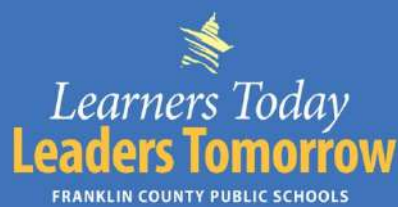




**FCPS**  
**2019-2020**  
**STUDENT AND PARENT**  
**HANDBOOK**



## TABLE OF CONTENTS

	<u>Page</u>
Letter to Parents and Students .....	2
Students' Rights and Responsibilities .....	3
Parental Responsibilities.....	3
Guidelines for the Standards of Student Conduct .....	5
Laws Regarding the Prosecution of Juveniles as Adults .....	15
Roles and Responsibilities.....	18
Fees, Fines, and Meal Charges .....	21
Standards of Student Conduct.....	25
Attendance and Tardiness .....	26
Dress Code .....	31
School Bus Rules and Regulations .....	35
Acceptable Computer System Use Policy .....	40
State Expulsion Form .....	51
Notice for Directory Information .....	52
Notification of Rights under FERPA .....	53
Notification of Rights under PPRA .....	54
Notification of Right to Request Information on Teacher Qualification .....	55
Parental Consent and Release for Photographic Media .....	56





## FRANKLIN COUNTY PUBLIC SCHOOLS

### Office of Superintendent

25 Bernard Road • Rocky Mount, VA 24151-6614  
(540) 483-5138 • FAX (540) 483-5806

August 2019

Greetings Franklin County Parents and Students:

On behalf of Franklin County Public Schools, I want to welcome you to the 2019-20 school year.

Virginia law gives the School Board and School Administration the mandate to make and enforce reasonable rules and regulations for its schools. These standards shall direct and regulate the conduct of students that are going to be attending, transported, and returning from school. These rules and regulations regarding student responsibilities and student rights shall be available in all school buildings and the central office.

Students are responsible for their behavior. We all must remind, reinforce and specify this basic principle to our children. Parents play a major role in the success of their child in school. I encourage parents to be the driving force in believing in each child's ability and demanding outstanding behavior and performance.

We expect each child to grow and develop into a responsible young adult. Eventually our students will become productive and successful members of society. We must work together to achieve this goal for each child.

The expectations that parents establish with their children will have a major influence in what they ultimately achieve. Parent involvement is appreciated as we work together to assure the success as well as personal and academic development of each child.

The handbook has a wealth of valuable and important information. It will answer many, if not all, of your questions.

Please read and discuss this Handbook with your child(ren). You are encouraged to contact the School Board Office (483-5138) and/or your child's school about any questions or concerns that you or your child may have regarding this Handbook, or any other matters.

We are committed to providing our students with the best educational experiences possible and hope the 2019-20 school session will be happy and successful for your child.

Respectfully,

W. Mark Church, Ph.D.  
Division Superintendent



## STUDENTS' RIGHTS AND RESPONSIBILITIES

The State of Virginia, as provided for in Article VIII, of the Constitution of Virginia, has established and must maintain a public school system. Except as specifically provided for in relevant chapters of the Virginia Code, all residents of the division, between the ages of five and twenty are entitled to attend the public schools without charge.

Along with the right to an education, each student has two responsibilities:

1. To apply himself/herself to the best of his/her ability to gain maximum benefit from the educational opportunities guaranteed to citizens, and
2. To act in such a way as not to interfere with rights of others to the same opportunity

Reasonable and necessary order in the educational institution itself is essential to the fostering and maintaining of educational opportunity. All students have the right to an environment that is safe, drug-free, and conducive to learning. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

## PARENTAL RESPONSIBILITIES

Excerpted from the *Code of Virginia (1950)*, as amended

### DEFINITION OF PARENTS (Section 22.1.1)

"Parent" or "parents" means any parent or guardian, legal custodian, or other person having control or charge of a child.

### Section 22.1-279.3 Parental responsibility and involvement requirements:

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth, and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parent to meet with the principal or his/her designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.



- E. In accordance with Section 22.1-277 and the guidelines required by Section 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.



## GUIDELINES FOR THE STANDARDS OF STUDENT CONDUCT

### **STATEMENT OF PURPOSE AND INTENT**

The development, implementation, and enforcement of the student conduct policy are intended to ensure a safe, non-disruptive environment for effective teaching and learning.

Standards of student conduct are designed to protect the health, safety and welfare of students.

The primary objectives of the standards of student conduct are

1. to provide standards and guidelines for student behavior;
2. to assist the student in becoming a responsible, productive, and self-disciplined citizen;
3. to maintain a safe and orderly environment in the classroom and all other areas of the school.

### **Elementary Schools**

The primary goal of any disciplinary policy for elementary schools is to provide a safe and orderly learning environment for the students. The manner in which children conduct themselves daily directly affects their morale, self-confidence and achievement. Regulations established to guide good conduct will aid a student's social, emotional and academic growth.

Seldom will infractions of law take place on an elementary campus, but in the unlikely event that such should occur, identical measures that take place at the secondary level, including notification of parents and legal authorities will follow. A thorough investigation by the building principal, as well as compliance with a student's right to due process, will occur.

Each elementary school will establish a conduct code based on the principles of assertive discipline. Although each school will establish certain specific interpretations, the general principles of assertive discipline will be used by every school. Those principles are as follows:

- Each school will adopt a set of school rules and consequent action to follow if a rule is broken.
- The rules will be clearly stated in a positive way to encourage the desired behavior.
- The disciplinary actions to follow will be presented in a step format expanding in severity of punishment with each step. The frequency of a student's misbehavior will determine the consequent action.

### **Secondary Schools**

It is the policy of the Franklin County School Board that the discipline and control of students shall be the responsibility of the teachers, guidance personnel and principals of the respective schools. The supervision and control of students should be maintained during the entire period of time that they are in school, during school activities, on the school grounds before and after school, on the way to and from school on school buses, and at school sponsored activities.

The first objective in working with student problems is to attempt to solve as many problems as possible through conferences with students. Most problems of a less serious nature can be worked out through counseling and soliciting student cooperation to correct problems and to improve behavior.

In the event of problems of a serious nature or repetition of less serious problems, parents or guardians will be contacted in person or by letter to apprise them of problems in which the student has been involved and to solicit their cooperation and assistance in working with the student.



## **APPLICATION OF POLICY**

Standards of student conduct apply to all students under the jurisdiction of a school board.

Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the school board and other appropriate school officials.

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Students are subject to corrective disciplinary action for misconduct that occurs:

1. in school or on school property
2. on a school vehicle
3. while participating in or attending any school sponsored activity or trip
4. on the way to and from school, and
5. off school property, when the acts lead to
  - an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the Code of Virginia (unlawful purchase, possession or use of a weapon; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana; arson and related crimes; and burglary and related offenses; criminal street gang activity or recruitment for such activity), or
  - a charge that would be a felony if committed by an adult.

## **DISCIPLINARY ACTION: CRITERIA, PROCEDURES, AND PROCESSES**

### ***Removal of a Student from Class***

Teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. The removal of the student is necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior.
2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.
3. The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.
4. Written notice of the student's behavior and removal from class is given to the parent by the teacher.

### ***Requirements for Behavior Reports***

No removal under this policy shall occur unless a minimum of two prior written incident reports, discipline referral reports, etc., have been filed with school administrators. Parents must be notified of each report and given the opportunity to meet with the teacher and administrator. Such notice and documentation shall be required for each incident. Upon removal, the teacher shall file a "Student Removal Form" with school administrators and any other documentation to support the removal including, but not limited to, the previous two (2) behavior reports.

### ***Procedures for Written Notification of Student and Parents***

- The teacher shall submit the Student Removal Form, along with all required and pertinent documentation (i.e. notes, telephone calls, conferences, etc.), to the administrator.
- The administrator shall notify the parent(s) and give them the opportunity to meet with the teacher and administrator. This meeting is held to inform the parent(s) of the action taken.
- Documentation must be maintained of parental notification and action taken.





### ***Guidelines for Alternative Assignment and Instruction of Removed Students***

The administrator shall determine the appropriate placement of the student, who has been removed from a class. The administrator has several options regarding the placement of a removed student, including, but not limited to the suggestions below.

Some suggestions are as follows:

- Assign the student to an alternative program.
- Assign the student to another class either temporarily or permanently.
- Send the student to the administrator's office or study hall. If the administrator chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student.
- Suspend or expel the student. If the administrator chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and, in the case of students with disabilities, in accordance with federal law.
- Return the student to class (see procedures below).

### ***Procedures for the Student's Return to Class***

The administrator shall determine, after consultation with the teacher, the duration of the student's removal from class. The administrator shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the administrator's decision to return a student to class.

- The teacher and administrator shall discuss the teacher's objection to returning the student to class and the administrator's reason for returning the student.
- The teacher, after meeting with the administrator, may appeal the administrator's decision to a panel of three (3) selected from a pool of teachers, counselors, and administrators. This panel will make a recommendation to the superintendent whose decision is final.
- The Superintendent's decision shall be made within five (5) working days of the teacher's appeal. During the appeal process, the student shall not be returned to class and the administrator will determine an appropriate placement for the student. The Student Removal Form, along with supporting documentation, must accompany the appeal request.

**If the decision is made to return the student to class, the teacher and administrator and/or child study committee shall develop a plan to address future disruptive behavior.**

### ***Short-Term Suspension***

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of-school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall

1. notify the student of the right to appeal;
2. make a reasonable effort to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home; and
3. send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return.

Refer to *Violation of Suspension* (below) for additional information.





### ***Short-Term Suspension Appeal and Review***

Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his designee (appeals officer) and the parent of the pupil suspended. The division superintendent or his designee (appeals officer) shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the pupil's behavior. The decision of the division superintendent or his designee (appeals officer) shall be final.

### ***Long-Term Suspension***

A student may be suspended for more than 10 days following a hearing before the school board. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The school administration may determine that transfer to another school serves the best interest of the student and the school. The school board may confirm or disapprove the suspension of a student. When a student is placed on long-term suspension, written notice of the suspension shall be sent in accordance with state law.

### ***Long-Term Suspension Appeals and Review***

On the request by a parent or guardian, the suspension of a student is subject to review by the superintendent, and on further request by a parent or guardian the suspension is subject to review by the school board.

In any case in which a parent or guardian requests review of a suspension by the school board, the board shall review the appeal within thirty days. The board's decision will be reached after consideration of all relevant information, including written or oral statements that the parent or guardian may wish to present. All information relevant to the review will be presented in an executive session of the school board, which, at the option of the parent or guardian, may be attended by the student, parent or guardian and their appointed representative. The board's action to sustain or modify the action of suspension shall be taken in public session without public identification of the student involved and promptly shall be communicated in writing to the parent or guardian.

### ***Violation of Suspension***

While a student is under suspension, he/she is denied access to the school premises except with the permission of the principal. If a student under suspension is found on the school premises without the permission of the principal, he/she shall be referred to the juvenile court authorities or shall be deemed a trespasser and prosecuted as such.

Any student who is suspended and who is also enrolled in a vocational school shall be deemed suspended from the vocational school. A student enrolled in a work cooperative program who is suspended also may be restricted from employment during the period of suspension.

### ***Other Disciplinary Consequences***

A school board may allow a student who has been suspended to complete academic assignments during the period of suspension in accordance with conditions established by the school board. School board policy may provide for ongoing consequences after a student returns to school following suspension or expulsion including, but not limited to, probationary status requiring satisfactory performance and conduct, limitations of privileges, community service, or restitution.

Students who have been suspended for alcohol, drugs, tobacco, sexual offenses, weapons, fights resulting in a ten-day suspension, or disrespectful and/or disruptive behaviors that result in more than ten cumulative days of Out-of-School Suspension will not be allowed to participate in or attend extra-curricular activities including, but not limited to, Homecoming, Prom, athletic contests, club meetings, pep rallies, talent show, parking on campus, senior trip, senior banquet, etc.



### ***Expulsion***

A student may be expelled only by action of the school board based on the recommendation of the principal and the superintendent. In the case of a recommendation for expulsion by the principal, the superintendent or his designee shall conduct a review of the recommendation. The review shall take into account the following factors:

1. The nature and seriousness of the violation
2. The degree of danger to the school community
3. The student's disciplinary history, including the seriousness and number of previous infractions
4. The appropriateness and availability of an alternative education placement or program
5. The student's age and grade level
6. The results of any mental health, substance abuse, or special education assessments
7. The student's attendance and academic records
8. Such other matters as deemed to be appropriate.

If the superintendent/designee upholds the recommendation, a hearing shall be held before the school board. When a student is expelled, written notice of the expulsion shall be sent in accordance with state law. The superintendent or his designee shall establish a schedule by which pupils who have been expelled may apply and reapply for readmission to school.

No decision to expel a student shall be reversed on the grounds that the above factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

### ***Expulsion for Weapons-Related Offense***

Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity shall be expelled for a period of not less than one year (365 days). However, the school board may determine, based on the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and recommend that action to the school board for final determination.

