simpson High School is designated a Title One School. The Title One designation is a federal program designed to target schools that have a set level of free and reduced lunch students. One component of any Title One school is the partnership between the school, the parents, and the students. The responsibilities of each stakeholder are outlined below in the School-Parent Compact:

#### **SCHOOL-PARENT COMPACT**

This school-parent compact is in effect during school year 2018-2019.

#### **COMMITMENTS**

We commit to:

1. Sharing clear information about each student's progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community members full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities, and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

#### **School Responsibilities**

**The Franklin-Simpson High School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.**
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follow: Every 12 weeks at the end of each trimester. Parents are encouraged to access Infinite Campus regularly.
- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: E-mail, phone calls, and appointments for face to face conferences.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
  - Tutoring.
  - Assisting with classroom activities that require more than one adult.
  - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
  - Serving on one of our decision-making committees.
  - Joining our parent teacher organization and participating in its efforts to strengthen our school.
  - Volunteering along with other concerned members of our community in other areas as needed.
- 6. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.**
- 7. Assign homework in accordance with our Homework Policy.**
- 8. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.**
- 9. Support an active Parent Teacher Association or Organization.**
- 10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.**
- 11. The Family Resource/Youth Service will share responsibility for student achievement by:**
  - Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
  - Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

#### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Assist the child with time management (extracurricular, television watching, studying, etc.) and participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district received either by my child or by mail and responding, as appropriate.
- Serving to the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision Making Council meetings, and comment on draft policies and plans as they are made available.
- Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.

#### **Students Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. With support from parents, students are asked to:

- Complete and turn in all assigned homework every day and ask for help when I need to.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Attend school as regularly as possible.
- Follow the school and classroom behavior standards.
- Bring necessary learning materials to school and to class.

#### **GUIDANCE INFORMATION**

The guidance department of Franklin-Simpson High School exists for one purpose -- to help students. It is important that students become aware of the services available so that they can take advantage of them. Counselors are available to assist and advise students about personal problems, academic matters, career options, course selections, college choices, and scholarship applications. The guidance department also assists in student orientation information services and student appraisal. The counselors may refer a student to outside agencies when necessary. The guidance office is open before and after regular school hours.

#### **CAFETERIA**

The cafeteria provides well-cooked food free of charge. The Simpson County Board of Education has a district policy of providing all students with free Breakfast and Lunch. Students should take their place at the end of one of the lines when coming into the cafeteria and wait to be served. Upon finishing the meal, each student should take his/her tray with dishes to the place provided for this purpose and remain in the cafeteria or lobby, or on the patio immediately outside the cafeteria, until the bell rings. No food or drinks are to be removed from the cafeteria with the exception of the "Grab and Go" breakfast items. Students and parents may access student cafeteria account online. Please contact the school for further information. Due to federal nutrition guidelines and federal laws governing school lunches, outside food and drinks are not allowed in the cafeteria during lunch.

#### **OFF-LIMIT AREAS**

Certain areas of the school are off-limits to students during all or parts of the day. Students should observe the following guidelines with regard to these areas:

1. Students driving or riding to school are to immediately exit their cars and leave the parking lot. Without written approval from an administrator or the office, the parking lots are off-limit areas from immediately after arrival at school until the student is dismissed.
2. All students, during their respective lunch shifts, are to remain in the designated eating area in the cafeteria. Students are to move immediately to and from these areas when lunch begins and ends. Students are not to be in hallways or any other parts of the building or campus during their lunchtime.
3. Restroom visitation is allowed before and after school, and during lunch, in the first floor restrooms only, but loitering is not permitted in the restrooms at any time. All restrooms are open during class changes.

#### **FSHS STUDENT PARKING**

On campus parking is a privilege at FSHS. The student parking lots used will be the central office lot for co-op students, vocational lot and facility lot. Each student driver must submit this form with the required information. All spots are numbered and students are required to display their permit at all times while parking on campus.

Cost of permit: \$20.00. This fee will be used to sponsor school events throughout the school year. The permit cost will decrease to \$10.00 after Christmas Break and \$5.00 after Spring Break.

The following are the rules and regulations for student drivers:

1. Show proof of insurance at time of permit purchase.
2. Parking permit must be displayed in vehicle.
3. Students may park only in designated spot assigned to them.
4. Students are not allowed to return to their vehicle during the school day without administrator approval.
5. All vehicles are subject to search at any time.
6. Students driving in a disorderly manner, parking in wrong spot or area, parking without a permit, using another student's permit will be subject to disciplinary action, loss of parking privilege without a refund, vehicle towed at owner's expense. More severe disciplinary action could occur if needed.
7. Excessive tardies to school will result in loss of parking privileges. Refer to the Tardies to School section on page 27 for details.
8. Any student transporting another student off campus will forfeit driving privileges.
9. A copy of the FSHS Parking form is located in the back of the Student Handbook.

#### **PROTECTING PERSONAL AND SCHOOL PROPERTY**

**THE SCHOOL HAS NO RESPONSIBILITY TO INVESTIGATE AND THEREFORE MAY NOT INVESTIGATE THE LOSS OR THEFT OF ELECTRONIC COMMUNICATION DEVICES (ECD) SUCH AS CELL PHONES, I-PODS, VIDEO GAMES, ETC. AS THESE ITEMS SHOULD NOT BE BROUGHT TO SCHOOL BY STUDENTS.**

Students should use good common sense in protecting both their personal property and school property which is issued to them. Franklin-Simpson High School is not responsible for items which are lost or stolen. For this reason, it is never wise to bring expensive items or large sums of money to school. To protect your property:

1. Don't share your locker or its combination with other individuals. A "friend" can not only take things from your locker but also put things into your locker for which you will be ultimately responsible.
2. Don't store purses, jewelry, or other expensive equipment in lockers.
3. Keeping lockers neat and cleaned out will prevent you from having to force them shut, and help to keep your locker properly closed. Report any locker problems to the office immediately.
4. Bring a padlock or combination lock to school for use on lockers in P.E. dressing rooms and vocational shops.
5. School books should have your name inside the front cover and be protected by a book cover. Lost books with names inside them can be easily returned to you.

### **MEDICATIONS / HEALTH SERVICES / STUDENT INSURANCE**

Students may not take medications (prescription or non-prescription) at school without written approval on file with school personnel.

- Non-prescription medications shall be accepted on an individual basis and either self-administered by the student or administered by the Principal/designee in accordance with specific written instructions from the parent/guardian. The parent must send only the required dosage to be taken at school **in the original container**, not to exceed five days quantity. A new note is required if medication is to be used beyond five days.
- Prescription medications MUST be registered with school personnel using the required "permission form for prescribed medication" available in the main office. This permission form must be signed by both the physician or authorized prescriber and by the parent or guardian. The medication must be in its original container, in the student's name, and can only be given as prescribed. Prescription medication may be carried by the student only if authorized by the physician/authorized prescriber, parent/guardian, and the Principal/designee.
- Under no circumstances should a student share either prescription or non-prescription medications with another student. Students who do so may be subject to referral to the FSHS School Based Drug Review Board for a hearing.
- Students should not possess prescription or non-prescription medications on school property without approval from the administration. Students who do so may be subject to referral to the FSHS School Based Drug Review Board for a hearing.

**According to the National Highway Traffic Safety Administration, children ages 16 and under are the most at-risk for getting hit while crossing the street. For the protection of our students, crosswalks are to be utilized when students are crossing the street to and from school. Students will be required to remove headphones and walk bikes across or carry skateboards or similar items. For students continued safety, they will be encouraged to always use a crosswalk when available and to observe crosswalk safety whenever they are on the road.**

### **SCHOOL NURSE**

Franklin-Simpson High school will have a School Nurse on staff to administer care to students as needed. Students who are injured or who become ill should report to the school nurse. School personnel can administer only minor first aid, and may only administer medication brought by the student with appropriate documentation. The school nurse will make the determination if a student needs to be sent home. Every student is covered by school insurance during the school day. Additional 24-hour coverage may be purchased by the parent.

Students who have serious allergies or significant medical conditions are asked to inform the school nurse and/or main office so staff can be made aware as needed of potential medical problems that may arise.

### **CLASS OFFICERS**

Franklin-Simpson High School puts great emphasis on class leadership. Students running for class office will be evaluated by a screening committee. Taken into consideration by this committee will be grades, conduct, attitude, leadership potential, and character. Students can pick up an application from a Student Council sponsor. The application will include two teacher recommendation sheets to be completed by FSHS teachers. The application must be completely filled out, signed by a parent or guardian, and returned by the designated date. Elections are held in May. Those qualifying to run will give a 2-3 minute speech to the student body and must receive a majority (greater than 50%) vote to be elected. In the case that one does not receive this percentage, the top two vote-getters will be in a runoff. If a student cannot fulfill his/her office for any reason, the runner-up for the same office will assume the position. A student may hold one club and one class office simultaneously, but no Student Council officer may hold a class office.

#### Duties of Class Officers

- President -- Works with class sponsors on float building and homecoming activities, organizes class meetings, and encourages participation among class members. Class presidents are automatic members of Student Council and are expected to fulfill duties there. Junior class president has primary responsibility for Prom. Senior President arranges all class reunions.
- Vice-President -- Assists the President and acts as committee chairperson when appointed to do so, attends all class meetings, and assists with float site duty, Prom (Junior), and reunions (Senior).
- Secretary -- Writes thank-you notes, keeps minutes on class meetings, acts as committee chairperson when appointed to do so, and assists with float site duty and Prom (Junior). Senior Secretary issues invitations to class reunions.
- Treasurer -- Keeps track of money spent on floats, orders flowers for homecoming candidates or other needs, works with President to order float pumps, and is responsible for any other transactions made. This officer will work with the bookkeeper to keep track of the class budget (Prom budget for Juniors) and will work with the President to coordinate needs. Senior Treasurer will assist with reunions.
- Reporter -- Assists other officers by attending all class meetings and making sure publicity is given for class activities (including Prom for Juniors). Also acts as a committee chairperson when appointed to do so. Senior Reporter handles publicity for class reunions.