### ***Expulsion for Drug-Related Offense***

Any student determined to have distributed or manufactured a controlled substance including anabolic steroids or prescription drugs, an imitation controlled drug, or other prohibited substance on school property or at a school-sponsored activity shall be expelled for a period of not less than one year. However, the school board may determine, based on the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and recommend that action to the school board for final determination.

### ***Admission of Students Suspended or Expelled from Another School Division***

A student who has been expelled or suspended for more than 30 days from attendance at school by a school board or a private school, or for whom admission has been withdrawn by a private school, may be excluded from attendance for no more than one calendar year in the case of expulsion or withdrawal of admission, and in the case of suspension of more than 30 days, for no longer than the duration of such suspension. The school shall provide written notice to the student and his or her parent of the reasons for such possible exclusion and of the right to a hearing conducted by the division superintendent. The student may not attend school until a review of the case is conducted by the division superintendent. Exclusion shall be imposed upon a finding that the student presents a danger to the other students or staff members of the school.



division. The decision to exclude the student shall be final unless altered by the school board after timely written petition. Upon the expiration of the exclusion, the student may petition the division superintendent for admission.

### ***Corporal Punishment***

The superintendent shall see that all employees of the school board are aware of the *Code of Virginia*, Section 22.1-279.1, Corporal punishment prohibited. Employees will also be informed that the board demands compliance with both the word and intent of the law.

The definition of corporal punishment specifically excludes the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control as permitted by law.

### ***Academic Punishment***

Academic punishment, which is defined as reducing credit previously earned, shall not be used. A student's academic grade shall be based solely on his/her achievement. Other types of discipline, rather than an arbitrary reduction in credit earned, should be employed when punishment is necessary.

This statement should not be interpreted to preclude a student's average grade being lowered by his/her failure to do assigned work. A student cannot be given credit for work not done, such as may occur when he/she fails to do assigned work or when he/she had an unexcused absence from class resulting in his/her not having the privilege of making up missed work. The teacher will not penalize the student beyond the period of the unexcused absence.

### ***Group Punishment***

The use of group punishment in the school division is not endorsed by the board and its use is strongly discouraged.

## **CONSIDERATIONS FOR DISCIPLINING STUDENTS WITH DISABILITIES**

The due process procedures for student suspension and expulsions, as specified in Section 22.1-277 of the *Code of Virginia*, 1940, as amended, apply to students with disabilities. There are however additional procedural projections that must be met when a local school division disciplines a student with disabilities. The specific procedural projections are applicable whenever a local school division is contemplating or proposing a long-term suspension or expulsion. The procedural requirements must be followed prior to the imposition of a long-term suspension or expulsion. Further, the procedural protections, outlined as follows, apply to a student with disabilities regardless of the level of special education and related services the student receives (consultation to residential).

Section 504, which mandates nondiscrimination on the basis of disability in all programs and activities receiving federal financial assistance, applies to any individual who qualifies as a handicapped person. Handicapped person is defined as:

- has a physical or mental impairment which substantially limits one or more major live activities, or
- has a record of such an impairment, or
- is regarded as having an impairment.

### ***Short-term Suspension***

A short-term suspension is when a student is removed from class or school for ten (10) days or less. It does not constitute a change in placement. The child is subject to normal disciplinary



procedures whether or not there is a casual connection between the child's disability and misconduct.

### ***Series of Short-term Suspensions***

While a long-term suspension is defined as "greater than ten (10) consecutive days," there are circumstances when a series of short-term suspensions, after review, can be aggregated to indicate a long-term suspension.

A series of suspensions, which aggregates to more than ten (10) days, may be considered a significant change in placement requiring reevaluation and procedural protections. Factors to consider in determining whether aggregate suspensions of greater than ten (10) days are long-term suspensions include length of each suspension, proximity of suspensions, and total amount of days suspended.

In addition, the similarity of the misconduct triggering the suspensions could also be considered as a factor in determining whether the aggregate suspensions of greater than ten (10) days are a long-term suspension.

Further, a series of suspensions, upon review, may also suggest to the local school division that some aspect of the student's educational program is not meeting the student's needs. In such instances, the individualized education program (IEP) committee would be responsible for reviewing and revising the IEP, as necessary.

In such instances, the ten (10) days suspension clock starts over again once the placement of a student with disabilities, who previously has been suspended for misconduct, has been changed through the appropriate procedures for reviewing and revising the student's IEP.

### ***Long-term Suspension (Greater Than Ten (10) Days and Expulsion)***

When a student is removed from class or school for more than ten (10) consecutive days, a determination must be made as to whether or not there is a direct causal relationship between the child's disability and the misconduct. This determination must be made pursuant to the change in placement procedures by a committee of the following composition:

- a representative of the local school division, other than the child's teacher, qualified to provide or supervise the provision of special education,
- the child's teacher,
- one or both of the child's parents,
- the child, if appropriate,
- persons knowledgeable about the child, the meaning of the evaluation data, and the placement procedures, and
- other individuals, at the discretion of the parents or the local school division.

### ***Dangerous Students With A Disability***

LEAs may not unilaterally change the placement of a student with dangerous behavior when the misconduct is caused by the disability. LEAs, however, may use normal disciplinary measures for a child who exhibits dangerous behavior to include, for example, timeouts or suspension up to ten (10) days. An LEA may only impose an expulsion or long-term suspension on a student with a disability whose misconduct has been determined to be caused by his disability by obtaining an injunction, based on dangerousness of the student, from a court of competent jurisdiction.

Additional alternative methods of dealing with a dangerous student with disabilities may include the following:

- impose normal disciplinary measures (use of timeout, detention, restriction of privileges, and study carrels)
- Obtain the agreement of the student's parents to an alternative or interim placement



- Obtain a court order to institute a change in placement, upon a showing that the maintenance of the student's current placement is substantially likely to result in injury to the student or others.

### ***Drug-Related Offenses***

Individuals who are "currently engaging in the illegal use of drugs" are excluded from the definition of an individual with handicaps. This exclusion has resulted because the Americans with Disability Act amended Section 504 to so exclude them.

Further, a school division is authorized to take disciplinary action against students with disabilities for the use or possession of illegal drugs or alcohol to the same extent of nondisabled students and without the due process protection of section 504, as long as the school division can show the students are currently using such substances. This results from the amendment of Section 504 by the ADA.

### ***Procedural Safeguards***

Parents of students with disabilities must be fully informed of their procedural rights, including the right to appeal either the determination of whether or not there is a casual connection between the student's disability and the misconduct and/or the determination of the appropriateness of the placement at the time of the misconduct.

### ***Child's Status During Proceedings***

During the pendency of any administrative hearing or appeal or during the pendency of any judicial proceeding regarding these regulations, unless the LEA and parent agree otherwise, the child must remain in his current educational placement. While the placement may not be changed, this does not preclude using normal procedures for dealing with children who are endangering themselves and others. Such procedures do not include expulsion or suspension over ten (10) days; however, the procedures may include timeout, detention, restriction of privileges, or temporary suspension up to ten (10) days.

Further information can be found on the division's website:

[http://www.frco.k12.va.us/support\\_depts/special\\_programs\\_services/new%20web%20site%20info/SERVICES%20list%20for%20link.htm](http://www.frco.k12.va.us/support_depts/special_programs_services/new%20web%20site%20info/SERVICES%20list%20for%20link.htm)

## **QUESTIONING / INVESTIGATION / ARRESTS**

### ***Police Questioning/Interviewing***

A student, physically in school, may not be interviewed/questioned by police or any person not affiliated with the school without the knowledge of school officials.

Any questioning/interviewing must be done in private with an official school representative present. The building principal will make contact with the parent/guardian as soon as possible.

The principal and/or a designated representative shall maintain information derived from the questioning in strictest confidence unless law enforcement procedures shall require otherwise.

A student may not be released to the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.



### ***School Questioning/Interviewing***

When a student is questioned by school officials or staff members for the purpose of investigation, be it relative to his/her conduct or an attempt to gather information, he/she shall have the right to be accompanied by a teacher, counselor or parent during the questioning, if he/she so desires.

## **SEARCH AND SEIZURE**

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety, and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

### ***Personal Searches***

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be justified at its inception and reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may be conducted





only when an extremely serious situation exists, requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness.

School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or his designee, unless the health or safety of the student is endangered by the delay.

### ***Locker and Desk Searches***

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### ***Automobile Searches***

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### ***Computer Searches***

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school and in accordance with Policy IIBEA (Acceptable Computer System Use). School officials may search school computers, software and internet access records at any time for any reason and without student consent.

### ***Consent Searches***

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves at risk of punishment for refusing to grant permission for the search.

### ***Seizure of Illegal Materials***

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.





## LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the *Code of Virginia* states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the *Code*.

### **Who is a juvenile?**

Section 16.1-228 of the *Code of Virginia* defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

### **How is the age of the juvenile calculated?**

Section 16.1-241 of the *Code of Virginia* provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

### **Under what circumstances does the law permit the transfer of juveniles for trial as adults?**

The *Code of Virginia* permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

#### **Circumstance #1**

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.



- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

(§§ 18.2-9 and 18.2-10 of the *Code of Virginia*)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile's degree of mental retardation or mental illness
- The juvenile's school record and education
- The juvenile's mental and emotional maturity
- The juvenile's physical condition and maturity

## **Circumstance #2**

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the *Code of Virginia*)



### **Circumstance #3**

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the Code of Virginia)

### **If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?**

If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

### **Does the transfer impact subsequent alleged criminal offenses?**

Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the Code of Virginia)

### **What happens when an adult is sentenced for a crime he or she committed as a juvenile?**

When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (§ 16.1-284 of the *Code of Virginia*)

### **What can happen if a juvenile is tried as an adult?**

There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.



## ROLES AND RESPONSIBILITIES

School board members, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the School Board to adopt policies and regulations. The superintendent has responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards. The school principal has responsibility to enforce the student conduct standards using reasonable judgment. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Students are expected to attend school regularly and to demonstrate good citizenship, enjoying the rights and fulfilling responsibilities set forth in the student conduct standards.

### ***Standards of Quality***

Section 22.1-253.13:7.D.3. of the Code of Virginia (part of the section of the Code known as the Standards of Quality) requires local school boards to maintain and follow an up-to-date policy manual that includes “standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.” Local school boards must give consideration to the views of teachers, parents, and other concerned citizens in the development of policies.

### ***School Board Regulations***

- Section 22.1-78. of the Code authorizes local school boards to adopt bylaws and regulations “for its own government, for the management of its official business and for the supervision of schools, including but not limited to the proper discipline of students, including their conduct going to and returning from school.”
- Section 22.1-279.6.B. of the Code requires local school boards to adopt and revise regulations on codes of student conduct that are consistent with, but may be more stringent than, the guidelines of the Board. School boards are required to include procedures for suspension, expulsion, and exclusion decisions, to biennially review student conduct code guidelines, and to include prohibitions against hazing and profane or obscene language or conduct. School boards are authorized to regulate certain communications devices and, at their discretion, require or encourage drug testing.
- Section 22.1-279.9. of the Code requires school boards, in cooperation with the local law enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community-at-large, to develop programs to prevent violence and crime on school property and at school-sponsored events.

### **Removal, Suspension and Expulsion of Pupils**

- Section 22.1-276.2. of the Code gives teachers initial authority to remove a student from a class for disruptive behavior and requires all school boards to establish the criteria for teachers to remove disruptive students, requirements for reporting incidents of disruptive behavior, procedures for written notification to a student and the student’s parents, guidelines for alternative assignment and instruction of such students, and procedures for the return of students to class and teacher participation in the decision.
- Section 22.1-277. of the Code authorizes the suspension or expulsion of pupils “for sufficient cause,” including acts off school property when the acts lead to an adjudication of delinquency, a conviction of certain offenses, or a charge that would be a felony if committed by an adult.
- Section 22.1-277.04. of the Code sets forth authorization for short-term suspensions (10 school days or less) and procedures for suspension and for readmission.
- Section 22.1- 277.05. of the Code sets forth authorization for long-term suspensions (more than 10 school days but less than 365 calendar days) and procedures for suspension and for readmission.



- Section 22.1-277.06 sets forth authorization for expulsion and procedures for expulsion and for readmission. Recommendations for expulsion for other than weapons and drug offenses are required to be based on consideration of factors specified in the Code, including the nature and seriousness of the violation and the student's disciplinary history.
- Section 22.1-277.07. of the Code requires school boards to expel students who bring a firearm or other destructive device (defined in the Section) onto school property or to a school-sponsored event in violation of the Gun-Free Schools Act of 1994. School boards are authorized to consider factors listed in § 22.1-277.06. in determining "special circumstances" in particular cases that would justify another disciplinary action.
- Section 22.1-277.08. of the Code requires school boards to expel students who bring a controlled substance, imitation controlled substance, or marijuana or synthetic cannabinoids onto school property or to a school-sponsored event. School boards are authorized to consider factors listed in § 22.1- 277.06. in determining "special circumstances" in particular cases that would justify another disciplinary action.