### **STUDENT COUNCIL / RENAISSANCE**

Student Council is in charge of Homecoming, all dances except Prom, and other projects to be determined by the individual Council each year. Students that are enthusiastic and interested in making FSHS a better place are well-suited for Student Council membership and/or leadership.

### Membership

Students interested in Student Council may pick up an application from a Student Council sponsor. These will include a portion to be filled out by the student and two teacher recommendations. The application must also be signed by a parent or guardian. Once the new Student Council officers are elected in May, the new officers and the old officers, along with Student Council advisors, will select the next year's council members. Ten students from each grade will be selected, and the President of each class will also be a member. Student Council members must attend every meeting (7:30 each Tuesday morning) unless they have excused absences from school.

### Officer Elections

Student Council officer elections will be held in conjunction with class officer elections. Students running for these offices must have been members in good standing of Student Council for one full school year. They will fill out a form similar to that for class officers. Student Council offices are President, Vice-President, President-Elect, Secretary and Treasurer. Freshmen may run for any office except President-Elect. All officers except President may hold one club office. No Student Council officer may hold a class office. If a student who is a club officer wishes to run for Student Council office, he/she must have this approved by the club sponsor before the Student Council officer elections. To win, a candidate must receive a majority (greater than 50%) vote. In the case that one does not receive this percentage, the top two vote-getters will be in a runoff.

## **POSTERS / ANNOUNCEMENTS / SELLING**

All posters or announcements to be displayed at Franklin-Simpson High School should first be approved by an administrator. If approved, such items may be posted only in designated areas and should then be removed at the appropriate time by the individual(s) requesting their posting. Students are not allowed to solicit or sell items at school, or to sell under the sponsorship of the school, without the permission of an administrator. All fundraisers must be approved by the Simpson County Board of Education.

## **SCHOOL DANCES / PROM**

School dances (other than the Prom, which is handled by the Junior Class) are sponsored by Student Council as a fundraising source. The number of dances is determined at the beginning of each school year and is subject to change based on student attendance and behavior. Dances scheduled after an athletic event begin at 9:00 p.m. and end at 12:00 midnight; otherwise the hours of the dance will be determined by the Administration. The following rules have been developed in order to insure that the tradition of dances may continue at Franklin-Simpson High School:

- \* Dances are for Franklin-Simpson High School students and their dates. Should a student's date not attend FSHS school, the student must sign up his/her date and purchase their tickets in the office by 1:00 p.m. on the day of the dance.
- \* No student under 9th grade will be allowed to attend dances, nor will any student who is 21 or over. Also, students who have dropped out of the Simpson County Schools may not attend.
- \* Students under suspension may not attend dances during the term of their suspensions, and students who have been expelled are banned from dances.
- \* A fee is charged for all dances. The money is used to support the activities of the Student Council and to pay for the cost of the dances.
- \* Tickets will not be sold the last hour of the dance as there is no admittance during this time.
- \* Parents providing transportation should see that students do not arrive too early and are picked up as soon as the dance is over.
- \* Administrators and teachers, as well as law enforcement officers, will be on duty at all dances in addition to Student Council sponsors. Any problems should be reported to one of these adults.
- \* Any student suspected of being under the influence of alcohol or other illegal substances will be brought to the attention of the administrators or police officers on duty. If a student is found to be under the influence of anything illegal, the parent will be notified and the student will be suspended from school. Students in this category will not be allowed to attend future dances. Students in this category will also be referred to the School Based Drug Review Board.
- \* Students should display the same behavior at a dance that they do during regular school days. Student dress should be appropriate and in good taste. Failure to comply with these standards will prevent admittance to or cause removal from the dance.
- \* There will be a sign in and sign out sheet. Once a student leaves the dance, he/she will not be readmitted under any circumstances.
- \* Students or any others may not loiter outside of the school during the dance. Students should either come in for the dance or leave.
- \* A student involved in a fight during a dance will be punished according to the discipline code and will not be allowed back at future dances.
- \* Students are expected to treat each other with respect and dignity. Extreme displays of affection are inappropriate. Dancing in lewd and distasteful ways will not be tolerated. Students choosing to dance inappropriately will be given one warning by a teacher and then asked to leave. There will be no "slam dancing" or "jump dancing."

### **Dance Conduct Guidelines**

These rules apply to all dances (including Prom) on or off the dance floor.

Sexually suggestive dancing may result in a student being removed from the event. Parents will be notified.

Sexually suggestive dancing includes but is not limited to:

- No front to back grinding or touching.
- No straddling legs.
- No bending over.
- No touching of breasts, buttocks, or genitals.
- Both feet must remain on the floor.



Hands on waists or shoulders only.

No "making out" (overt and/or prolonged public displays of affection)

Student dress for dances is the same as defined in the student handbook. An exception to the dress code allows for strapless gowns to be worn at dances.

## **PROM**

Juniors and Seniors at FSHS may invite guests to the Prom under the following rules. Anyone not a student at FSHS is considered a guest and must be approved.

- The Prom Guest Form must be completed and submitted to the High School Principal before purchasing tickets.
- Guests are expected to follow all rules.
- Principal must approve all guests.
- Students are responsible for guests and discipline will reflect your responsibility.
- Guest must be under the age of 21, currently attending high school, or have recently graduated.
- Students of FSHS wishing to attend the Prom must be in good standing, which means no suspensions for 12 Calendar weeks prior to Prom and no more than 6 unexcused absences.

## **HOMECOMING QUEENS**

For each Homecoming, each class will have two candidates for queen. One candidate will be selected by class members with the other to be chosen by the respective team (football or boys' basketball). Any girl in the class is eligible to be a candidate once for Football Homecoming and once for Basketball Homecoming.

The selection process for candidates from the teams is the responsibility of the head coach. Each coach can decide how the process can best be done for that team's set of circumstances. The selection process for candidates from each class is the responsibility of Student Council. Preferably, two weeks prior to Homecoming, Student Council representatives will go to each Academic Time class and ask for nominations from the Academic Time class members. A student in the Academic Time class may nominate any girl he/she would like who has not already been a homecoming candidate for the type of homecoming that is upcoming. The nominations are then returned to the Student Council President to be counted. Upon counting the nominations, the Student Council President will take the names of the five girls in each class who received the most nominations; however, if there are ties, the number of names appearing of the final ballot could fluctuate from three to eight or more. In cases such as this, a Student Council advisor will be consulted. Once the names belonging on the ballot have been determined, Student Council members will return to Academic Time class with ballots for that particular class. They will put the girls' names on the board and ask each student to write the name of one girl who they would like to be their candidate on a piece of paper. The ballots will be collected and returned to the Student Council President who, along with other available officers and a Student Council advisor, will count the votes. The girl receiving the most votes from each class will be their Homecoming Queen candidate.

NOTE -- It may be necessary to change the nomination or voting processes in some ways if there are snow days that interfere, or if there is an early Homecoming; however, the process by which the votes are counted will always remain the same.

The Homecoming Queen will be voted on by members of either the varsity football team or the varsity boys' basketball team on the afternoon/night of the Homecoming game. It is preferable that this be done in such a way that the players are unaware of other votes. The coach will then inform either the Student Council President or an advisor of the individual who will be crowned as Homecoming Queen.

Homecoming candidates and escorts must be in good standing with regards to academics, behavior, and attendance.

- 2 Disciplinary events that result in ISI during the current Trimester.
- 1 Disciplinary event that results in ASP during the current Trimester.
- The student must not have had any discipline event resulting in Out of School Suspension for 12 calendar weeks prior to the Field Trip.
- 2 discipline events that result in an Out of School Suspensions will make the student ineligible for the remainder of the school year.
- The student must be passing 60% of all classes for which he/she receives a grade.
- 5 absences, excused or unexcused, during the current Trimester.
- More than 6 unexcused absences will make the student ineligible for the remainder of the school year.
- Any drug or alcohol offense during the school year.

## **ATHLETICS**

Franklin-Simpson High School is a member of the Kentucky High School Athletic Association (KHSAA) and participates in a total of fifteen interscholastic sports -- thirteen for boys and thirteen for girls -- as follows:

- \* FALL -- Cross County (Boys/Girls), Football (Boys), Golf (Boys/Girls), Soccer (Boys/Girls), Volleyball (Girls) Cheerleading (Boys/Girls)
- \* WINTER -- Basketball (Boys/Girls), Swimming (Boys/Girls)
- \* SPRING -- Archery (Boys/Girls) Baseball (Boys), Softball (Girls), Tennis (Boys/Girls), Track (Boys/Girls), Swimming (Boys/Girls) Fishing (Boys/Girls).

For a student to represent FSHS on any athletic team that the school's Site-Based Decision Making Council (SBDM) and Board of Education sanction, one must:

1. Abide by all minimum academic requirements of the KHSAA and any other academic requirements adopted by the SBDM
2. Be a full time student at FSHS or FSMS, or a feeder school under the same local Board of Education
3. Be at proper age
4. Have a signed physician's certificate
5. Have a signed parent consent form
6. Be on track to graduate and make continual progress during the school year
7. Follow all rules of the KHSAA, as well as rules set by the team coach (as long as they do not violate KHSAA rules or rules set by Board of Education)
8. Be in good standing at school (Any conduct that would bring disgrace to the athletic team or school may result in dismissal from the team). Any student under suspension or serving time in ASP as a suspension alternative shall not be allowed to participate in any scheduled games or practices.
9. Agree that, once participation in a team sport has begun, quitting the team will prevent that athlete from participating in another sport until the sport being left has ended its season. Participation is defined as dressing and being eligible to compete in that particular sport.
10. Any athlete currently serving out of school suspension or participating in an alternative to suspension program (ASP) is ineligible to participate in any practices, scrimmages, or games.
11. Any athlete referred to West Campus is ineligible to participate in any practices, scrimmages, or games for the duration of the placement at West Campus.