#### Alternative Educational and Intervention Programs

- Section 22.1-277.2:1. of the Code authorizes school boards to require any student to attend an alternative education program under prescribed circumstances. Procedures to be followed when requiring an alternative education program are also prescribed. It should be noted that alternative education programs are authorized but not required by the Code to be established.
- Section 22.1-254.2.A.6. and 7. In its 2006 Session, the General Assembly added to the list of persons who may participate in the GED testing program to include (i) persons 16 years of age or older who have been expelled from school and (ii) persons required by court order to participate in the testing program.  
School boards may require any student who has been found in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

### ***Legal Responsibilities of Others***

#### Role of the Principal and School Administration

- The Virginia Standards of Accreditation (2000), Section 8 VAC 20-131-210.A., states that the principal "is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources."
- Section B.2. specifies that the principal shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment."
- Section 8 VAC 20-131-260.C.3., requires a school administration to ensure "a written procedure, in accordance with guidelines established by the local board, for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity."

#### Parental Responsibility

- Section 22.1-279.3. of the Code of Virginia sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance. Procedures are set forth for notifying parents of their responsibilities, documenting the notification, and taking steps against parents for willful and unreasonable refusal to participate in efforts to improve their child's behavior or school attendance. Each parent of a student must



sign a statement acknowledging the receipt of the school board's standards of student conduct and return it to the school.

- Section 22.1-3.2.A. and B. of the Code of Virginia requires a parent or guardian to provide a public school, upon registration of a student, information concerning criminal convictions or delinquency adjudications for any offense listed in subsection G of § 16.1-260. These include homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, or distribution of Schedule I or II controlled substances or marijuana or synthetic cannabinoids, arson, burglary and robbery, prohibited street gang activity, and recruitment for street gang activity. When the school registration results from foster care placement, the information is to be furnished by the local social services agency or licensed child-placing agency that made the foster care placement. This requirement was added by the 2006 General Assembly.

#### Responsibilities of Law Enforcement Agencies

- Section 22.1-279.3:1.B. of the Code of Virginia requires law enforcement agencies to notify a division superintendent, a principal, or a designee when a student in their school commits certain offenses that would be a felony if committed by an adult or a violation of the Drug Control Act, or an adult misdemeanor as listed in § 22.1-279.3:1.A. and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. It further requires that any school superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection § 16.1-260 to report the information to the principal of the school in which the juvenile is enrolled. Requirements for law enforcement agencies to report the release status of the student and for school superintendents to inform principals were added by the 2006 General Assembly.

#### Reports to Law Enforcement Agencies

Section 22.1-279.3:1.A. of the Code of Virginia lists certain offenses that school officials are required to report to local law-enforcement agencies. Listed below are categories of offenses that will be referred to law enforcement. These acts constitute a violation of the law.

- Alcohol and other drug use and/or possession (including tobacco and smokeless tobacco, and electronic cigarettes)
- Assault and battery
- Bomb threats
- Extortion
- Homicide
- Possession of weapons
- Property crimes (arson, burglary, theft, vandalism)
- Robbery
- Runaways
- Sex offenders (indecent exposure, obscene phone call, rape, sodomy, and child molestation)
- Threats to do bodily harm
- Trespassing
- Use of abusive or profane language

This list is not all-inclusive, as there are other violations that may be referred to law enforcement officers.





## APPEALS AND APPEAL PROCEDURES

An appeal is a formal request for reconsideration of an action taken against or punishment imposed on a student by an administrator. A student or his/her parents or guardian has the right to initiate an appeal. All appeals must be placed in writing within five (5) school days of the action taken or the punishment imposed upon which the appeal is based.

Students shall have the right to appeal most administrative decisions/actions taken against them by school administrators to the next highest authority, with steps reaching to the School Board (see below).

- Step 1: building administrator or assistant administrator
- Step 2: associate principal (if applicable)
- Step 3: campus principal
- Step 4: appeals officer (final step for suspension of 10 days or less)
- Step 5: assistant superintendent/superintendent
- Step 6: school board

## FEES, FINES, AND MEAL CHARGES

The following regulation (JN-R) was approved by the Franklin County School Board in August 2013 to organize and set guidelines for student fees, fines, and charges.

### ***Generally***

Only those fees and charges permitted by law or the regulations of the Board of Education may be required of students. The School Board, upon recommendation of the superintendent, may take action against a pupil or pupil's parent for any actual loss, breakage, or destruction of, or failure to return property owned by or under the control of the School Board. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Students participating in extra- and/or co-curricular activities may have associated expenses, such as an activity fee, camp fees, uniforms, etc. Unpaid fees will result in the student being ineligible to participate in games, meets, or other extra events. Activity fees will not be refunded if the student discontinues their participation, or when the student is removed from the team or activity for disciplinary reasons. The administration reserves the right to review and make a determination of any individual situation.

The teacher, coach or sponsor will file debt obligations with the school bookkeeper. Any student who has a delinquent or outstanding debt (library fines, charges for lost or damaged books, unpaid fees for uniforms, unresolved accounts for fundraisers, etc.) will not be allowed to participate in any extracurricular or fundraising event sponsored by the school. Such activities may include, but are not limited to, sporting events, prom/dances, and some field trips. Seniors with outstanding debt will not be denied their diploma; however, they may not participate in the graduation ceremony. Any student attending an extracurricular activity while on the debt list will be subject to disciplinary action.

Payment of debts should be made to the school bookkeeper. Debts incurred in the preceding school year are carried over to the current year.





### **Textbooks**

Each student is issued a textbook for each course free of charge. The textbook then becomes the responsibility of the student. The student to whom the textbook is issued must pay for lost or damaged textbooks.

### **Parking Permits**

Due to limited number of parking spaces available on campus, consideration for parking permits is first given to students who are taking work-related technical courses and students required to stay after school for sports and activities.

- Permits are issued to students for a \$40.00 fee.
- The cost to replace a parking decal for any reason is \$40.00.

### **Driver's Education Fees**

Fees for the behind-the-wheel portion of the driver's education program will be assessed in order to recover the program costs that exceed state funds.

### **Schedule of Student Fees**

- A school's request for donations for Cultural Arts programs will be considered optional.
- A fee waiver may be requested for economically disadvantaged student/families. Please contact the student's guidance counselor for information.
- Students may be requested to bring specific, necessary supplies for their own use in the classroom.

#### **1. ELEMENTARY LEVEL**

Possible Fees, Fines, and Charges	Amount	Purpose
Materials Fee	\$6.00	School-specific, hard-to-find consumable items, and non-standard classroom materials
Student Planner Charge	\$5.00	Replacement
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbooks Fee	Not to exceed replacement value	Damaged or replacement books
Yearbook Charge	Varies by school	Optional

#### **2. MIDDLE SCHOOL LEVEL**

Possible Fees, Fines, and Charges	Amount	Purpose
Materials Fee	\$6.00	School-specific, hard-to-find consumable items, and non-standard classroom materials
Student Planner Charge	\$5.00	Replacement
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbooks Fee	Not to exceed replacement value	Damaged or replacement books
Physical Education Charges	Gym suit \$14.00 Gym Shirt only \$7.00 Gym Shorts only \$7.00 Gym Bag \$7.00	Optional
Yearbook Charge	TBA	Optional
Music-related Fees	Varies	Instruments



### 3. HIGH SCHOOL LEVEL

Possible Fees, Fines, and Charges	Amount	Purpose
Parking Fees	\$50.00 for parking decal \$50.00 for replacement decal	On Campus Parking
Graduation-related Fees	\$40.00	Graduation apparel (cap, gown, tassel), diploma and cover, etc.
Music-related Fees	Varies	Spring trip, Marching Band shoes and gloves
Sports-related Fees	Varies	Depends on sport, travel, etc.
Test-related Charges	\$92.00	AP test fee
Physical Education Fees	\$14.00	P.E. Uniform (optional)
Road and Range Charges	\$45.00-\$75.00	Behind the Wheel training
Class Dues	\$20.00-\$40.00	Senior Class activity fee
Club Fees	\$5.00 - \$25.00	Activity-related fee
Lab Fees	\$25.00	AP/Dual Enrollment science lab fees
Student Transcripts, Immunization Records, Birth Certificate Fees	\$3.00 per copy after the first one (which is free)	Cost of paper, printing and postage
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbook Fee	Not to exceed replacement value	Damaged or replacement book
Yearbook Charge	\$65.00-\$80.00	Purchase price of the annual (optional)
Special Class Fees	actual fees	Va. Western Comm. College Regional Academy classes
Special Class Fees	actual fees	Va. Western Comm. College Dual Enrollment classes

#### ***Meal Charges***

Meal charge policy for students with insufficient funds for school meals and delinquent accounts in the school nutrition program.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Foodservice Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Students are allowed to charge three meals.



After that, K-8 students will receive a peanut butter & jelly or cheese sandwich and a milk until they bring in money or their bill is paid. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

9-12 students will need to bring money to purchase a meal. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

The SFA will notify households of low or negative balances. This will be done by letters via US mail, email, letters sent home with student, phone calls and text messages. The student's household will be notified after three days before repayment request.

All debt must be paid by the end of the year. Efforts to collect delinquent and/or bad debt will be handled by:

1. text, phone calls and emails
2. 1st letter
3. 2nd letter
4. Notification/Notice of Adverse Action
5. Collection Agency/Legal action

#### ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program office at: (540) 483-5138, 25 Bernard Rd. Rocky Mount VA 24151

#### COLLECTION PROCEDURES FOR DELINQUENT AND BAD DEBT-ADVERSE ACTION

When a household has reached threshold of three meals, collection procedures will be initiated. Household will receive a Notification/Notice of Adverse Action stating collection procedures have begun.

### TRANSPORTATION

Bus transportation is provided for students in all areas of the county; however, riding the school bus is a privilege, not a right. Bus rules and regulations are vital to the safe transportation of students to and from schools.

The decision to close schools due to bad weather conditions is usually made before 6:30 a.m. In borderline cases, schools will open exactly one (1) or two (2) hours late with afternoon dismissal at the regular time, weather permitting. If bad weather conditions occur while buses are enroute to the schools in the morning, students will go to school and then be dismissed.

In case of emergency closing, all children should know where they are to go if parents are working or not at home. Parents are encouraged to instruct their children in what to do if they arrive home and no one is there.

### LEAVING SCHOOL GROUNDS/EARLY DISMISSAL

#### ***Leaving School Grounds***

No students, after arrival, may leave school grounds without approval of the principal or a designee.

#### ***Early Dismissal***

Students shall not be permitted to leave school prior to dismissal at the request of or in company of anyone other than a school employee or a parent or guardian, unless the express permission



of the parent or guardian is first secured. All students shall remain on the school premises until the appointed hour of school closing except in cases of illness or emergency or at the specific, personal request of the parent or guardian. In such cases, students may leave only with the consent of the principal or a designee.

Every precaution is to be taken to make sure that a telephone request for a student to be sent home is made by a responsible person before the student is permitted to leave school.

In the case of marital difficulty where one parent provides evidence of legal custody granted by the court and has requested that the student not be permitted to leave with the other parent, the request is to be honored.

## **STANDARDS OF STUDENT CONDUCT**

It is the belief of the Franklin County School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, the student conduct policy sets forth standards for student conduct.

Students are subject to corrective action for any misconduct that occurs

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to:
  1. an adjudication of delinquency pursuant to Virginia Code §16.1-305.1 or a conviction for an offense listed in Virginia Code §16.1-260, or
  2. a charge that would be a felony if committed by an adult.

In determining corrective action, consideration will be given to the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the student's attendance and academic records, and
- other appropriate matters.

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions. The options and alternatives may range from a required conference to mandatory expulsion, and may include but not be limited to the following:

- counseling
- parent/pupil conference with administrator
- modification of student classroom assignment or schedule
- loss of privileges, including access to the school division's computer system
- student behavior contract
- removal from class
- initiation of child study process
- tasks or restrictions assigned by the principal or his/her designee
- detention before school, during school or after school



- suspension from school-sponsored activities or events prior to, during, or after the regular school day
- referral to in-school intervention, mediation, or community service programs
- in-school suspension
- out-of-school suspension
- referral to an alternative education program
- notification of legal authority where appropriate
- mandatory recommendation for expulsion for bringing a firearm onto school property or to a school-sponsored activity; or use or possession of a controlled substance, imitation controlled substance or marijuana or synthetic cannabinoids, as defined in Chapter 34 or Title 54.1 and §18.2-247 of the *Code of Virginia* on school property or at a school-sponsored activity
- evaluation for alcohol or drug abuse
- participation in a drug, alcohol or violence intervention, prevention or treatment program

### ***Acceptable Use of the Internet***

Students shall abide by the Franklin County Public School Division's Acceptable Computer System Use Policy and Regulation. See pages 37-46 of this handbook and Policy Sections GAB and GAB-R on the division website: <http://www.frco.k12.va.us/>

### ***Alcohol and Other Drugs***

A student may not possess, use, give, sell, or distribute alcohol, tobacco and/or tobacco products, or other drugs on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, and drug paraphernalia, and includes anything that a student represents to be a restricted substance, or which a student believes is a restricted substance, or any prescription or non-prescription drug if not taken according to the prescription or the directions on the package. In addition to any other consequence which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

### ***Assault***

The following violations shall result in disciplinary action and may require mandatory sanctions:

- Verbally or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures up to and including a 10-day suspension and a recommendation for expulsion.
- Verbally or physically assaulting a school staff member shall result in suspension from school for up to 10 days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion shall be recommended.
- Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.
- A student assisting or encouraging others to fight will be considered equally as guilty and will be punished in accordance with the regulation.
- Claims of self defense do not constitute a valid defense for physically assaulting another student.