#### Academic Requirements

A contestant must have, for the current academic grading period, a passing average in more than half of his/her classes. Cheerleaders, student managers and any other students having official connections with the athletic program shall come under this rule and must be making normal progress toward graduation as defined by the KHSAA. These are the minimum academic requirements. Individual coaches may institute more stringent requirements for those in their programs.

#### Awards / Letters

- \* A participant in any sport must finish the season in order to receive an award.
- \* A Senior can letter in a sport provided he has participated for two years.
- \* Coaches may award a letter anytime there is a special situation for which the coach feels it is justified.
- \* Managers shall be awarded a letter, depending on the sport, at beginning of the Senior year. He/she must have been a manager for at least two years in order to receive an award.

#### Insurance

The Simpson County Board of Education maintains liability insurance coverage for all participants of athletic teams while traveling to or from, practicing, or participating in athletic events. The KHSAA also carries catastrophic insurance with a \$25,000 deductible clause.

#### Booster Organizations

Franklin Simpson High School has very active "booster groups" for not only athletic programs but also academic and music programs. These groups provide support and encouragement to the school in general and to the individual programs and their participants in particular. They exemplify the success and achievement that can take place when parents and community members show interest in and support of the total educational experience.

### **OTHER EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

In addition to our athletic programs, students may also be a part of many other extracurricular and co-curricular activities. Among them:

- Academics -- Future Problem Solving and Quick Recall
- Clubs -- Beta, Association of Marketing Students (DECA), African-American History Club, Future Business Leaders of America (FBLA), Fellowship of Christian Athletes (FCA), Family, Career & Community Leaders of America (FCCLA), Future Educators Club (FEC), FFA, Health Occupations Students of America (HOSA), Mu Alpha Theta (math club), Pep Club, Students Against Destructive Decisions (SADD), Skills USA, STLP, Chess Club, Travel Club and the Foreign Language Club.
- Performing Arts -- Marching Band, Jazz Band, Chorus, Drama, Speech
- Publications -- *Cat Flash* newspaper and *The Wildcat* yearbook

Students currently under Out of School Suspension or serving in any Alternative to Suspension Program (ASP), or placed in West Campus may not participate in any extracurricular or co-curricular activities, including meetings, practices, competitions, and Homecoming activities.

### **FIELD TRIPS**

Students at Franklin-Simpson High School often have educational opportunities outside of the usual classroom setting. These opportunities, which include field trips, conventions, contests, etc., often require the student to be away from classes. While occasions such as these do not constitute an absence, and while the benefits of these additional activities can be great, students must not neglect their regular classroom work. Whenever a student knows in advance that he will miss one or more classes due to such an event, it is his responsibility to notify the teacher as

far in advance as possible so that arrangements for make-up work can be made. Preferably, all work which will be missed due to these absences will be completed before the student is away. When the teacher and student agree that this will be impractical, alternate arrangements may be made. Failure to complete assignments in this manner may result in the student not receiving credit for those assignments. A student must return to class after such an absence as prepared as if he/she had been present in class. Field trips must be instructional in nature and approved at least two weeks in advance.

The Administration of FSHS authorizes field trips and off campus trips which are of a planned educational nature. All FSHS and Simpson County Board of Education disciplinary policies and regulations shall be in effect on all approved school-sponsored trips. Any student violating school and/or board policies while on a school-sponsored trip shall be subject to appropriate disciplinary consequences.

The opportunity for a student of FSHS to participate in a field trip is a privilege not a right. Therefore a student must be in good standing to be eligible to attend any school-sponsored trip.

A student will be ineligible for any school-sponsored trip that occurs during instructional time if any of the following qualifiers are met:

- 2 Disciplinary events that result in ISI during the current Trimester.
- 1 Disciplinary event that results in ASP during the current Trimester.
- The student must not have had any discipline event resulting in Out of School Suspension for 12 calendar weeks prior to the Field Trip.
- 2 discipline events that result in an Out of School Suspensions will make the student ineligible for the remainder of the school year.
- The student must be passing 60% of all classes for which he/she receives a grade.
- 5 absences, excused or unexcused, during the current Trimester.
- More than 6 unexcused absences will make the student ineligible for the remainder of the school year.
- Any drug or alcohol offense during the school year.

### **STUDENT DIRECTORY INFORMATION**

The Principal or Superintendent is authorized to release Board-approved directory information. Approved directory information shall be student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year.

### **ATTENDANCE POLICIES TRUANCY DIVERSION PROGRAM**

Kentucky state law states that any child who has been absent from school without a valid excuse for more than 3 days, or tardy on more than 3 days, is a simple truant. Two or more counts of being a simple truant constitute habitual truancy.

Any time a student misses more than 35% of school in a school day this is considered an absence event. Any time a student misses less than 35% in any school day it is considered a tardy. Absences accumulate and become part of a student's cumulative absences. When a student accumulates three cumulative unexcused absences during the school year a letter will be mailed home to notify parents that their child has accumulated three unexcused cumulative absences. Also, the student will meet with a member of the Truancy Diversion Team to discuss the attendance problems and what steps can be taken to avoid these problems in the future. At this point students will also fill out a survey about their daily routines, their academic performance, and their overall attitude toward school to help school personnel gather more information on what services or support the student needs in order to improve attendance.

Periodically throughout the year students who have accumulated three or more unexcused absences and their parents will be invited to attend pre-complaint meetings to discuss issues surrounding attendance, and offer support and resources that students and parents may need to avoid future attendance problems. Representatives from the school, the central office, and the Administrative Office of the Courts will be present to discuss truancy laws, procedures, and next steps. The purpose of this meeting is to avoid a truancy petition being filed with the Court Designated Worker.

When a student reaches their 6<sup>th</sup> unexcused cumulative absence a final notice will be delivered or mailed to the parents of the student through certified mail return receipt requested. This letter will explain that the student has now reached a point that by state law they are considered a habitual truant. Parents and students will then have 24 hours from the time they receive the letter to correct the problem. If the student receives any more unexcused absences a truancy petition will be filed with the office of the Court Designated worker (CDW).

Students who have not been adjudicated on any other charges within the last 12 months will be eligible to enter into a truancy diversion agreement with the CDW. Students who have been adjudicated within the last twelve months will be referred to court. Students eligible will enter into an agreement with the CDW that will include but not limited to the following things: 1. No more unexcused absences 2. The student and parent will attend 10 sessions on days designated by the Truancy Diversion team at the school to discuss issues surrounding the student's performance at school. If a student fails to meet any part of the truancy diversion agreement the student will be referred to court.

We know that good school attendance is an important factor in academic success. The purpose of this program is to provide a multilayered, timely, and systematic approach for communicating with, intervening with, and providing support for families that are having attendance issues so the problem can be resolved before the student fall behind academically.

For FSHS the information below will convert the percentages of a school day into time:

- Any student who comes to school by 10:25 AM or earlier will be considered tardy to school.
- Any student who checks out of school at 12:40 PM or later will also be marked as Tardy.

- Any student who comes to school on time but checks out at 9:10 AM or later will be counted as Present for ½ day.
- Any student who checks in to school by 1:55 PM will be counted Present for a ½ day.

#### DEFINITIONS

- **Absent event:** when a student misses more than 35% of a school day.
- **Tardy:** when a student misses less than 35% in a school day (not to be confused with tardies between classes).
- **Cumulative absence:** the sum of the time missed from all absent events.

#### EXCUSED OR UNEXCUSED?

- For the first six cumulative absences, parent notes will be accepted to excuse the absence based upon the criteria listed below. (*This is not the same thing as saying every student has six parent notes they can use!*)
- If no note is submitted, an absent event is unexcused.
- After six cumulative absences (excused OR unexcused), a doctor's note (or other authorized notes) is required to excuse any additional absent events (unless approved by the Principal or School Based Attendance Committee).
- Suspensions are always unexcused absence events.

#### TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days (cumulative) or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days (cumulative), or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

#### EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

- **Death or severe illness in the pupil's immediate family,**
- **Illness of the pupil (a physician's statement may be required),**
- **Religious holidays and practices,**
- **Participation in school-related activities approved by the Principal,**
- **Court appearances,**
- **Act of God,**
- **Testing for driver's license, if accompanied by parent or guardian and approved by Principal,**
- **Treatment of head lice (maximum of three (3) absences per school year);**
- **One (1) day for attendance at the Kentucky State Fair,**
- **Documented military leave,**
- **One (1) day prior to departure of parent/guardian called to active military duty,**
- **One (1) day upon the return of parent/guardian from active military duty, or**
- **Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

#### NOTES REQUIRED

- **If a student is checked out of school for any reason, a valid excuse must be turned in to school before that departure can be excused. If no note is turned in to the office, any early dismissal will be counted as unexcused. A signature on the sign out sheet does not constitute a valid excuse. The same process must be followed when a student is signed in to school once the school day has begun.**

When students return to school, they shall bring notes signed and dated by the parents stating the reason for absence. The Principal or designee shall determine whether the absence is excused or unexcused. After a student has missed six (6) cumulative days within the current school year, s/he will be required to meet with the Principal to explain his/her extenuating circumstances or to present a statement from a licensed physician which indicates that it was medically inadvisable for the student to attend school/class. This note/statement is to be presented to designated personnel in the school office upon return to school.

After a student has missed 15 days (excused or unexcused) within the current school year, a parent or guardian will be required to contact the school to explain their child's extenuating circumstances or to present a Medical excuse Form from a licensed physician which indicates that it

was medically inadvisable for the student to attend school. A completed Medical Excuse form must be completed and presented to the school before any absence after 15 days will be excused.

**The Medical Excuse form used by the Simpson County Schools can be found in the back of the Student Handbook.**

#### **NOTICE OF UNEXCUSED ABSENCES/UNEXCUSED TARDIES**

Once a student has accumulated three (3) unexcused absences (cumulative) and/or unexcused tardies, the Principal/designee shall notify the parents of the student.

When a student accumulates five (5) unexcused absences (cumulative) and/or unexcused tardies, the Principal/designee shall contact the parents again.

Upon the sixth unexcused absence (event)/tardy, a referral shall be made to the Director of Pupil Personnel. The referral shall contain documentation of parent/student contacts and attempts to correct the unexcused absence/tardy violation. The Director of Pupil Personnel will determine if the student and guardian will receive "final notice" giving one last chance for the attendance problem to be corrected. If the student continues to have unexcused absence events, a referral to the Simpson County Court Designated Worker may occur. Students involved with the Simpson County Court Designated Worker court diversion process may be required to participate in the Truancy Diversion Program or otherwise be subject to a Family Court hearing for truancy charges.

#### **APPEAL TO SCHOOL BASED ATTENDANCE COMMITTEE**

Each school shall establish a School Based Attendance Committee that will be comprised of no less than three (3) certified members of the school staff. The Principal shall be responsible for establishing this standing committee.

A student and/or parent may appeal attendance issues to the School Based Attendance Committee. In order to appeal an attendance issue, the student and/or parent must apply to the Principal in writing to request an opportunity to be heard by the School Based Attendance Committee.

The Principal shall notify the student and/or parents as to the date, time and place of the meeting with the Committee within five (5) school days from the date the Principal receives the request.

Within five (5) school days following the meeting with the Committee, the student and/or parents shall receive written findings of the School Based Attendance Committee.

Should a parent and/or student not be satisfied with the findings of the School Based Attendance Committee, parents and/or students may file an appeal with the Central Office Attendance Committee within three (3) school days of being notified of the School Based Attendance Committee findings.

Within five (5) school days from the date the written appeal is received, the Director of Pupil Personnel shall notify the student and parents as to the date, time, and place of the meeting with the Central Office Attendance Committee.

Within five (5) school days following the meeting with the Committee, the student and/or parents shall receive written findings of the Central Office Attendance Committee.

If the appeal is denied, the student may be assigned to an alternative education program.

**STUDENTS HAVE THE RIGHT TO BE ACCOMPANIED BY THEIR PARENTS AND/OR REPRESENTATIVES DURING ALL MEETINGS WITH THE COMMITTEES**

#### **STUDENTS WITH DISABILITIES**

In cases, which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

### **ABSENCE, TARDY, AND DISMISSAL PROCEDURES**

#### **Returning to School After an Absence**

- **If a student is checked out of school for any reason, a valid excuse must be turned in to school before that departure can be excused. If no note is turned in to the office, any early dismissal will be counted as unexcused. A signature on the sign out sheet does not constitute a valid excuse. The same process must be followed when a student is signed in to school once the school day has begun.**
  - **STUDENTS WILL BE ALLOWED SIX (6) PARENT NOTES TO EXCUSE TARDIES PER SCHOOL YEAR.**
1. Students absent for all or part of any day must, upon their return to school, bring a note to the main office stating the date(s) and/or times(s) absent and the reason(s) for the absence(s). All absences are recorded as unexcused until a note is brought in. Notes must be brought in the first day back upon returning to school.
  2. Students must bring these notes to the office early enough so that they can be in class by the time the tardy bell rings. Any student who is late to first period class for this reason will receive an unexcused tardy.
  3. Students who do not bring a written excuse to the office will be given an unexcused absence/tardy regardless of the reason for the absence(s). The student then has three (3) days within which to bring a written excuse from his/her guardian, stating the reason(s) for the absence(s). The absence(s) will then be properly classified according to the policy.

#### **Arriving to School Late**

Students who arrive to school after the tardy bell must check in with the office before going to first period. Tardiness to school will only be excused when a student:

1. Arrives on a late bus;

2. Has been ill that morning as substantiated by a written excuse from a parent or doctor;
3. Presents an official legal document; or
4. Is delayed by extenuating circumstances approved by the Principal or his designee. (Note: Car trouble does not constitute “extenuating circumstances.”)

#### Use of Instructional Time

During the school year, Franklin-Simpson High School will continually emphasize the productive use of instructional time. Our intent is to clearly establish teaching and learning tasks as the priority activities at Franklin-Simpson High School. For students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time. Furthermore, this emphasis means that class interruptions must be limited only to emergencies. Any outside interference with the continuous progress of teaching and learning shall be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next class change.

#### Early Dismissals

A student may be dismissed from school only when:

1. An authorized individual picks up and signs out the student;
2. The student presents a verifiable note from an authorized individual; or
3. An authorized individual contacts the school by telephone and that call can be verified.

Parents and guardians may designate individuals (including themselves, relatives, family friends, emergency contacts, etc.) who are authorized to facilitate their student's dismissal from school. Parents and guardians should take note of the times during which students may be dismissed for non-emergencies. Those times are between classes and during lunch.

Where possible, appointments to see doctors, dentists, etc. should be made after school hours or on Saturdays. When this is not possible, they should be made in such a way as to minimize time away from school. Parents are always discouraged from permitting students to leave school for the transaction of personal business.

### **SENIOR ATTENDANCE**

**Students who have met the threshold of graduating seniors at Franklin-Simpson High School shall meet the following requirement to participate in any and all graduating exercises including walking at Graduation. A senior student must not have more than SIX (6) unexcused absences during the school year. After the 6<sup>th</sup> unexcused absence, the student will be denied the opportunity of participating in all graduation exercises (including the Senior Breakfast and the Graduation Ceremony) for their senior class. The student will receive their diploma if they meet the graduation requirements but will forfeit the opportunity to participate in graduation exercises.**

### **MAKE-UP WORK**

When excused absences occur, students, teachers, and parents must give immediate attention to the work missed by the student. Special efforts must be made by each of these to see that missed work is made up in accordance with the following policies and procedures:

Unexcused Absences When unexcused absences occur, students could receive zeros on all graded work. Teachers and administrators may collaborate and use their discretion.

#### Student Responsibility

It is the responsibility of the student, immediately upon return from an absence, to make arrangements with his/her teachers to make up all work, including quizzes, tests, and other assignments. If a quiz, test, or other assignment has been scheduled prior to the absence, the student is required to take the test on his/her return. If a student knows in advance of a day when he/she will be out of school, he/she should make arrangements to complete the work before he/she is absent. Otherwise, under normal circumstances, students will have three (3) days (depending upon the class) to make up all work. In cases of extended absence, teachers will work with students to make alternative arrangements.

#### Collection of Homework

Because of the number of students enrolled and the wide variety of schedules they have, it is not practical for the school to collect assignments for students. Students should work with classmates to obtain information on homework assignments. In cases of extended absence, the school will work to assist parents with this process. Students may also email teachers or use other electronic means, discussed by the individual teacher, to keep abreast of missed assignments.

### **DISCIPLINE PLAN**

The administration, faculty, and staff of Franklin-Simpson High School believe that good behavior is a cooperative effort and a matter of common sense. If every student were to adopt the policy that the main purpose of school is an education and strive toward that goal, disciplinary problems would be minimized; however, some students have not yet reached that level of maturation.

There are two major components of the discipline program at Franklin-Simpson High School. The first component concerns the individual classroom plans which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component concerns the school-wide plan which covers not only the classroom, but also the entire campus.

Franklin-Simpson High School follows the Simpson County Schools Code of Acceptable Student Behavior and Discipline adopted by the Simpson County Board of Education. This document can be found in this packet of information. For those programs and situations unique to Franklin-Simpson High School, more information is available below.

### FSHS BEHAVIOR MATRIX

On the following pages is the behavior matrix developed by the administration of Franklin-Simpson High School. This behavior matrix will be used by administrators to address discipline issues that occur within our school. Students and parents should become familiar with this matrix.

There are a few things which must be noted in regards to discipline issues at FSHS.

- The third event which results in an Out of School Suspension may result in a referral to the Alternative School.
- The Alternative to Suspension Program (ASP) will be alongside ISI.
- The Matrix will be used as a general guideline. Administrators reserve the right to use discretion when addressing individual issues.
- Students currently serving out of school suspension or in an alternative to suspension program (ASP) may not participate in any athletic, co-curricular, or extracurricular activities, meetings, practices, competitions, or field trips.
- Any student referred to West Campus will be ineligible for participation in any extracurricular activity including athletics and club activities for the duration of the West Campus referral.

The Matrix is divided into Low level offenses and High Level offenses and follows the Simpson County Code of Acceptable Student Behavior. The FSHS Behavior Matrix may be found on the following pages.

#### Selected Inappropriate Behaviors Defined

**Bullying-** A pattern of unwanted behavior, repeated over time, directed at an individual or group.

**Contributing to a Fight-** Any behavior that promotes, allows or encourages others to fight.

**Electronic Media Violation-** Unauthorized use or possession of electronics.

**Incappable Behavior-** Any behavior pattern of behavior that is not appropriate in a school setting.

**Physical Aggression-** Unwanted aggressive physical contact.

**Social Media Violation-** Using any Social Media Platform in an inappropriate manner.

**Skiping-** Not being where a student is supposed to be.

**Unauthorized Recording-** Photographing, voice recording or video recording of any person without their consent.

#### LUNCH DETENTION

When assigned Lunch Detention, students are expected to do the following:

Report to the Lunch Detention Room prior to going into the cafeteria. The lunch Detention teacher will escort all students to the cafeteria.

Students are to serve Lunch Detention during the first available lunch period.

Any student failing to serve Lunch Detention will serve a day in ISI the following school day.