### ***Attendance and Tardiness***

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-



discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

#### RELIGIOUS HOLIDAYS

Students shall be excused for the observance of traditional religious holidays. The parent is responsible for notifying the child's school of the religious holiday(s) to be observed, and should prearrange absences. Notes from parents shall specify:

1. the date(s) of the absence(s);
2. the name of the religious holiday; and
3. a statement that the absence is due to the exercise of the student's bona fide religious beliefs.

If the parent is unable to prearrange the absence, a request for exemption must be received no later than the second (2<sup>nd</sup>) day after the student's return to school from the absence occasioned by the religious observance. Students are responsible for contacting teachers for missed work within three (3) days of absence(s).

#### SCHOOL PROCEDURES

1. Student absences will be recorded on a daily basis in each class.
2. A written note along with the official documentation shown in Table 1 (below) should be sent to school no later than the third (3<sup>rd</sup>) day after the student's return to school from absence.
  - a. For elementary students, the note should be sent by the parent or guardian to the teacher, office or appropriate school personnel whenever a student is absent or tardy.
  - b. For middle school students, the note should be sent by the parent or guardian to the student's guidance counselor whenever a student is absent or tardy.
  - c. For high school students, the note should be sent by the parent or guardian to the student's first period teacher or guidance counselor whenever a student is absent or tardy.

The contents of the parent's note must include the following:

- a. the student's full name;
- b. the date(s) of the absence(s);
- c. the specific, verifiable reason for the absence, tardiness or early dismissal;
- d. the signature of the parent; and
- e. a daytime phone number where a parent can be reached to verify the note.

Table 1 - Official Documentation Needed for an Absence To Be Considered EXCUSED	
Absences	Documentation Required
a. Personal illness or exposure to a contagious disease	Statement from attending physician
b. Medical/therapist appointment	Statement from attending professional
c. Severe illness in the immediate family	Statement from attending physician or parent note
d. Death in the immediate family	Memorial from funeral or parent note
e. Religious observance	Prearranged - contact school administrator
f. Pre-arranged college visits (maximum of 2	Verification letter on college letterhead



per semester for Juniors and Seniors only)	
g. Student court appearance	Subpoena with student's name
h. Other extenuating circumstances	Prearranged - contact school administrator
<p><i>Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused. Disciplinary action will be taken.</i></p>	

3. Franklin County Public Schools will accept in each semester (i.e., two nine (9) week grading periods) up to five (5) days of medical absences that are justified by a parent note. After the fifth absence, official documentation will be required (see Table 1).
4. Attendance in school for the full number of hours each day is expected and required by the Code of Virginia. Because of this requirement,
  - a. for K-8 students, five (5) unexcused tardies and/or early check-outs will be equivalent to one (1) unexcused absence. Parents/guardians should provide the same documentation as listed in Table 1 in order for the tardy/early check-out to be considered excused.
  - b. for grades 9-12, three (3) unexcused early check-outs in the same class will be equivalent to one (1) unexcused absence. Parents/guardians should provide the same documentation as listed in Table 1 in order for the early check-out to be considered excused.
5. Students who are absent from school may not participate in any extracurricular activities of the school which occur on that same day without written permission of the administration. An elementary student must be present for fifty percent (50%) of the school day, and a secondary student must attend a minimum of two (2) classes in order to be counted present for the day and eligible to participate in any extracurricular activities.
6. Absences from classes due to school sponsored activities (e.g., field trips and athletics) are excused since students are considered present in school when participating in these activities. Classes missed due to high school exam exemptions are also excused.
7. In the case of short-term suspensions (1-10 days), fifty percent (50%) of the days will be counted as unexcused as applied to the attendance policy.
8. For Franklin County High School and Benjamin Franklin Middle School students, consequences for unexcused absences will be:
  - Day 1: "No Note" recorded and parent notified through the Call-Out System
  - Day 2: "No Note" recorded, parent notified through the Call-Out System, and conference with student
  - Days 3-5: Discipline referrals including Lunch Detention, PM Detention, ISS, and/or Referral for Truancy.

Additionally, absences without official documentation (Table 1) will be considered unexcused. After five (5) unexcused absences, a school social worker, administrator, or counselor will begin the Compulsory School Attendance procedure, which may include the parent and student meeting with school personnel to develop and sign an attendance contract, or meeting with the Franklin County Truancy Multidisciplinary Team pursuant to VAC 22.1-258. In severe cases or cases with a history of attendance concerns and interventions, charges may be pursued against the parent





in accordance with VAC 22.1-258.

9. In addition to the requirements of the Compulsory School Attendance law,
  - a. K-8 students who accumulate more than twenty (20) excused or unexcused absences may be retained or be required to attend summer school. Discipline, grades, completion of make-up work, and extenuating circumstances will be considered when reviewing such cases.
  - b. FCHS students who accumulate **more than ten (10) absences (excused or unexcused) through the course of the semester must file for a waiver with the associate principal in order to retain credit for the course.** Prior to submitting the waiver application, the student must have completed all make-up work. Discipline, attendance documentation, grades and extenuating circumstances will be considered for credit retention.

If the waiver is denied, the student may appeal to the Attendance Review Board. The Attendance Review Board will consist of the student's guidance counselor, a principal, school social worker, central office representative, and three school board members. The Attendance Review Board will examine the student's absentee record and documentation submitted in accordance with this regulation and will then notify the student and parent/guardian by mail as to the student's credit status for the class(es) in question. The decision of the Attendance Review Board shall be final.

10. In order to keep parents informed of absences and the Compulsory School Attendance law, the attendance office will notify the parent or guardian throughout the school year when the student has accumulated five (5) days of excused or unexcused absences in a nine (9) week grading period.

#### PERFECT ATTENDANCE AWARDS

1. Elementary students must be present for at least fifty percent (50%) of the instructional day (as defined by the school's arrival and dismissal bell schedule) in order to be counted present for that day and thus eligible for perfect attendance recognition. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.
2. Middle school students must be present for fifty percent (50%) of the instructional day in order to be counted present for that day and thus eligible for perfect attendance. Students in 8<sup>th</sup> grade must be present two (2) periods and students in grades 6/7 must be present three (3) periods. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.
3. High school students are eligible for a perfect attendance award in their senior year when the following criteria are met:
  - a. The student did not accumulate more than a total of three (3) period absences over the course of their four (4) years at Franklin County High School.
  - b. Franklin County High School does not generate a list of students qualified for perfect attendance recognition; it is the student's responsibility to complete and submit the application in order to be considered for perfect attendance recognition.

#### TARDY TO SCHOOL

Any student who reports to school after the bell to begin school will be considered tardy and will be admitted on an excused or unexcused basis. Students who are late because of late buses or other school actions will be given admission slips and counted present. Other excused tardies are:



- Required court appearance with documentation
- Medical or dental appointments with documentation
- Sudden or traumatic disruptions (fire, flood, serious domestic disputes, etc.) of a student's life style
- Personal illness documented by a note signed by a parent or guardian (five-note limit before a doctor's note will be required)
- A tardy not covered by the above reasons, but considered by the administration to be beyond the control of the student and seen as valid. Appropriate documentation and a conference may be required.

Oversleeping, riding with another student, and automobile problems are unexcused tardies. Students who drive to school must accept the responsibilities of being on time, or they will be subject to losing their parking permits.

#### ADDITIONAL NOTES

This regulation will not affect existing disciplinary procedures. Any student who cuts a class or skips school will still be disciplined in accordance with disciplinary policies.

It is important that students and parents realize and understand that the tolerance of ten (10) days per semester is not to be considered as legitimate or approved days to miss class, but rather they should be used only if necessary and as indicated by this regulation.

Except going to and from classes, students are not to leave campus during the day without permission. Students who have permission to leave school for necessary appointments, participation in co-op programs and other authorized functions must have proper permission slips or parental written requests approved by the administration and must sign out in the office.

#### ***Bomb or School Threats***

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the *Code of Virginia*. Moreover, students shall not make any threats or false threats to harm other students, school personnel or property.

#### ***Bullying/Harassment***

Students, either individually or as part of a group, shall not harass or bully another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions, either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. The following conduct is illustrative of bullying:

- Physical, verbal, or written intimidation, taunting, name calling, and insults
- Comments (verbal or written) regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person
- Falsifying statements about other persons
- Use of technology such as e-mail, text messages, pictures, videos, or Web sites to defame or harm others.

#### ***Bus-Related Conduct***

Students are required to conduct themselves on school buses in a manner consistent with



established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal by the driver and may have their riding privileges suspended. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school. See pages 32-36 of this handbook or Policy Sections JFCC and JFCC-R on the division website: <http://www.frco.k12.va.us/>

### ***Cheating***

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another
- Falsifying statements on any assigned schoolwork, tests, or other school documents

### ***Communication Devices***

Any portable communication devices, including any beeper, cellular phone, smart phone, tablet, or other communication device, including any device capable of receiving or transmitting text messages, must be out of sight and turned off during the day unless the teacher permits usage for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. Repeated infractions will be considered insubordination and the consequence may include but is not limited to suspension.

### ***Display of Affection or Sexual Abuse***

No outward display of affection beyond the holding of hands is allowed at school. Holding hands is the key to the regulation. Any and all body contact beyond the holding of hands is not permitted. Public displays of affection are offensive to students, staff and parents or guardian. There is a time and place for such affection and it does not include the school day.

### ***Disruptive Behavior***

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

Disruptive demonstrations or protests are not appropriate methods for students to use in communicating their wishes pursuant to matters affecting policy, rules, and regulations dealing with the operation of public schools.

Students participating, whether involved directly or indirectly, in the planning or execution of any disruptive demonstrations or protests may be disciplined according to policies and regulations of the school board, State Board of Education, or Virginia School Laws.

### ***Dress Code***

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

- A. The following clothing with messages may not be worn:
- clothing with words or pictures that are obscene, vulgar, or sexually explicit and/or suggestive clothing that conveys a message that is confrontational, insulting, offensive, or "puts down" others



- clothing that promotes gang-related activities (such as insignias, bandanas, colored clothing worn for the purpose of gang identification, etc.)
  - clothing whose primary message is to promote alcohol, tobacco, and drugs
  - clothing carrying profane, sexually suggestive, or violent messages (such as slogans, symbols, pictures, etc.)
- B. Clothing torn or with openings above the knee that exposes undergarments and/or reveals skin inappropriately may not be worn.
- C. Unnecessary/disruptive outer-wear (coat, etc.) which is not in accordance with the weather:
- long or bulky jackets worn in the classroom anytime
  - long or bulky jackets worn outside the classroom but inappropriate due to climate conditions
- D. The following items of clothing must meet the stated criteria:
- Pants are to be worn at the waist, and are not to drag the ground, causing a safety concern, and are not to be extremely tight and revealing. Pants with straps or suspenders must be accompanied by a top meeting the dress code. The crotch of pants should not sag to the knees. The waistband of the pants should not be rolled down.
  - Shorts/skirts/dresses (hems/slits) may not be more than three inches above the top of the knee while standing, as measured by a 3x5 index card.
    - no shorts/skirts/dresses which are extremely tight and revealing
    - no brief shorts
  - Shirts/tops/blouses, etc. must meet the following criteria:
    - Shirt/top must touch pants/skirt top without being stretched by the hand. No skin or undergarments may show between top and bottom of garments at any time.
    - Straps of tops must cover up required undergarment straps.
    - No tube tops are allowed.
    - All shirts worn by males must have sleeves to the end of shoulders
    - All shirts worn by females must have sleeves to the end of shoulders and show no cleavage or any part of the breasts.
    - Tops must have backs, straps, and appropriate undergarments. Backs must be entirely covered.
    - Clothing must be thick enough to not show skin or required undergarments and must not be excessively tight and revealing.
  - Chains/jewelry
    - No long chains (i.e., pants, book bags, etc.)
    - No jewelry or cosmetic accessories that can reasonably be used as a weapon (i.e., spiked rings, etc.)
  - Headcoverings/hats
    - Grades K-8 and Gereau Center: no hats worn inside buildings
    - Grades 9-12: no hats worn inside classrooms, offices, assemblies, etc.
  - Shoes
    - Shoestrings must be tied so as not to cause a safety hazard.
    - Shoes deemed unsafe shall be handled on an individual basis.
    - No bedroom slippers

### ***Electronic Cigarettes***

Students shall not possess electronic cigarettes on school premises, on school busses, or at school-sponsored activities.