FSHS BEHAVIOR MATRIX--LOW LEVEL					
BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
ARGUING W/ STUDENT	ADMIN. DISCRETION	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
BULLYING VERBAL/WRITTEN	WARNING/PARENT CONTACT	2 DAYS ISI/PARENT CONTACT	ALT. SCHOOL PLACEMENT SHORT TERM UNIT	ALT. SCHOOL PLACEMENT LONG TERM UNIT	
CELL PHONE VIOLATION	WARNING/PARENT PICK UP END OF DAY	PARENT PICK UP END OF DAY/ 1 DAY ISI	PARENT PICK UP END OF DAY/ 2 DAYS ISI	PARENT PICK UP END OF DAY/ 4 DAYS ISI	
CHEATING	PARENT CONTACT/2DAYS LUNCH DET.	PARENT CONTACT/1 DAY ISI	PARENT CONTACT/2 DAYS ISI	PARENT CONTACT/3 DAYS ISI	PARENT CONTACT/5 DAYS ISI
CONTRIBUTING TO A FIGHT	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
DEFIANCE/ INSUBORDINATION	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI/ ALT. SCHOOL PLACEMENT SHORT TERM UNIT	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
DESTRUCTION OF SCHOOL PROPERTY	3 DAYS LUNCH DET./RESTITUTION	2 DAYS ISI/RESTITUTION	3 DAYS ISI/RESTITUTION	5 DAYS ISI/RESTITUTION	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
DISRUPTION OF INSTRUCTION	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT

DISRUPTIVE PROFANITY/ OBSCENE GESTURE	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
DRESS CODE VIOLATION	WARNING/COMPLIANCE	1 DAY LUNCH DET./COMPLIANCE	1 DAY ISI	2 DAYS ISI	3 DAYS ISI
ELECTRONIC MEDIA VIOLATION	WARNING/PARENT PICK UP END OF DAY	PARENT PICK UP END OF DAY/ 1 DAY ISI	PARENT PICK UP END OF DAY/ 2 DAYS ISI	PARENT PICK UP END OF DAY/ 4 DAYS ISI	PARENT PICK UP END OF DAY/ 5 DAYS ISI
FORGERY	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	5 DAYS ISI
GENERAL PROFANITY/NAME CALLING	ADMIN. DISCRETION	ADMIN. DISCRETION	2 DAYS ISI	4 DAYS ISI	5 DAYS ISI
HORSEPLAY	2 DAYS LUNCH DETENTION	1 DAY ISI	2 DAYS ISI	4 DAYS ISI	5 DAYS ISI
LEAVING CLASS WITHOUT PERMISSION	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI/ ALT. SCHOOL PLACEMENT SHORT TERM UNIT	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
LYING TO STAFF	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT SCHOOL PLACEMENT SHORT TERM UNIT
OFF TASK BEHAVIOR	2 DAYS LUNCH DETENTION	1 DAY ISI	2 DAYS ISI	4 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
PARKING/DRIVING VIOLATION	WARNING	1DAY ISI/PRIVILEGES REVOKED 10 DAYS	2DAYS ISI/PRIVILEGES REVOKED 20 DAYS	3DAYS ISI/PRIVILEGES REVOKED 30 DAYS	5 DAYS ISI/PRIVILEGES REVOKED REST OF YEAR
PHYSICAL AGGRESSION	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT
POSSESSION OF CONTRABAND ITEMS ELECTRONIC CIGARETTES	1 DAY ISI/SRO NOTIFIED/SOBRIETY CHECK	2 DAYS ISI/SRO NOTIFIED/SOBRIETY CHECK	3 DAYS ISI/SRO NOTIFIED/SOBRIETY CHECK	5 DAYS ISI/SRO NOTIFIED/SOBRIETY CHECK	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
PUBLIC DISPLAY OF AFFECTION (PDA)	PARENT CONTACT/STUDENT CONFERENCE	PARENT CONTACT/2 DAYS LUNCH DETENTION	PARENT CONTACT/1 DAY ISI	PARENT CONTACT/2 DAYS ISI	PARENT CONTACT/3 DAYS ISI
REFUSAL TO FOLLOW STAFF REQUEST	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
SEXUAL HARASSMENT	3 DAYS ISI/NOTIFY SRO	5 DAYS ISI/NOTIFY SRO	3 DAYS SUSPENSION/NOTIFY SRO/ ALT. SCHOOL PLACEMENT SHORT TERM UNIT	5 DAYS SUSPENSION/NOTIFY SRO/ ALT. SCHOOL PLACEMENT LONG TERM UNIT	
SKIPPING	1 DAY ISI / LOSS OF PARKING PRIVILEGE FOR DRIVERS WHO LEAVE CAMPUS OR ARE IN PARKING LOT	2 DAYS ISI/REVOKE PARKING PASS 2 WEEKS	3 DAYS ISI/REVOKE PARKING PASS 3 WEEKS	5 DAYS ISI/REVOKE PARKING PASS 6 WEEKS/ALT SCHOOL REFERRAL SHORT TERM UNIT	ALT. SCHOOL PLACEMENT LONG TERM UNIT
SOCIAL MEDIA VIOLATION	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI/ ALT. SCHOOL PLACEMENT SHORT TERM UNIT	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
SPREADING RUMORS/GOSSIP/DRAMA	STUDENT CONFERENCE/PARENT CONTACT	1 DAY ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
STUDENT MISCONDUCT	2 DAYS LUNCH DETENTION	1 DAY ISI	2 DAYS ISI	4 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
TARDY TO CLASS or SCHOOL	SEE STUDENT HANDBOOK				
DISRESPECT	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT
TOBACCO VIOLATION	1 DAY ISI	2 DAYS ISI/ SMOKING CESSATION CLASSES	3 DAYS ISI	5 DAYS ISI	5 DAYS ISI
UNAUTHORIZED RECORDING	1 DAY ISI	2 DAYS ISI	3 DAYS ISI	5 DAYS ISI	ALT. SCHOOL PLACEMENT SHORT TERM UNIT

**At Administrator's discretion, one day of ISI per event may be replaced with 5 days of Lunch Detention.**

**At Administrator's discretion, students with an Individual Education Plan (IEP) may receive alternative consequences if the behavior is deemed to be a manifestation of the student's disability.**



**FSHS BEHAVIOR MATRIX--HIGH LEVEL**

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
ARSON/PULLING FIRE ALARM	5 DAYS SUSPENSION/ SRO NOTIFIED/ADMIN DISCRETION	SBSRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT	
ASSAULT	5 DAY SUSPENSION/SRO NOTIFIED/SBSRB HEARING/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED		
BOMB THREAT	5 DAY SUSPENSION/SRO NOTIFIED/SBSRB HEARING/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED		
CONTRIBUTING TO A FIGHT-MAJOR	5 DAYS ASP	ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT	
CYBER BULLYING/THREATS	2 DAYS ISI/SRO NOTIFIED	ALT SCHOOL PLACEMENT SHORT TERM UNIT/SRO NOTIFIED	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED	
DEFIANCE	1 DAY SUSPENSION	ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT	
DESTRUCTION OF SCHOOL/PERSONAL PROPERTY	RESTITUTION/SRO NOTIFIED/3 DAYS ASP	RESTITUTION/SRO NOTIFIED/5 DAYS ASP	RESTITUTION/SRO NOTIFIED/ALT. SCHOOL PLACEMENT SHORT TERM UNIT	
DISTRIBUTION/TRANSFER OF ALCOHOL	MIN. 10 DAY SUSPENSION/SBDRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	FOLLOW SCS POLICIES		
DISTRIBUTION/TRANSFER OF DRUGS	MIN. 10 DAY SUSPENSION/SBDRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	FOLLOW SCS POLICIES		
FIGHTING	1 DAY SUSPENSION/ UP TO 5 DAYS ASP/SRO NOTIFIED/ SBSRB HEARING/ ALT SCHOOL PLACEMENT SHORT TERM UNIT	SBSRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT LONG TERM UNIT		
HAZING OF FELLOW STUDENT	5 DAY SUSPENSION/SRO NOTIFIED/SBSRB HEARING	SBSRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT LONG TERM UNIT		
INCORRIGIBLE BEHAVIOR/BUS	REVOKE BUS PRIVILEGES	REVOKE BUS PRIVILEGES	REVOKE BUS PRIVILEGES	REVOKE BUS PRIVILEGES
INAPPROPRIATE SEXUAL BEHAVIOR	SUSPENSION/5 DAYS ASP	SUSPENSION/10 DAYS ASP/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ADMIN. DISCRETION/ALT SCHOOL PLACEMENT LONG TERM UNIT	
PHYSICAL AGGRESSION	1 DAY SUSPENSION/10 DAYS ASP/SRO NOTIFIED/ADMIN DISCRETION	SBSRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	SBSRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT LONG TERM UNIT	
POSSESSION OF ALCOHOL	SBDRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	FOLLOW SCS POLICIES		
POSSESSION OF DEADLY WEAPON	FOLLOW SCS POLICY			
POSSESSION OF DRUGS	SBDRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	FOLLOW SCS POLICIES		
POSSESSION OF PORNOGRAPHY	SUSPENSION/ 5 DAYS ASP	SUSPENSION/10 DAYS ASP/ALT SCHOOL PLACEMENT SHORT TERM UNIT	SUSPENSION/10 DAYS ASP/ALT SCHOOL PLACEMENT LONG TERM UNIT	ADMIN. DISCRETION
PROFANITY TOWARD A STAFF	3 DAYS SUSPENSION/SRO NOTIFIED	5 DAYS SUSPENSION/SBDRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT	
REFUSAL TO FOLLOW STAFF REQUEST	5 DAYS ASP	10 DAYS ASP	ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT
SOCIAL MEDIA VIOLATION TOWARD STAFF	3 DAYS SUSPENSION/SRO NOTIFIED	5 DAYS SUSPENSION/SBDRB HEARING/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT	
TERRORISTIC THREATENING	5 DAY SUSPENSION/SRO NOTIFIED/SBSRB HEARING/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED		
THEFT OF PERSONAL PROPERTY	SUSPENSION/5 DAYS ASP/RESTITUTION/SRO NOTIFIED	SUSPENSION/10 DAYS ASP/RESTITUTION/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED	
THEFT OF SCHOOL PROPERTY	SUSPENSION/5 DAYS ASP/RESTITUTION/SRO NOTIFIED	SUSPENSION/10 DAYS ASP/RESTITUTION/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED	
TRANSFER/DISTRIBUTION OF PORNOGRAPHY	SUSPENSION/5 DAYS ASP/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED		
USE OF CONTRABAND ITEMS	SUSPENSION/5 DAYS ASP/SRO NOTIFIED/ALT SCHOOL PLACEMENT SHORT TERM UNIT	ALT SCHOOL PLACEMENT LONG TERM UNIT/SRO NOTIFIED		

The third event which results in Out of School Suspension may result in referral to Alternative School.