***Extortion***

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind

***Fighting***

Exchanging mutual physical contact between two or more persons by pushing, shoving, or hitting with or without injury is prohibited.

***Gambling***

A student shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-sponsored activity.

***Gang-Related Activity***

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

***Harassment***

A student shall not harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

***Hazing***

No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors. The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney.

***Laser Pointers***

Students shall not have in their possession laser pointers.

***Profane, Obscene or Abusive Language***

Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, or obscene, or disrupts the teaching and learning environment.

***Property Offenses***

The following violations shall result in disciplinary action at the discretion of the principal and may require a report to local law enforcement authorities:

- Willful causing or attempting to cause damage to school property
- Theft of, taking, or trying to take another person's property or money by force, fear, or other means
- Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in



any manner a school building or school property  
A student (or the student's parent) shall be required to reimburse the school board for any actual loss of, breakage or, destruction of, or failure to return property owned by or under the control of the school board which is caused or committed by such student.

### ***Stalking***

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

### ***Student Vehicles***

Driving to school is one of the privileges of a high school student, and as a privilege, it can be removed. Under the following guidelines, the high school principal shall establish regulations to control student vehicular traffic:

- All passengers, including the driver, must present a signed statement from a parent granting permission to let them ride to and from school.
- Students are expected to observe all laws when driving a car to and from school.
- Students shall not be allowed in cars during school hours unless they have permission from the principal or designee.
- On grounds owned or controlled by the Franklin County School Board, school bus traffic shall have priority of movement over student vehicles.

Please read Franklin County High School Student Handbook.

### ***Threats/Intimidation***

Students shall not make any verbal, written or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

### ***Trespassing***

A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located.

### ***Water Guns and Snow Balls***

The possession or use of any liquid dispensing equipment, usually referred to as water guns or bottles, is forbidden in the buildings or on the school grounds. It is also forbidden for students to throw snow or snowballs on school grounds, on buses, or at buses.

### ***Weapons or Other Dangerous Articles***

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.

### ***Other Conduct***

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law.





## SCHOOL BUS RULES AND REGULATIONS

The *Code of Virginia* permits school boards to provide transportation for students, but does not require them to do so. Riding the school bus is a privilege, not a right.

The Franklin County School System endeavors to provide the best possible education for all of its students. Our transportation department is a vital part of the educational program. Safety is our most important consideration.

The school bus driver carries an awesome burden of responsibility and it is essential that all students cooperate by observing certain rules and regulations. Your full support is necessary if your child is to benefit from the safest possible transportation.

The school bus is considered to be an extension of the school and the classroom. All policies, rules and regulations which apply to students in school also apply while they are being transported. The school system is not responsible for any lost or stolen items.

Parents or guardians or their designee(s) of elementary students must be at the bus stop in the morning and afternoon.

The following regulations are vital to the safe transportation of your children to and from schools. Parents should read this list in its entirety.

### ***Required Behavior While Waiting for the Bus***

- Be on time. It is recommended that students be at their bus stop at least five minutes before the regular pickup time, but not earlier than ten minutes before this time.
- Wait in a safe, designated place a minimum of 10 feet from the road.
- Do not run towards or alongside a moving bus.
- Wait until the bus has stopped, then walk up to the front door. If it is necessary to cross the highway, do so at the front of the bus and at least ten feet in front of the bus. Do not cross the highway until the driver has signaled that it is safe to do so.

### ***Required Behavior While Boarding the Bus***

- Line up in a single file to board the bus.
- Board quickly and in an orderly manner.
- Proceed to a seat immediately.
- Be seated before the bus is in motion.

### ***Required Behavior While on the Bus***

- Weapons (including look-alike weapons) of any type are not permitted on a school bus. Violators will be dealt with according to Franklin County School Board policy.
- Distribution, possession, consumption or use of any type of alcohol, drug or tobacco product is prohibited. Drug paraphernalia is also prohibited.
- Firecrackers or other explosive devices are prohibited.
- Do not bring matches, lighters, etc. on the bus.
- Do not throw objects inside the bus, or outside the bus windows or doors.
- Do not put any part of your body out of the bus window.
- Do not transport objects that are too large to be held on a student's lap or to be placed on the floor in front of the student's seat (such as drums, instruments, band corps flags, skateboards assembled or not).
- Glass containers or glass objects are not allowed on a bus.





- Use of cell phones is prohibited (including but not limited to the following: taking pictures, recording videos, showing pictures, playing loud music). Bluetooth or other speakers are prohibited.
- Identify yourself upon the request of the driver or authorized school personnel.
- All trash must be deposited in the trash can.
- Do not open the emergency door except in the case of an emergency.
- No animals are allowed on a bus.
- Keep aisle clear of feet, arms and other objects.
- Keep noise to a minimum.
- Sit facing forward and do not change seats without the driver's permission. Remain seated while the bus is in motion.
- No outward display of affection beyond the holding of hands is allowed while at the bus stop or while on bus.
- The use and/or spraying of scented products, colognes, lotions, perfumes, deer urine, etc. is strictly prohibited.

### ***Required Behavior While Unloading from the Bus***

- Remain seated until the bus comes to a complete stop.
- Unload in a single file and in an orderly manner.
- Leave the bus areas, when safety permits, as soon as you are discharged from the bus. Cross the highway, if it is necessary to do so, at the front of the bus and at least ten feet in front of the bus. Do not cross the highway until the driver has signaled that it is safe to do so.

### ***Rules and Regulations Pertaining to Discipline***

- Vandalizing a school bus is punishable by any or all of the following:
  1. payment of damage
  2. loss of bus riding privileges
  3. suspension from school
  4. legal prosecution
- Unauthorized persons are not allowed to board.
- Students who plan to use transportation other than their regular bus, or load or unload at a stop other than their regular stop, must have written parental permission and prior written approval from the appropriate school official.
- Profanity, abusive language and obscene gestures will not be tolerated.
- Disrespectful actions toward the driver, other students, or the general public will not be tolerated.
- Fighting, while waiting for, loading, riding, or unloading from the bus will not be tolerated.
- Students riding buses for field trips and extra-curricular activities are under the same regulations as during a regular day schedule.

### ***Violations and Consequences***

When a student violates a rule, he/she will be reported to the administrator of his/her school. The administrator will determine whether the violation is minor, serious or severe and take the appropriate action based on that determination. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

Below you will find a list of violations that are categorized as minor, serious or severe. Please note that some infractions are included in more than one list. If so, the administrator will determine which category to use in order to apply the consequence for the infraction. In addition, should a violation not be listed in any category the administration shall determine the category to use when applying the consequence. Below each list you will find the consequence(s)



associated with the categorized violations.  
In addition, any violation may be shifted from one category to another if the situation warrants.

### **Minor Violations**

- Being too loud
- Body parts outside the bus
- Changing clothes on the bus
- Excessive mischief (horseplay, etc.)
- Getting off at the wrong stop
- Inappropriate behavior (in accordance with standard practices and procedures)
- Inappropriate dress
- Inappropriate language
- Jumping over seats
- Legs in aisle
- Littering on the bus
- Lying down in the seat
- Making threats of any kind
- Not being at the bus stop on time
- Not following directions
- Playing loud music/speakers
- Riding the wrong bus
- Showing affection
- Standing up while the bus is in motion
- Throwing objects
- Turning around in the seat
- Using cell phone on the bus
- Verbal confrontation with student
- Writing on the bus seat(s)

### **Consequences for Minor Violations**

- |                           |  |
|---------------------------|--|
| 1 <sup>st</sup> Referral: | 1 – 3 day bus suspension   |
| 2 <sup>nd</sup> Referral: | 4 – 6 day bus suspension   |
| 3 <sup>rd</sup> Referral: | 7 – 10 day bus suspension, mandatory parental conference prior to student return from suspension |
| 4 or More Referrals:      | 20 or more day bus suspension  |

**Note: The administrator will also refer to the “Student Code of Conduct Handbook” to determine if additional school consequences are warranted.**

### **Serious Violations**

- Abusive language, profanity or obscene gestures
- Assault (hitting, spitting, etc.)
- Bullying
- Changing clothes on the bus
- Disrespectful behavior toward the driver
- Fighting
- Inappropriate actions toward motorists
- Insubordination
- Making threats of any kind
- Opening emergency door
- Possession and/or consumption of alcohol
- Possession and/or use of tobacco products or electronic cigarettes
- Possession of drugs or drug paraphernalia
- Sexual misconduct
- Shooting projectile
- Spraying aerosols
- Stealing
- Striking or having matches or lighter
- Throwing objects on the bus
- Throwing objects outside the bus
- Use of laser pointer or reflective device
- Use of pepper spray
- Vandalism
- Verbal confrontation with student
- Verbally threatening student

### **Consequences for Serious Violations**

- |                           |  |
|---------------------------|--|
| 1 <sup>st</sup> Referral: | 10 day bus suspension, mandatory parental conference prior to student return from suspension |
| 2 <sup>nd</sup> Referral: | 20 day bus suspension  |
| 3 <sup>rd</sup> Referral: | Bus suspension for remainder of the year or a minimum of 90 days, whichever is longer        |

**Note: The administrator will also refer to the “Student Code of Conduct Handbook” to determine if additional school consequences are warranted.**



### **Severe Violations**

- Assault
- Distribution of alcohol or drugs
- Lighting flammable sprays, liquids, etc.
- Making threats of any kind
- Possessing or discharging firecrackers or other explosive devices
- Possession of a weapon
- Severe safety violations (in accordance with standard practices and procedures)
- Sexual misconduct
- Use of pepper spray

### **Consequences for Severe Violations**

1<sup>st</sup> referral: 10 days out of school suspension (OSS), bus suspension for the remainder of the year or a minimum of 90 days, whichever is longer; possible recommendation for expulsion

**Note: The administrator will also refer to the “Student Code of Conduct Handbook” to determine if additional school consequences are warranted.**

---



**PLEASE KEEP THE COPY OF THE BUS RULES AND REGULATIONS**

**RETURN THIS FORM ONLY**

**NOTE: THIS FORM SHOULD BE SIGNED AND RETURNED WITHIN TEN (10) SCHOOL DAYS**

(For students in Pre-K, Kindergarten and lower elementary grades --- Please read the Rules and Regulations to your child or children, then sign the child's name and initial.)

**FOR PARENT OR GUARDIAN OF ALL STUDENTS**

I have read and understand the regulations for students riding buses and I agree to comply with the regulations. I understand that the school bus is an extension of the school and the classroom. All policies, rules, and regulations which apply to students in school also apply on the school bus. I understand that public school transportation is a privilege which is provided as long as the above rules and regulations are followed.

\_\_\_\_\_  
**SIGNATURE OF PARENT OR GUARDIAN**

\_\_\_\_\_  
**BUS NUMBER**

\_\_\_\_\_  
**DATE**

**FOR STUDENTS**

I have read and understand the regulations for students riding school buses and agree, as a passenger, to abide by said regulations. I understand that the school bus is an extension of the school and the classroom. All policies, rules, and regulations which apply to students in school also apply on the school bus. I understand that public school transportation is a privilege which is provided as long as the above rules and regulations are followed.

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SCHOOL**

\_\_\_\_\_  
**GRADE**

\_\_\_\_\_  
**DATE**



## ACCEPTABLE COMPUTER SYSTEM USE POLICY



### FRANKLIN COUNTY PUBLIC SCHOOLS

#### OFFICE OF THE SUPERINTENDENT

25 Bernard Road ♦ Rocky Mount, VA 24151-6614  
540-483-5138 ♦ FAX 540-483-5806

Dear Stakeholder:

Franklin County Public Schools (FCPS) offers your student, the faculty, staff and administration the use of electronic communications through the FCPS Division's computer network system. All users will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

Part of the Division's responsibility in educating students is to provide them access to the tools they will use as adults. Equally, the division takes the responsibility for providing tools to faculty, staff and administration to help in the delivery of an extensive education package to children. The Internet is one of these tools. Through the Division's computer network, students and faculty will have access to databases, libraries, and computer services from all over the world. We accept the responsibility of teaching your student about network citizenship and the code of ethics involved with this community.

With this educational opportunity and with the access to these resources comes a responsibility on the part of the student and other end users who have been given access to our computer system. We have the expectation that your student will adhere to the guidelines of our policies for acceptable use of the division's computer system. We also hold our employees accountable to be role models to all students through their practices on the computer system as they teach children and carry out tasks associated with the operation of the school and school division. The division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material; therefore, a user may access inappropriate material. It is important that you and your student read the enclosed division policy, administrative regulation and agreement and discuss these requirements.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy and Regulations and the Acceptable Computer System Use Agreement and permission form. Both need to be signed by you and your student before the student may use the computer system. Equally, all faculty, staff and administration users must sign the agreements as well. Please review these materials carefully before signing the required agreements.