## West Campus of FSHS

The Alternative School Program is now part of Franklin-Simpson High School. Formerly known as LOPC, it will now be known as the West Campus of Franklin-Simpson High School.

### WEST CAMPUS UNITS

The West Campus will consist of 3 units: (1) Short Term Unit: intended for students to only stay for 30 school days and exit is based on a points-based system. If points are successfully earned in 25 school days, the student will transition back to the FSHS main campus. The maximum stay in the short-term unit is 8 weeks. If the student doesn't successfully earn required points at the end of 40 school days, the student will be transitioned to the Long Term Unit for the remainder of the school year. (2) Long Term Unit: intended for the student to stay for the remainder of the school year and each student will be re-evaluated to determine placement for the next school year. (3) Virtual Learning Unit: intended for students who need to use credit recovery programs to recover failed credits to graduate. Virtual Learning Unit students (in good standing) will be offered the opportunity to take classes at the FSHS main campus to acquire career ready credentials.

### STUDENT REFERRAL PROCEDURE AND ADMISSIONS

Franklin-Simpson High and Franklin-Simpson Middle School administration make referrals to the West Campus. The Simpson County Board of Education may also refer students. When a student is referred to the West Campus, he or she will be placed in one of the 3 units consisting of the Short Term Unit, Long Term Unit and Virtual Learning Unit. Upon being placed at the West Campus, the student and parents will meet with the West Campus Director, school social worker or a designee for orientation. Any student referred to West Campus shall be ineligible from participating in any extracurricular activities, including athletics and any extracurricular activities for the duration of the referral.

### HOURS OF OPERATION

West Campus school hours are from 8:00am until 3:10pm. Students are to arrive at school between 7:30am and 8:00am and be picked up after school between 3:10pm and 3:30pm. Students are not to be on campus before 7:30am or after 3:30pm unless specifically authorized by West Campus staff. Students are to immediately enter the building upon their arrival on campus. Anyone arriving after 8:00am or leaving before 3:10pm will be considered tardy.

### TRANSPORTATION/ARRIVAL & DISMISSAL

Bus transportation is provided for students at West Campus. Students riding the bus will ride the same bus they would ride if they were a student at FSHS. West Campus students are expected to follow the rules set forth by the driver and the Simpson County Board of Education. Failure to do so will result in loss of bus privileges.

Whether riding the bus, driving, walking or being dropped off by another driver, students must enter the school building immediately upon arrival. Students may not stand in the parking lot or wait in cars after arrival to school. At afternoon dismissal, students must exit the school and parking lot immediately, unless waiting on a ride. Students who are waiting to be picked up must wait at the staff designated area or inside the school building until their ride arrives.

### GRADUATION REQUIREMENTS

The West Campus offers the opportunity for graduation from Simpson County Schools with the Standard High School Diploma. The Standard Diploma meets the Kentucky minimum high school graduation requirements of 28 credits and complete the career/college readiness policy set forth by the Simpson County School Board. West Campus will follow a trimester schedule to be congruent with grading and curriculum at Franklin-Simpson High School. During the transition phase, West Campus classes will fall under these graduation requirements: The following classes are required for graduation:

SUBJECT AREA	# of CREDITS
English	4
Math	4
Social Studies	3
Science	3
Health & P.E.	1
Humanities	1
Electives	8
Total	24

### Formula for transfer students:

The West Campus will hold its own graduation ceremony. The West Campus diploma will be titled: Franklin-Simpson High School West Campus. This graduation ceremony will be for Long Term Unit and Virtual Learning Unit students. The Short Term Unit students will remain on schedule with the requirements of the Franklin-Simpson High School main campus. Any Senior assigned to the Short Term unit must accrue 90% of possible points to graduate from Franklin-Simpson High School. Seniors not successful in the Short Term unit will graduate from West Campus.

## Bullying Policy

### **“Students are the change agent within the school climate”**

1. Franklin-Simpson High School, by creating a supportive and encouraging environment, will foster a safe and secure school setting that will promote tolerance, respect, and compassion towards others.
2. Franklin-Simpson High School will promote behavior that does not infringe on the safety of others. Franklin-Simpson High School will not tolerate any instance of intimidation, harassment, threatening behavior, or barrier to student success.
3. A person is being bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more other persons.
  - a. Physical bullying: pushing and shoving (where hurt is intended), kicking, invasion of personal space, the destruction of property, tripping, punching, tearing clothes, standing over someone, pushing books from someone's hands, shooting/throwing objects at someone .
  - b. Verbal bullying: any comment of an offensive nature that refers to ability, race, religion, gender or sexuality; including name-calling, offensive language, spreading of rumors, using words that suggest stupidity or physical problems, mocking, imitating, teasing, abusive phone calls, laughing at someone's mistakes, using unwelcome nicknames (this can include electronic and digital forms of communication)
  - c. Gesture bullying: includes making gestures (physical, verbal and written) to intimidate or to embarrass.
  - d. Exclusion bullying: includes the deliberate isolation (both explicit and implicit) of an individual student from his peer group.
  - e. Extortion bullying: the use of force to obtain money, food or personal belongings from other students; harassing other students to do tasks e.g. buying lunch, carrying materials.
  - f. E-bullying: the use of information and communication technologies such as email (mobile) phone and text messages, instant messaging, defamatory personal websites and defamatory personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or a group that is intended to harm others.
4. Student expectations are as follows:
  - a. Student must make a conscious decision not to be involved in any incidents of bullying.
  - b. Students must take some form of preventative action if present when bullying incident occurs.
  - c. Student must report any incidents of bullying to a member of staff or in the anonymous reporting (bullying) boxes around the premise.

The student code of conduct will be followed by every student while on school grounds, when traveling to and from school (school bus), or school-sponsored events.
5. Disciplinary action will be enforced as followed. Disciplinary action is subject to change based on the principal's discretion.
  - a. 1<sup>st</sup> offense: State expectations, student counseled, and parent notified.
  - b. 2<sup>nd</sup> offense: State expectations, student disciplined (i.e. ISI, behavior plan, suspension), referred to school counselor or social worker, and parent notified.
  - c. 3<sup>rd</sup> offense: Harassment charges are brought, referral is made to court designated worker, and suspension.
  - d. 4<sup>th</sup> offense: Referral to board for expulsion.
6. Franklin-Simpson High School expects students and staff to immediately report incidents of bullying to administration.
  - a. Staff are expected to immediately intervene when they see a bullying incident.
  - b. Each complaint of bullying should be promptly investigated.
7. All reports of bullying will be investigated by the appropriate member of staff. The nature and extent of the investigation will depend on the seriousness of the allegation.
8. Following the completion of an investigation into bullying, FSHS will implement such measures as are appropriate which could include one or more of the following:
  - a. Conflict resolution/mediation with students and/or families involved
  - b. Counseling
  - c. Restitution
  - d. Behavior Plan
  - e. In School Isolation (ISI)
  - f. Suspension
  - g. Expulsion
9. Franklin-Simpson High School will make reasonable efforts to keep a report of bullying and the results of investigation confidential. If retaliation against the victim or reporter occurs, the person harassing is subject to disciplinary action which will include notification of law enforcement.
10. The consequences for falsely accusing a student of bullying will result in disciplinary actions.

### **SCHOOL SAFETY**

Students who appear to pose a threat to others either due to a pattern of concerning behavior or to a specific extreme behavior in addition to being suspended may be referred to the School Safety Review Board (SSRB) for further consideration. Examples of concerning behavior include but are not limited to violent writings or drawings (e.g., “hit lists,” direct threats, implied threats, themes of violence, internet communications), violent or aggressive behavior, preoccupation with real or fictional violence, and threatening statements.

The SSRB membership consists of

- Administrator – Principal or Assistant Principal
- Student Assistance Coordinator
- Guidance Counselor
- Teacher familiar with the student being reviewed

The student and a guardian must meet with the SSRB to discuss the behaviors that resulted in the suspension in addition to reviewing the student's academic, behavioral, and attendance records. Following the hearing, the SSRB will make a recommendation regarding length of suspension or potential referral to the Simpson County Board of Education for expulsion. If the student is allowed to return to FSHS, the SSRB may make additional recommendations in the form of a behavioral contract. The Principal/designee makes the final determination regarding the

student's outcome (e.g., suspension days, expulsion, and other requirements). Students who do not fulfill the behavioral expectations outlined following a SSRB hearing risk a subsequent referral for expulsion.

The purpose of the SSRB is to have a structure and process to assess and respond to potential threats to safety. When possible, the goal will be to create a safety and intervention plan with the concerning student and his/her guardian. When making its recommendations, the Board considers the best course of action for *both* the offending student *and* the student body as a whole.