If you have any questions please feel free to contact the Supervisor of Technology at 540.483.5128.



## **ACCEPTABLE COMPUTER SYSTEM USE POLICY**

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any devices that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use by division employees and students of the Division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the Division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - child pornography as set out in Va. Code § 18.2-374.1:1 et seq. or as defined in 18 U.S.C. § 2256;
  - obscenity as defined by Va. Code § 18.2-372 et seq. or 18 U.S.C. § 1460; and
  - material that the School Division deems to be harmful to juveniles as defined in Va. Code § 18.2-390 et seq., material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
4. provisions establishing that the online activities of minors will be monitored;
5. provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. Provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;





8. provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
9. component on Internet safety for students that is integrated in the Division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Legal Refs: 18 U.S.C. §§ 1460, 2256  
47 U.S.C. § 254  
Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390,  
et seq, 22.1-70.2, and 22.1-78

Cross References: GCPD (Professional Staff Members: Contract Status and Discipline), GDPD (Support Staff Members: Contract Status and Discipline), JFC (Student Conduct), JFC-R (Standards of Student Conduct)



## **FRANKLIN COUNTY PUBLIC SCHOOLS**

### **Acceptable Computer System Use Regulations (ACCEPTABLE USE POLICY)**

**This policy shall apply to all students, faculty, staff, and users of any of the Franklin County School Division's computer system.**

**Revised March 12, 2019**

#### **Vision**

Franklin County Public Schools (FCPS) recognizes that access to technology in school gives the student a greater opportunity to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. FCPS is committed to helping students develop 21st century technology and communication skills. Technology is an integrated component in the lives and education of the students and staff.

Franklin County Public Schools, in collaboration with parents and community members, strive to support and educate students to take advantage of the Internet's benefits while reducing its risks.

Franklin County Public School's responsibility is to give access to technology, teach students how to use technology, and digital citizenship.

#### **Digital Citizenship**

Aspects of Digital Citizenship include ethical, responsible, and safe use of computer systems. As an educational system, Franklin County Public Schools will prepare our users to ethically, responsibly, and safely use technologies. We must ensure users understand how to use computer systems in an acceptable and safe manner.

#### **Acceptable Computer Systems Use**

All use of the Franklin County School Division's computer system shall be consistent with the school board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

#### **Computer System Use-Terms and Conditions: Acceptable Use**

Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.

#### **Privilege**

The use of the division's computer system is a privilege, not a right.

#### **Unacceptable Use**

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.



- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial purposes.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts.
- any attempt to circumvent the school's safety measures and filtering tools.
- the arranging of a meeting with an online acquaintance.
- any attempt to gain unauthorized access to network infrastructure.

### **Network Etiquette**

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.
- users shall not attempt to gain access to other personal resources using unauthorized credentials.

### **Security**

Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep his/her passwords confidential and shall follow computer virus protection procedures. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files, programs, or emails of unknown or untrusted origin.

If a user believes a device he/she is using might be infected with a virus, the user should alert his/her teacher, supervisor, or Technology Services staff and immediately power down the device and wait for further instruction.

### **Vandalism**

Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

### **Charges**

The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

### **Electronic Mail**

The school division's electronic mail system is owned and controlled by the school division. The



school division may provide electronic mail to aid students and staff in fulfilling his/her duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under his/her account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

### **Web Access**

Franklin County Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with the Children's Internet Protection Act regulations and school policies. Web browsing and all activity over the network or using district technologies may be monitored and web activity records may be retained indefinitely.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that all activities are monitored and retained.

### **Enforcement**

Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

### **Downloads**

Users should not download or attempt to download or run executables on the school network or onto school resources without express permission from the Technology Services staff. For the security of our network, download such files only from reputable sites, only for education purposes, and with consent of the Technology Services staff.

Users should not download secure or confidential information to personal devices.

### **Plagiarism**

Users should not plagiarize (or use information as his/her own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should carefully safeguard the personal information of themselves and others while using Internet capable devices. Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

If a user sees a message, comment, image, or anything else online that makes the user concerned for his/her personal safety, he/she shall bring it to the attention of a teacher, administrator, supervisor, and/or the Technology Services staff immediately.



## **Mobile Devices**

Franklin County Public Schools may provide users with mobile devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to the Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

## **Personally-Owned Devices Regulations and Guidelines**

Franklin County Public Schools establishes the following guidelines particular to the use of personally-owned devices in schools, in addition to all the general protocols covered in these regulations (GAB-R/IIBEA-R.Acceptable Computer System Use).

- Before bringing his/her own device, the student and his/her parent/guardian must read, sign, and complete the Franklin County Public Schools Personally-Owned Electronic Devices Permission Form.
- Personal devices must have up-to-date antivirus software installed and running.
- The student takes full responsibility for his/her device and will keep it on his/her person at all times. The school division is not responsible for lost, damaged, or stolen devices.
- Students must connect to the school's wireless network when using a device at his/her school. Students should not use personal MiFi devices. No personally owned devices may be connected to the network via a network cable.
- Only the student who owns the device will have access to it while it is on the school network.
- All activities involving personally-owned devices must be only at the direction of the classroom teacher/supervisor, and his/her use must not be disruptive to instruction.
- The scope of the usage of personal devices within an instructional setting will be determined by the classroom teacher/supervisor. Students/staff who go beyond that established scope (for example, taking photographs when the established scope is Internet usage only) are subject to disciplinary action.
- The administration or the classroom teacher has the right at any time to discontinue permission of use of personally-owned devices in the classroom.
- Franklin County Public Schools administration reserves the right to search or confiscate a privately-owned electronic device in accordance with the FCPS Acceptable Use Policy if the student is using the device without permission or if there is reasonable suspicion that the student has violated school board or school policies.
- Users who violate any component of the FCPS Acceptable Use Policy may lose the right to use any personal device or school device in the instructional setting and/or face disciplinary action.

**\*\*Any personal device brought to school will be subject to monitoring by the Technology Services staff\*\***

Personally-Owned electronic devices permission form can be found under policy GAB- F3/GAB-F4 in school board policies.

## **Limitation of Liability**

Franklin County Public Schools makes no warranties for the computer system it provides. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.



While Franklin County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantee as to their effectiveness.

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices.

The school division is not responsible for troubleshooting or support of any kind for personal devices. FCPS will not provide accessories to charge or to provide power to student/staff personal devices.

### **User Privileges**

In order to facilitate learning and enhance educational information exchange, users have instructional permission to:

- use all authorized hardware and software for which they have received training.
- access the Internet and outside resources to retrieve information.
- access internal (Intranet) resources which they are authorized to access and use for educational purposes.

### **Violations of Acceptable Use Policy**

Users violating any of these Rights and Responsibilities will face disciplinary action described below:

- suspension of computer system privileges.
- notification to parents/guardians, supervisors, and/or appropriate authorities.
- detention or suspension from school and school-related activities.
- legal action and/or prosecution under state, federal, or international law. Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct





FRANKLIN COUNTY PUBLIC SCHOOLS  
PERSONALLY-OWNED ELECTRONIC DEVICES  
PERMISSION FORM

**Each employee must sign GAB-F4 as a condition for using personally-owned electronic devices on the FCPS computer system. Each student and his/her parent/guardian must sign GAB- F3 before being permitted to use personally-owned electronic devices on the FCPS computer system.**

I authorize my child, \_\_\_\_\_, to bring his/her electronic device(s), which are listed below, to Franklin County Public Schools (FCPS) and will ensure that my student complies with the Division's *Personally-Owned Devices* Guidelines.

\_\_\_\_\_  
Technology Device

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Technology Device

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Technology Device

\_\_\_\_\_  
Serial Number

In signing below, I acknowledge that I have received the regulations and guidelines and have reviewed them with my student. I understand and agree that FCPS is not responsible for any damage, theft, loss, or costs associated with my student's use of his/her device at school. I understand that bringing the device to school is a privilege and may be limited or terminated at any time.

I also understand that it is impossible for the FCPS staff to monitor all activity on personal devices. The student, parent and/or guardian will not hold FCPS, the Franklin County School Board, its members, or any individuals employed by the School Board responsible for any damages related to this student's use of the device or for content viewed by any student on the device.

I understand that my child will be responsible for abiding by the *Acceptable Computer System Use* regulations IIBEA-R/GAB-R, including the *Personally-Owned Devices* regulations and guidelines. I have read and discussed these with him/her and he/she understands the responsibility of bringing a personal electronic device to school.

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Telephone/Cell Numbers

\_\_\_\_\_  
Parent/Guardian Email address

I have read and understood the *Acceptable Computer System Use* regulations, including the *Personally-Owned Devices* section, and I agree to abide by the regulations and guidelines. I understand that any violation will result in the loss of my network and/or device privileges, as well as other disciplinary action.

\_\_\_\_\_  
Student Name (printed)

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

\_\_\_\_\_  
Date



FRANKLIN COUNTY PUBLIC SCHOOLS  
PERSONALLY-OWNED ELECTRONIC DEVICES  
PERMISSION FORM

**Each employee must sign GAB-F4 as a condition for using personally-owned electronic devices on the FCPS computer system. Each student and his/her parent/guardian must sign GAB- F3 before being permitted to use personally-owned electronic devices on the FCPS computer system.**

I, \_\_\_\_\_, wish to bring my electronic device(s), which are listed below, to Franklin County Public Schools (FCPS) and will ensure that I comply with the Division's *Personally- Owned Devices* Guidelines.

\_\_\_\_\_  
Technology Device

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Technology Device

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Technology Device

\_\_\_\_\_  
Serial Number

In signing below, I acknowledge that I have received the regulations and guidelines and have reviewed them. I understand and agree that FCPS is not responsible for any damage, theft, loss, or costs associated with my use of my device at school. I understand that bringing the device to school is a privilege and may be limited or terminated at any time.

I also understand that it is impossible for the FCPS staff to monitor all activity on personal devices. I will not hold FCPS, the Franklin County School Board, its members, or any individuals employed by the School Board responsible for any damages related to this device or for content viewed by any individual on the device.

I understand that I will be responsible for abiding by the *Acceptable Computer System Use* regulations IIBEA-R/GAB-R, including the *Personally-Owned Devices* regulations and guidelines section. I have read and understand the responsibility of bringing a personal electronic device to school.

I have read and understood the *Acceptable Computer System Use* regulations, including the *Personally-Owned Devices* section, and I agree to abide by the regulations and guidelines. I understand that any violation will result in the loss of my network and/or device privileges, as well as other disciplinary action

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
EmployeeSignature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Telephone/Cell Numbers

\_\_\_\_\_  
Employee Email address



**FRANKLIN COUNTY PUBLIC SCHOOLS  
ACCEPTABLE COMPUTER SYSTEM USE  
AGREEMENT FOR STUDENTS AND PARENTS**

**Each employee must sign this Agreement as a condition for using the school division's computer system. Each student and his/her parent/guardian must sign this Agreement before being permitted to use the school division's computer system. Read this Agreement carefully before signing.**

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the school division's Acceptable Computer System Use Policy and Regulation. I understand that the school division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Student/Employee Name \_\_\_\_\_  
(Please Print)

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Franklin County Public School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the school division to restrict access to all inappropriate material and I will not hold the school division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Franklin County Public School Division's policies and regulations and for the school division to issue an account for my student.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(Please Print)



## STATE EXPULSION FORM

Virginia law requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parent, guardian, or other person having control or charge of a child of school age to provide, upon registration, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. The registration document shall be maintained as a part of the student's scholastic record (Code of Virginia 22.1-3.2).

*PLEASE COMPLETE AND SIGN THE APPLICABLE STATEMENT BELOW*

I, \_\_\_\_\_ affirm that \_\_\_\_\_  
**has not been expelled** from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

\_\_\_\_\_  
Parent, guardian, or person having control or charge of child

\_\_\_\_\_  
Date

I, \_\_\_\_\_ affirm that \_\_\_\_\_  
**has been expelled** from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

\_\_\_\_\_  
Parent, guardian, or person having control or charge of child

\_\_\_\_\_  
Date



## NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Franklin County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Franklin County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Franklin County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>(1)</sup>

If you do not want Franklin County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of the school year at 25 Bernard Road, Rocky Mount, VA 24151. Franklin County Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of extracurricular teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.



<p style="text-align: center;"><b>NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</b></p>
---

### **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant, or therapist), a parent or student volunteering to serve on an official committee (such as a disciplinary or grievance committee), or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202





## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use —
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Franklin County Public Schools will update policies, allowing for consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Franklin County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Franklin County Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Franklin County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901



<p style="text-align: center;"><b>NOTIFICATION OF RIGHT TO REQUEST INFORMATION ON TEACHER QUALIFICATION</b></p>
---

On January 8, 2002, the *No Child Left behind Act of 2001 (NCLB)* was signed into law. Section 1111(h)(6)(A) states that the parent/guardian of a student in Franklin County Public School Division in a school receiving Title I funds, has the right to know the professional qualifications of the classroom teachers instructing his/her child. Federal law requires the school division to provide this information to parents in a timely manner if they request it. Specifically, parents/guardians have the right to request the following information about each of their child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- Whether the teacher is teaching under emergency or provisional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree;
- Whether paraprofessionals provide services to your child and, if so, their qualifications.