### **TARDINESS TO SCHOOL OR CLASS**

Promptness to each class is very important. Students are to be in the room and ready for work when the bell sounds.

- \* Students who are late to school or class shall report to the Tardy Desk for a pass to class.
- \* Car trouble, oversleeping, missed bus, etc. are not valid excuses for tardiness and will not receive an excused tardy.
- \* Students who have excused tardies should present the teacher with a pass from administrators or teachers who can attest to an excusable reason the student was tardy.

### **TARDIES TO SCHOOL**

If a student arrives for classes any time after the bell rings to begin first period they are considered tardy to school. Students who are tardy to school must report to the office to sign in and get a note from the office. Students who accumulate more than 2 unexcused tardies to school will face the following disciplinary actions:

**3<sup>rd</sup> 4<sup>th</sup> and 5<sup>th</sup> unexcused tardy to school-** Student will be assigned the next available Lunch Detention. Students who drive to school will lose parking privileges for 3 weeks on the **3<sup>rd</sup>** unexcused tardy to school.

**6<sup>th</sup> unexcused tardy to school-** Student will be assigned 1 day of ISI. The student will also lose parking privileges on campus for 6 weeks.

**7<sup>th</sup> unexcused tardy to school-** Student will be assigned 2 days of ISI. The student will also lose parking privileges.

**8<sup>th</sup> unexcused tardy to school-** Student will be assigned 3 days of ISI. The student will also lose parking privileges.

For each successive tardy after 8, further disciplinary measures, including a behavior contract, will be utilized. Students will also lose parking privileges for lengthy periods of time..

A student with habitual unexcused tardiness to school may find themselves referred to the Director of Pupil Personnel for consideration of charges being filed with the Court.

### **TARDIES TO CLASS**

When a student is tardy to class they will report to a designated area where each tardy will be recorded. A determination will be made as to whether the tardy is excused or unexcused. A note from a staff member is required to verify all excused tardies. If a tardy is unexcused it will be recorded. Tardies to all periods will be counted cumulatively. For the first 2 unexcused tardies to class the student will receive a verbal warning. For unexcused tardies following the first five the consequences will be as follows:

**3<sup>rd</sup> 4<sup>th</sup> and 5<sup>th</sup> unexcused tardy to class-** Student will be assigned the next available Lunch Detention.

**6<sup>th</sup> unexcused tardy to class-** Student will be assigned 1 day of ISI.

**7<sup>th</sup> unexcused tardy to class-** Student will be assigned 2 days of ISI.

**8<sup>th</sup> unexcused tardy to class-** Student will be assigned 3 days of ISI.

For each successive tardy after 8, further disciplinary measures, including a behavior contract, will be utilized.

### **SKIPPING**

Being absent from school or any class without permission is considered skipping and is strictly prohibited. Skipping includes, but is not limited to, the following:

- Failing to be in the required school/class area without prior teacher or administrator approval
- Leaving school grounds without being properly checked out through the office
- Being absent from school without the knowledge and approval of a parent/guardian
- Being absent from assigned class without permission even if the student remains on campus.

**1<sup>ST</sup> Offense Skipping**-One full day of ISI and parent contact. Any student who parks on campus will surrender parking tag for one week if found to be in the parking lot without permission or found to have let campus without permission.

**2<sup>nd</sup> Offense Skipping**-Two full days of ISI and parent contact. Student will also surrender parking privileges for two weeks.

**3<sup>rd</sup> Offense Skipping**-Three full days of ISI and a parent contact. Student will also surrender parking privileges for 3 weeks. A referral to the Alternative School may be made.

**4<sup>th</sup> Offense Skipping**-Five full days of ISI and a parent contact. Student will also surrender parking privileges for 5 weeks. A referral to the Alternative School may be made.

## **STUDENT DRESS AND APPEARANCE**

Franklin-Simpson High School feels a responsibility to educate students socially as well as academically. Student dress is an important phase of social education. Students should always dress appropriately for the occasion and avoid extremes in dress, cosmetics and hair styles. Students should feel a responsibility to present a suitable appearance in order that they may reflect favorably upon themselves, their family, school and community. Franklin-Simpson High School follows the Dress and Appearance policy of the Simpson County Board of Education which is detailed below.

### **STUDENT DRESS AND APPEARANCE - (SCB 09.427)**

Students should dress appropriately for the occasion and avoid extremes in clothing, cosmetics and hair styles. Students should feel a responsibility to present a suitable appearance in order to reflect credit upon themselves and their family, school and community. The primary purpose of this policy is to avoid embarrassment for students and parents, and to ensure an educational climate that is not disrupted or impeded.

Following are guidelines for student dress:

- Modesty and avoidance of distractions are keys to appropriate dress;
- Wearing of attire/cosmetics and/or, presentation of extraordinary personal appearance or any unsanitary body condition which, in the judgment of the administration, significantly disrupts school work, or threatens the health of other pupils and/or faculty, is prohibited;
- Hats, caps, bandanas/headbands, hoods, or headdresses shall not be worn in school, with the exception of days designated by the Principal.
- Baggy clothes are not permitted. Pants should be worn at the waist;
- "Trench coats", "dusters", or other coats which extend below the knee are prohibited;
- Sunglasses shall not be worn inside the school building without a medical excuse. (A doctor's note must be presented beforehand.);
- Shorts must reach fingertip length while standing. Skirts and dresses should be no shorter than two inches above the knee for secondary students. Extremes should be avoided (e.g. shortness and tightness of garment);
- Patches, emblems, tattoos and clothing depicting vulgarity, profanity, or sexual content, or clothing that advertises alcoholic beverages, tobacco products or illegal substances, or clothing that is perceived degrading to others shall not be permitted. This shall include but is not limited to the following: Black Panthers, Confederate Flag, Nazi Swastika, Gang Symbols, and/or hate groups of any sort, etc.;
- The body shall be appropriately covered at all times.
- The nude look and/or see-through or cutaway styles that expose the ribcage or midriff, shoulders, or chest are prohibited. Sleeveless attire is acceptable for girls. Boys must wear clothing with sleeves at all times.
- Chains (such as long chains classified as billfold chains) or jewelry which may present a safety hazard if misused are prohibited. Jewelry symbolizing drugs or illegal substances is prohibited. Bowling Green
- Students are prohibited from wearing attire which exposes undergarments. Students are not permitted to wear clothes with holes above the knee.

The Principal/designee is authorized to interpret this policy when students wear clothing that is a variation of or is not included in these guidelines.

On pre-announced days (e.g. during homecoming or testing weeks), students may be exempt from portions of this dress code.

This dress code is adopted in the interest of developing and maintaining a student body which is well groomed, neat, and stylish. Students failing to follow the established policy should expect to face corrective action.

When informed of a dress code violation, the student must correct the situation by removing the offending item and/or changing into more suitable clothing before he/she returns to class. If necessary, parents will be notified to bring suitable clothes to school and/or the student will be sent home to change clothes. If necessary, disciplinary action may be taken by the Principal.

### **STUDENT DRESS AND APPEARANCE POINTS OF EMPHASIS:**

- **CAPS ARE NOT ALLOWED**
- **SKIRTS AND DRESSES MUST BE NO SHORTER THAN 2 INCHES ABOVE THE KNEE**
- **SHOULDER STRAPS MUST BE AT LEAST TWO INCHES WIDE INCLUDING TOPS WORN UNDER SHEER OR SEE-THROUGH GARMENTS**
- **CUTAWAY STYLES THAT EXPOSE BACK, CHEST, RIBCAGE OR MIDRIFF**

## **CHEATING / PLAGIARISM**

If a student is guilty of cheating, the teacher should collect the student's paper, mark a zero for the work, and notify the office. Further disciplinary action will follow.

While most students recognize copying another student's homework or test paper as cheating, few realize that plagiarism is just as serious. Student access to the internet and other media sources has caused increasing concerns over plagiarism, and merits its discussion here.

According to the *MLA Handbook for Writers of Research Papers*, plagiarism refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own." To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism constitutes intellectual theft and carries severe penalties, including possible failure in a course.

Plagiarism includes, but is not limited to, the following:

- \* Putting your name on somebody else's work
- \* Copying sentences from somebody else's work so that they appear to be yours
- \* Changing only a few words of another's work but keeping the shape and size of the original passage
- \* Not keeping the source of ideas clear (stealing ideas or thoughts from a television show, movie, video game, or any other print or media source)
- \* Turning in another student's work without that student's knowledge
- \* Turning in a paper that a peer has written for you
- \* Paraphrasing materials from a source text without proper documentation
- \* Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- \* Buying or using a paper from a research service or "term paper mill"
- \* Turning in a paper from a "free term paper" website

Since this list is not inclusive, students having questions about any possible examples should ask their teachers. Plagiarism on a required English research paper, or on the required Writing Portfolio, automatically results in a failing grade in English for the semester in which the paper or portfolio is completed.

#### **TELECOMMUNICATION DEVICES (ELECTRONIC COMMUNICATION DEVICES)**

**THE SCHOOL HAS NO RESPONSIBILITY TO INVESTIGATE AND THEREFORE MAY NOT INVESTIGATE THE LOSS OR THEFT OF ELECTRONIC COMMUNICATION DEVICES (ECD) SUCH AS CELL PHONES, I-PODS, VIDEO GAMES, ETC. AS THESE ITEMS SHOULD NOT BE BROUGHT TO SCHOOL BY STUDENTS.**

When a cell phone is being used for any non-instructional purpose during class time (including but not limited to the following: to check the time, to use as a calculator, to text, or talk) it will be confiscated by the teacher and turned in to the office. When a phone is confiscated it must be turned over intact. Removing the SIM card from the phone or refusing to surrender the phone will result in serious disciplinary action. Students will not be allowed to have confiscated phones returned to them. The parent or guardian of record must come to the school to retrieve the device. The parent or guardian as well as the student must sign a notice of future consequences if the student has another device confiscated before the phone may be returned.

1. On the first offense the student must surrender the phone immediately to any staff member. The phone may be picked up at the end of the day by a parent or guardian and the student will be warned of future consequences.
2. On the second offense the student must immediately surrender the phone to any staff member. The phone may be picked up at the end of the school day by a parent or guardian and the student will be assigned one full day in ISI.
3. On the third offense the student must immediately surrender the phone to any staff member. The phone may be picked up at the end of the school day by a parent or guardian and the student will be assigned 2 full days in ISI.
4. On the fourth offense the student must immediately surrender the phone to any staff member. The phone may be picked up at the end of the school day by a parent or guardian and the student will be assigned 4 full days in ISI.

Subsequent offenses may be viewed as defiant behavior and consequences will continue to escalate.

Any phone left at the school after the school year may be donated to an appropriate charitable organization.

Students and parents should also refer to the Simpson County Board of Education policy regarding cell phones and other electronic devices. It can be found in the District's Code of Acceptable Behavior and Discipline, which is a part of your packet of information.

#### **DRUGS AND ALCOHOL\***

The Simpson County Schools Code of Acceptable Student Behavior and Discipline distributed to each student clearly outlines actions required by all schools for any drug-related offenses (please review). In addition, at FSHS all students with drug-related offenses (as described in the "Code of Acceptable Student Behavior and Discipline") will be referred to the FSHS School Based Drug Review Board (SBDRB) for a hearing. The SBDRB membership consists of

- Administrator – Principal or Assistant Principal
- Student Assistance Coordinator
- Guidance Counselor
- Teacher familiar with the student being reviewed

During the minimum five days suspension following a drug-related offense, the student and a guardian must meet with the SBDRB to discuss the offense in addition to reviewing the student's academic, behavioral, and attendance records. Following the hearing, the SBDRB will make a recommendation regarding length of suspension or potential referral to the Simpson County Board of Education for expulsion. School Board policy requires students who are *not* expelled to obtain an evaluation from a qualified alcohol/drug counselor (see policy for details). Also, if the student is allowed to return to FSHS, the SBDRB may make additional recommendations in the form of a behavioral contract. The Principal/designee makes the final determination regarding the student's outcome (e.g., suspension days, expulsion, and other requirements). Students who do not fulfill the behavioral expectations outlined following a SBDRB hearing risk a subsequent referral for expulsion.

The goal of the SBDRB is to use the drug-related offense as an opportunity for intervention. The Board's mission is to promote a healthy, safe, and drug-free school environment at Franklin-Simpson High School through implementation of clear and consistent consequences for drug-related violations. When making its recommendations, the Board considers the best course of action for *both* the offending student *and* the student body as a whole.

*\* Failing a drug test from the random drug testing program is not considered a drug-related school offense as described above. The random drug testing program is confidential and is administered with students who participate in extracurricular activities, park on campus, or are signed up by their guardians to participate.*

- **For security purposes, all classroom doors will be shut and locked during instruction throughout the school day.**

### **STUDENTS WITH DISABILITIES**

In cases involving students with disabilities, the procedures mandated by Federal and State law for students with disabilities shall be followed.

### **RETENTION OF RECORDS**

While the Simpson County Schools maintain attendance and academic records for all current and former students, Kentucky Records Retention Guidelines describe how we are to maintain and/or destroy Exceptional Student Records according to PL 94-142, Sec. 300.573 and PL 93-380 Sec. 513. The following records will be destroyed five years after the student's educational program has been completed, or after five years of inactivity:

- \* All notices of placement, record disclosures, and ARC meetings
- \* All due process forms, including ARC conference summaries, parental permissions for testing and placement, developmental/social histories, and any other information contained within the Due Process Folder

Copies of these records will not be retained unless requested in writing. For further information contact Director of Exceptional Children Programs Sheila Baugh at (270) 586-8877.

### **QUALIFICATIONS OF TEACHERS**

In compliance with the federal No Child Left Behind (NCLB) law, Franklin-Simpson High School endeavors to provide the most qualified teachers possible in each subject area. Parents having questions regarding the qualifications of their children's teacher(s) should contact the Principal at (270) 586-3273.

### **STUDENT RESPONSIBILITIES**

As a student at Franklin-Simpson High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

1. **The Teaching-Learning Process** -- You deserve the best instruction that Franklin-Simpson High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students. Learning is a natural process and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur." (Alder)
2. **Respect For The Rights of Others** -- Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of the others, we at Franklin-Simpson High school will support and help you.
3. **Responsibility For Your Own Actions** -- You will be held responsible only for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen of Franklin-Simpson High School. If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your important second responsibility is to be prepared to accept the consequences of your actions.

### **PARENTAL RESPONSIBILITIES**

The Simpson County Board of Education believes that the ultimate responsibility for a student's behavior rests with his parents. Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures. The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems which may arise, and expects that this cooperation will be

made apparent to the child. Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his rights judiciously. To realize this objective, the school reserves the right to hold parental conferences, guidance conferences, or conferences with the court, and the right to request schedule changes.

#### **ASBESTOS NOTICE**

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the principal's office of each school during regular business hours.

You will be notified at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Simpson County Schools.





Medical Excuse Form  
**Simpson County Schools**

This form is required only after fifteen (15) days of absences

Student Name \_\_\_\_\_

I hereby authorize this health care provider to release the information requested on this form for my child listed above. \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Date of Appointment \_\_\_\_\_ Time of Appointment \_\_\_\_\_ Time in \_\_\_\_\_ Time Out \_\_\_\_\_

Reason for Appointment (i.e. routine office visit, follow up visit, orthodontist, dentist, emergency, tests, etc.)  
\_\_\_\_\_

Was it medically necessary for this student to be absent on date of appointment? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Was it necessary for student to be absent from school for an entire day? Yes \_\_\_\_\_ No \_\_\_\_\_

Could this appointment have been scheduled during non-school hours? Yes \_\_\_\_\_ No \_\_\_\_\_

Will this student need to be absent more than one day? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how long? \_\_\_\_\_ This student may return to school on \_\_\_\_\_ (date)

Health Care Provider \_\_\_\_\_  
\_\_\_\_\_

Signature

Date

**Name & Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

Please Print

Fax \_\_\_\_\_

*Simpson County Schools comply with the Health Insurance Portability and Accountability Act (HIPPA).*

# FSHS Parking Permit Permission Form

Grade \_\_\_\_\_ (Name) \_\_\_\_\_ IS A STUDENT AT FSHS AND HAS MY PERMISSION TO DRIVE TO AND FROM SCHOOL INSTEAD OF RIDING ON SCHOOL PROVIDED TRANSPORTATION. BY GRANTING THIS PERMISSION, I UNDERSTAND THAT THE FOLLOWING CONDITIONS MUST BE MET BY THE DRIVER:

## DRIVING/PARKING

Students who drive to school must practice safe driving skills to and from school and while on school property. Student drivers must purchase a parking permit from the school and visibly display that permit in the vehicle at all times while on school property. Students must leave their vehicles promptly after arriving at school and must not return to that vehicle until their departure from school. Parking permits will cost \$20 before Christmas Break and \$10 after Christmas Break. Students must present proof of insurance at time of purchase.

## PARENT/STUDENT RESPONSIBILITY

The school does not carry insurance that will cover vehicles or students who park or drive on school property. Parents or students must carry insurance. The school is not responsible for any damage that happens to a car while it is on school property. The school is not responsible for theft of items from a vehicle. The school is not responsible for students who allow other students to ride with them. Parents are encouraged to know who their children are transporting to and from school.

## SCHOOL RESPONSIBILITY

The school retains the right to search all vehicles driven by students with OR WITHOUT the student's knowledge or permission. School officials may search the vehicle if there is any reason to suspect it contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs, or any type of explosive or disruptive device.

## DRIVING/PARKING RULES

1. FSHS has three lots for student parking. In front of the Central Office is designated for CO-OP parking. The lot beside the Career and Technical Center is for SENIORS. All others will park at the facility lot across from the football stadium.
2. All students must park within the assigned number space lines marked and display a current FSHS parking tag. Failure to park appropriately and/or display a current FSHS parking tag may result in the vehicle being towed at the owner's expense.
3. Being in the parking lot during school without permission is prohibited and may result in loss of parking privileges.
4. Leaving the lot without parent and school permission is prohibited.
5. Transporting another student off the school grounds without that student having permission from his/her parent is prohibited and will result in loss of parking privileges.
6. Students may lose their driving privileges due to tardiness to school or excessive absences. **3 unexcused tardies will result in the loss of parking privileges for 3 weeks. 6 unexcused tardies will result in loss of parking privileges for 6 weeks. 9 unexcused tardies will result in loss of parking privileges for 9 weeks.**
7. Students must leave their vehicles promptly after arriving at school and may not return to it until their departure from school.
8. Students driving in a disorderly manner, parking in the wrong spot or area, parking without a permit, or using another student's permit will be subject to disciplinary action, loss of parking privileges without a refund, and/or vehicle towed at the owner's expense. More severe disciplinary action could occur if needed.
9. If a student loses their parking privileges and there are other students on a waiting list to park, then their parking tag may be assigned to another student...SO DON'T LOSE YOUR PARKING PRIVILEGES!

**\*\* I have read the above driving/parking rules. I understand the above and will abide by these regulations.**

**\*\* ANY STUDENT WHO DOES NOT FOLLOW THE RULES FOR DRIVING/PARKING WILL EXPERIENCE THE LOSS OF DRIVING PRIVILEGES.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

CAR #1 MAKE \_\_\_\_\_

CAR #2 MAKE \_\_\_\_\_

COLOR \_\_\_\_\_

COLOR \_\_\_\_\_

YEAR \_\_\_\_\_

YEAR \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

## NOTES