**FRANKLIN COUNTY PUBLIC SCHOOLS  
PARENTAL CONSENT AND RELEASE FORM  
FOR PHOTOGRAPHIC MEDIA**

**An Agreement must be signed as a condition of the use a student's image and/or name in video productions, internet publications, written media or other publications. Read this Agreement carefully before indicating your choice and signing on the *Rules and Regulation Signature Sheet*.**

Franklin County Public School students have made great strides in their scholastic achievements, as well as in sporting competitions, and they deserve community recognition for these undertakings. In an effort to promote our students' accomplishments, Franklin County Public Schools would like to produce publications for viewing by the general public.

A parental consent form must be on file for your child before he/she may be photographed. Children may be photographed alone or in a group setting and from varying distances. By signing the *Rules and Regulation Signature Sheet* and initialing one of the "Approval" boxes, you are authorizing Franklin County Public Schools to include your child's image/name in a newspaper article, video production, internet publication (such as the school's or division's website), or other media. Please note that written consent does not guarantee your child's inclusion in the publications.

Participation in these publications is purely voluntary and has no bearing on the education of your child. Franklin County Public Schools respects the wishes of parents and legal guardians, and will not produce any document that may be damaging to your child's achievement.

It is requested that you indicate your choice and sign on the *Rules and Regulations Signature Sheet*.





# Franklin County High School

STUDENT  
AND PARENT  
HANDBOOK

2019 - 2020

700 Tanyard Road  
Rocky Mount, Virginia 24151  
(540) 483-0221  
[www.frco.k12.va.us](http://www.frco.k12.va.us)



## FIGHT SONG

For Franklin High I yell, I yell, I yell  
For all the teams I'm very, very proud.  
And anyone who says that we can't win;  
Just goes to show how very, very green they are.

So let us fight, fight, fight for victory,  
And let our names go down in history.  
We're gonna put old \_\_\_\_\_ out of sight.  
Yes you're right – Franklin High!

## MOTTO AND TRANSLATION

*Vires Per Scientiam*  
“Strength Through Knowledge”

## COLORS

Red and White

## MASCOT

The Eagle

## ALMA MATER

Dear Alma Mater Crimson White,  
Now hear our pledge of Loyalty;  
To knowledge, truth, and freedom's light,  
Which ever strive to keep us free.  
Now Alma Mater, Dearest Friend,  
Thy sons and daughters pledge to thee;  
Their soul's own courage to defend  
Thy sacred name through loyalty.



## TABLE OF CONTENTS

### FRANKLIN COUNTY HIGH SCHOOL INFORMATION AND POLICY

Principal's Message to Students.....	104
Mission Statement.....	105
Alma Mater.....	105
History of the School .....	106
Administration .....	106
Eagle Excellence Council Officers .....	107
Bell Schedules .....	108
<b>ATTENDANCE .....</b>	<b>109-111</b>
School Hours .....	111
Student Responsibilities .....	111
<b>ACADEMICS .....</b>	<b>112-120</b>
Academic Awards .....	112
Annual Scholarships and Awards.....	112
Cheating/Plagiarism .....	112
Classification and Promotion of Students .....	113
Diploma Options and Verified Credits.....	114
Examinations and Nine Weeks Tests .....	115
Family Life Education .....	116
Governor's School for Science and Technology .....	116
Grading Scale .....	116
Graduation Ceremony .....	117
Guidance Counselors .....	117
Homework Policy .....	117
Principal's List, Honor Roll, and Honor Graduate .....	117
Registration and Schedule Changes .....	118
Report Cards .....	119
Standards of Learning Tests .....	119
Transfer Credit Policy .....	120
Transcripts .....	120
<b>SPECIAL REGULATIONS AND STUDENT SERVICES .....</b>	<b>121-130</b>
Alternative Educational Program (I.S.A.E.P.) .....	121
Announcements .....	121
Assemblies .....	121
Bus Passes .....	121
Cafeteria .....	122



Checks .....	122
Clinic .....	122
Co-Op Students .....	123
Driver's Education/Road and Range .....	123
Driving and Parking Privileges .....	123
Early Release .....	125
Field Trips .....	125
Homebound Instruction .....	125
Immunization .....	126
Library Media Center .....	126
Lockers .....	127
Passes .....	127
Physical Education .....	127
Posters .....	128
Restricted Areas .....	128
Safety Officers .....	128
School Based Intervention Team .....	129
Student Protest .....	129
Telephone .....	129
Textbooks .....	129
Traffic Flow .....	129
Unauthorized Sales .....	130
Visitors .....	130
<b>EXTRACURRICULAR ACTIVITIES AND STUDENT DANCES .....</b>	<b>130-137</b>
Athletic and Extracurricular Rules .....	131
Activity Bus .....	132
Athletics .....	132
Clubs .....	133
Homecoming Dance .....	137
Prom .....	137
<b>EMERGENCY PROCEDURES .....</b>	<b>138-139</b>
Evacuation .....	138
Fire .....	138
Lockdown .....	138
Medical Emergency .....	139
Tornado .....	139
<b>FRANKLIN COUNTY PUBLIC SCHOOLS HANDBOOK SIGNATURE PROCESS .....</b>	<b>140</b>

## PRINCIPAL'S MESSAGE TO STUDENTS

On behalf of the faculty and staff, I would like to welcome you to Franklin County High School. We will make every effort to provide engaging and appropriate educational experiences through the curriculum and physical facilities of our school. We are always conscious of our responsibility to provide an instructional program which will develop good scholarship and citizenship.

I would like to encourage you to get to know your school. Become familiar with the location of classrooms, shops, cafeterias, gymnasiums, the auditorium, the guidance office, building offices, the clinic, and administrator's offices.

Take some time to learn about the school's program of studies, your schedule, your counselor, and how all of these can help you be successful at FCHS.

A student who knows himself can be more successful than one who does not. Know your interests, strengths, limitations, and weaknesses.

Study and learn as much as you can. Become what you want to be in life. Your school provides you with many opportunities, but it is up to you to take advantage of those that will help you be successful.

Make friends and have fun by participating in the many varied activities available at FCHS.

It is my sincere hope that you will enjoy success and happiness here. I am extremely proud of the school, faculty, staff, students, and facilities. I encourage you to strive for excellence in your studies and activities, to respect the buildings and grounds, and above all, to respect yourself, your peers, and the members of the faculty and staff here at the high school. Show your Eagle Pride.

Mr. Jon D. Crutchfield  
Principal



## MISSION STATEMENT

The faculty, administration and staff of Franklin County High School, in concert with the efforts and support of students, parents and the community, pursue excellence and personal growth for students of all ability levels, in academic, vocational, physical, artistic, and social education. Providing equal opportunity and resources, we ensure an orderly, safe, stimulating, and productive learning environment where diversity and dignity are valued, and where all individuals may work toward their full potential.



## Alma Mater

♩ = 120



Dear Al - ma Ma - ter crim - son white, Now hear our pledge of lo - yal - ty; to

6



know-ledge, truth, and free-dom's light, which e - ver strive to , keep us free. Now Al - Ma Ma - ter

11



deer - est friend, Thy sons and daugh - ters pledge to thee, Their

14



Soul's own cour - rage to de - fend thy - sa - cred name through lo - yal - ty

**HISTORY OF THE SCHOOL**

In 1950 eleven small secondary schools throughout Franklin County were consolidated into Franklin County High School. The new high school, located in the county seat of Rocky Mount, housed grades eight through twelve in a handsome two story brick building that was named Ramsey Hall in 1980 in honor of Dr. Harold W. Ramsey, Superintendent of Schools from 1927 until 1968. Since 1950, the school has grown to include nine classroom buildings, three gymnasiums, two cafeterias, a modern track, and a football stadium.



The curriculum has grown with the physical facilities. The 1950 consolidation made it possible for the first time to offer a comprehensive secondary program to the youth of Franklin County that included two foreign languages, two laboratory sciences, math through algebra and geometry, and a limited number of business and vocational classes. Today students may choose from among three foreign languages, four laboratory sciences, math through AP calculus, computer science, dual enrollment classes, and a host of business and vocational classes including computer information systems, auto mechanics, masonry, cyber security, and electricity.

Requirements for graduation have changed from sixteen credits for the class of 1951 to the current twenty-four credits. The student body grew from 604 in 1950 to an all-time high of 2300 in 1977; in recent years the student body has averaged 2250 students. The staff has grown from the original faculty of twenty-five to over 185 professional staff members.

**2019-2020 ADMINISTRATION**

Mr. Jon D. Crutchfield	Principal
Mr. Curtis L. Bumgardner	Law Building Administrator
Dr. J. Bernice Cobbs	Law Building Administrator
Mrs. Lisa C. Cook	Coordinator of Special Education
Mrs. Allyson R. Lynch	Ramsey Hall Administrator
Mr. Robbie G. Dooley	West Campus Administrator
	Supervisor of Career and Technical Education
Mrs. Amy L. Johnson	Ramsey Hall Administrator
Mr. Andrew L. Nester	Ramsey Hall Administrator
Mrs. Rebecca S. Rogers	Jamison Technical Center Administrator
Ms. Crystal F. Worley	Athletic Director

## EAGLE EXCELLENCE COUNCIL OFFICERS

### Executive Board

President	Rylee Elwell
Vice-President	Jaden Bernard
Secretary	Chelsea Thompson
Treasurer	Raven Brown
Public Relations Chair	Abi Grace
Governor's School Representative	Hanna Largen
Sponsors	Mrs. Tara D. Gable & Mrs. Ashley D. Sigmon

### Senior Class Board

President	Caroline Eames
Co- Vice Presidents	Vandalina Holcomb & Blake Greenway
Secretary	Jazlyn Gill
Treasurer	Caleb Cokendolpher
Sponsors	Mrs. Jennifer A. Bennett & Mrs. Alicia L. McGeorge

### Junior Class Board

Co-Presidents	Madaline Sellars & Jaliyah Hairston
Vice-President	McKinleigh Williams
Secretary	Summer Hale
Treasurer	Keely Barkovich
Sponsors	Mrs. Elizabeth A. Deems & Mrs. Kimberly M. Powell

### Sophomore Class Board

President	Erica Sellars
Vice-President	Colleen Owen
Secretary	Lilian Call
Treasurer	Caroline Horne
Sponsors	Mr. Blaine M. Hancock & Ms. Rachel E. Guilliams

### Freshman Class Board

President	TBA
Vice-President	TBA
Secretary	TBA
Treasurer	TBA
Sponsors	Ms. Taylor Bohon & Ms. Madison G. Peregoy

**FCHS Bell Schedule**

<b>PERIOD</b>	<b>M-W-F</b>	<b>T-TH</b>	<b>Afternoon Activity Period (when needed)</b>
<b>1<sup>st</sup></b>	8:25 – 10:00	8:25 – 9:48	8:25 – 9:48
<b>2<sup>nd</sup></b>	10:07 – 11:34	9:55 – 11:13	9:55 – 11:13
<b>ACTIVITY</b>	X	11:13 – 11:52	X
<b>1<sup>st</sup> Lunch 3<sup>rd</sup> period</b>	<b>11:34 – 12:04</b> 12:09 – 1:36	<b>11:52 – 12:22</b> 12:27 – 1:45	<b>11:13 – 11:43</b> 11:48 – 1:06
<b>3<sup>rd</sup> period 2<sup>nd</sup> Lunch 3<sup>rd</sup> period</b>	11:41 – 12:25 <b>12:25 – 12:50</b> 12:54 – 1:36	11:59 – 12:39 <b>12:39 – 1:04</b> 1:08 – 1:45	11:20 – 12:00 <b>12:00 – 12:25</b> 12:28 – 1:06
<b>3<sup>rd</sup> period 3<sup>rd</sup> Lunch</b>	11:41 – 1:08 <b>1:08 – 1:36</b>	11:59 – 1:17 <b>1:17 – 1:45</b>	11:20 – 12:38 <b>12:38 – 1:06</b>
<b>4<sup>th</sup></b>	1:43 – 3:15	1:52 – 3:15	1:13 – 2:31
<b>PM ACTIVITY</b>	X	X	2:31 – 3:15

<b>ALTERED BELL SCHEDULES (NO ACTIVITY PERIODS)</b>			
<b>PERIOD</b>	<b>ONE HOUR DELAY</b>	<b>TWO HOUR DELAY</b>	<b>TWO HOUR EARLY RELEASE</b>
<b>1<sup>st</sup> period</b>	9:25 – 10:45	10:25 – 11:30	8:25 – 9:30
<b>2<sup>nd</sup> period</b>	10:52 – 12:04	11:37 – 12:34	9:37 – 10:34
<b>1<sup>st</sup> Lunch 3<sup>rd</sup> period</b>	<b>12:04 – 12:34</b> 12:39 – 1:51	<b>12:34 – 1:04</b> 1:09 – 2:06	<b>10:34 – 11:04</b> 11:09 – 12:06
<b>3<sup>rd</sup> period 2<sup>nd</sup> Lunch 3<sup>rd</sup> period</b>	12:11 – 12:47 <b>12:47 – 1:12</b> 1:15 – 1:51	12:41 – 1:10 <b>1:10 – 1:35</b> 1:38 – 2:06	10:41 – 11:10 <b>11:10 – 11:34</b> 11:38 – 12:06
<b>3<sup>rd</sup> period 3<sup>rd</sup> Lunch</b>	12:11 – 1:23 <b>1:23 – 1:51</b>	12:41 – 1:38 <b>1:38 – 2:06</b>	10:41 – 11:38 <b>11:38 – 12:06</b>
<b>4<sup>th</sup> period</b>	1:58 – 3:15	2:13 – 3:15	12:13 – 1:15

**Activity Periods**

On Monday, Wednesday and Friday classes are 87 minutes long. First period has an additional 8 minutes for the “Morning Show” and 4<sup>th</sup> period has an additional 5 minutes for afternoon announcements. Travel time between classes is 7 minutes.

On Tuesdays and Thursdays classes are 78 minutes long. First period has an additional 5 minutes for the “Morning Show” and 4<sup>th</sup> period has an additional 5 minutes for afternoon announcements. Travel time of 7 minutes is allowed between classes on these days, as well. The Activity period on Tuesday and Thursday is immediately following 2<sup>nd</sup> period and is 39 minutes long.

The Activity periods are to be used primarily for remediation, enrichment, make-up work, club meetings, etc. This should significantly reduce the need for altered bell schedules, other than those due to inclement weather conditions or early dismissals (i.e. staff development days). It should also provide ALL students with the opportunity to do make-up work or to get extra help during the regular school day, without missing instructional time. The Activity period will also provide opportunities for students who have difficulty staying after school or coming in early because of transportation issues to make-up any work they have missed or to get extra help.

## ATTENDANCE

Attendance is seen as a vital part of the learning process. More is learned in the interaction in the classroom than can be measured by tests, quizzes, and projects. Attendance is mandatory until students reach the age of 18. The law places the responsibility for regular school attendance directly upon the student and his or her parents. Franklin County High School realizes that extenuating circumstances arise during the year which may cause a high rate of absenteeism. However, we must make every possible effort to meet state accreditation standards when granting students credit for classes taken during the year. In light of this, the following guidelines and procedures will constitute the Franklin County High School Attendance Policy.

### ABSENCE FROM SCHOOL

All students are expected to attend school on a regular basis and to be on time for class. It is important to note that attendance at FCHS is taken by **class period**. Students are expected and required to arrive on time to each class or subsequently be counted tardy.

Students must be present at least 60 minutes of the class block to be marked present. For alternate bell schedules the time required to be in class to be marked present will be adjusted proportionally.

#### 1. Make-Up Work Policy

**A student who misses school or individual classes is responsible for initiating contact with his/her teacher(s) on the first day back from the absence.** This includes absences from class due to school-approved activities (field trips, athletic contests, special events, etc.). After being contacted, the **teacher will determine** the appropriate amount of time for the student to make up missed class work. Due to the nature and diversity of course requirements and assignments, the teacher will assign and determine make-up within five school days after being contacted by the student. **If the student does not initiate contact with the teacher(s), no make-up work will be given.**

#### 2. Tardy to Class

Any student arriving to class after the bell to begin class has sounded will be considered by the teacher to be tardy. If a student arrives at class after the bell but before two or three minutes have passed, the classroom teacher will do the following:

- a) On the first unexcused tardy in a quarter the teacher will notify the student that he or she has one tardy.
- b) On the second unexcused tardy in a quarter, the teacher will notify the student that he or she has two tardies, and the teacher will contact the parent(s) or guardian(s) of the student.
- c) On the third unexcused tardy during a quarter, the teacher will keep the student in class, write a discipline referral, and send it to the office by the end of the day. The student will be assigned three days of Lunch Detention.
- d) On the fourth unexcused tardy, the teacher will keep the student in class, write a discipline referral, and send it to the office by the end of the day. The student will be assigned one day of PM Detention.



- e) On the fifth unexcused tardy, the teacher will keep the student in class, write a discipline referral, and send it to the office by the end of the day. The student will be assigned one day of In-School Suspension (ISS).
- f) On the sixth tardy and beyond, the teacher will write a discipline referral and send it with the student to the office. After having a conference with an administrator, the student will be sent to period detention for the remainder of the period and will be assigned one day of Out-of-School Suspension (OSS). The student will be marked absent on that day.

Exceptions to the procedures for handling tardies can and will be made if the administration deems necessary.

### 3. Checking Out

Upon arriving at school, students are not to leave school grounds for any reason without first securing appropriate administrative permission. Any student who has a valid, verifiable reason for leaving school prior to his or her normal departure time must present a parental note to the secretary in the Phelps Student Services building between **7:30 AM and 8:20 AM** the day of the early dismissal. These times will be strictly observed. The note must include the following:

1. Student's full name
2. Student's identification number
3. Student's grade level
4. Homeroom teacher's name
5. Reason for early dismissal
6. Date and time of dismissal
7. Signature of a parent or guardian
8. Telephone number where parent or guardian can be contacted that morning



A permission slip will be issued to the student to be presented to the teacher prior to departure time. If a student checks out of a class early, he may be considered absent from that class. Students must keep their permission slips to show administrators and teachers. **Three checkouts from a class will be counted as one absence from that class.**

**Students who leave early must have transportation available, leave campus, and not return to campus for any reason other than checking back in for class.** Franklin County High School will not be responsible for students who leave campus with an early dismissal and walk to town or even walk across the street to meet parents or guardians. **Parents or guardians must come to Phelps Student Services to sign out students. Students will not be called to Phelps Student Services until the parent or guardian arrives at Phelps Student Services and presents his or her driver's license or photo ID.**

**On days of student body assemblies, parents or guardians must come to the Phelps Student Services building to sign out students. Telephone calls will not be accepted for check out purposes except for emergencies. Assemblies have educational value, and all students should be present for the experience.**

Parents or guardians who wish to sign out students during the school day will do so in the Phelps Student Services building. Students returning to campus after signing out earlier in the day must sign in at the Phelps Student Services building. Any person checking out a student **must** have a valid driver's license or photo ID.

In case of illness, the student **must** check out through the clinic. The nurse will contact the parents or guardians to arrange for transportation.

On days when the regular schedule is altered because of testing, special events, or inclement weather, students must attend all of their scheduled classes. Students who work and leave school after first, second, or third period must make prior arrangements with their employers. Employers should not expect students to leave school early on these days in order to get to work. School obligations come first.

A student who leaves campus without following these procedures will be considered truant and handled accordingly.

#### 4. SCHOOL HOURS

Unless under the direct supervision of school personnel, students are to leave the campus at the end of the school day.

Students	8:20 AM - 3:15 PM
Administration	7:45 AM – 4:00 PM
Teachers	8:00 AM - 3:30 PM
Guidance	8:00 AM - 3:30 PM
Library	7:45 AM - 3:30 PM
Offices	7:30 AM - 4:00 PM
Nurses	8:00 AM - 3:30 PM



### STUDENT RESPONSIBILITIES

- A. Be prepared to work when the bell rings.**  
(Includes being in seat or at work station, being quiet, and being attentive when the bell rings)
- B. Bring all necessary materials to class.**  
(Includes pens, sharpened pencils, homework, books, notebooks, and materials necessary for individual classes such as gym clothes for physical education class and calculators for math class)
- C. Participate in class activities until dismissed by the teacher.**  
(Includes taking notes, being on task, following directions, being seated until the bell rings (not standing at the door), and doing whatever else is required by individual teachers during the class period)
- D. Take care of all personal needs before coming to class.**  
(Includes going to the bathroom, getting water, having admission slips signed, getting materials from locker, seeing friends, concluding hallway conversations, and taking care of any other personal business)
- E. Arrange to make up all missed work on the first day back from an absence.**  
(Includes initiating contact with the teacher(s) to schedule make-up work)
- F. Respect the rights and property of others.**  
(Includes refraining from the following: verbal and physical abuse, vandalism, inappropriate touching of others, disrupting the learning of other students, talking during announcements, and taking the property of others)

- G. Understand that all school rules apply to each class.**  
(Includes specific rules of individual teachers as well)

## ACADEMICS

### A. ACADEMIC AWARDS

Each spring FCHS holds its annual Academic Awards program. The purpose of this program is to recognize the most outstanding students in each of our instructional programs. The recipients are selected by criteria established by each department.

### B. ANNUAL SCHOLARSHIPS AND AWARDS

There are two general types of scholarships and financial aid available to high school students: need-based and merit-based assistance.

Applications for need-based aid (FAFSA – Free Application for Federal Student Aid) may be picked up in the guidance department, after January 1st. An evening financial aid workshop is scheduled in January to review and assist students and parents with the FAFSA application.

Colleges and universities are the major source of merit-based aid; therefore, students should check with the colleges in which they apply to see what is required to compete for the scholarships they offer.

Additional information regarding the scholarship process and details about numerous scholarships is available in the guidance department. Students and parents may pick up a current booklet of annual scholarships. Information can also be accessed via the FCHS web page <http://fchs.frco.k12.va.us> or by calling a guidance counselor at 483-0221.

### C. CHEATING/PLAGIARISM

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, or soliciting information
- Plagiarizing by copying the language, structure, idea, or thoughts of another
- Falsifying statements on any assigned schoolwork, tests, or other school documents
- Using materials, notes, or other aids (including but not limited to electronic devices) that are not approved

#### **Possible Consequences for cheating or plagiarizing (depending on the severity of the offense):**

- Complete an alternate assignment for full or reduced credit
- Redo the assignment for full or reduced credit
- Receive an “F” on the assignment
- Receive a 0 on the assignment

#### **Action:**

- First offense: teacher assigns consequence, telephones parents, and notifies guidance counselor
- Second offense: referral to administration, ISS, telephone parents
- Third offense: referral to administration, OSS, telephone parents

**D. CLASSIFICATION AND PROMOTION OF STUDENTS: PROMOTION AND RETENTION**

**(A verified credit is earned when a student successfully completes a course and passes the SOL test.)**

The requirements for promotion to the next grade level are:

Promotion to the 9th grade

Satisfactory completion of middle school requirements or placement at the high school. (Eighth grade SOL scores will be part of the criteria used in determining program placement or course options at the high school.)

Promoted to the 10th grade

5 credits, pass English 9, and have 1 SOL verified credit

Promoted to the 11th grade

13 credits, pass English 10, and have 3 SOL verified credits

Promoted to the 12th grade

17 credits, pass English 11, and have 4 SOL verified credits

Graduation

24 credits including 6 SOL verified credits for the Standard Diploma or 26 credits including 9 SOL verified credits for the Advanced Studies Diploma

**Promotions will only be made in August of each year.**

**Beginning with the class of 2022, the graduation requirements will change to 5 SOL verified credits for both a standard diploma and an advanced studies diploma.**

**A student must earn seventeen (17) credits to be classified as a senior and to take part in senior activities.**

**Fourth year students who do not have enough credits to be classified as a senior but who can earn the required credits for graduation will be allowed to graduate in either June or July only if their program of study is preapproved by the principal. These students, however, will not be granted either the status or privileges of seniors.**

## E. DIPLOMA OPTIONS AND VERIFIED CREDITS

In compliance with the revised Standard for Accrediting Schools in Virginia, students must graduate with a 24 credit diploma, or they may opt for the 26 credit diploma. Students must earn “verified credits” to graduate.

	<u><b>Standard 24 Credit Diploma<sup>1</sup></b></u>	<u><b>Advanced Studies 26 Credit Diploma<sup>3</sup></b></u>
English	4 credits	4 credits
Mathematics	3 credits	4 credits
Laboratory Science	3 credits	4 credits
Social Studies	4 credits	4 credits
Health and Physical Education	2 credits	2 credits
Economics & Personal Finance	1 credit	1 credit
Fine Arts /Foreign Lang. /CTE	2 credits	
Fine Arts or CTE		1 credit
Foreign Language		3 credits(3 years of 1 language or 2 years of 2 languages)
Electives	5 credits <sup>2</sup>	3 credits
Total	24	26

<sup>1</sup> A student must earn a career and technical education credential that has been approved by the Board of Education to graduate with a standard diploma.

<sup>2</sup> Courses to satisfy the requirements for the **Standard Diploma** shall include at least **two sequential electives** as required by the Standards of Accrediting Public Schools in Virginia. The sequential electives may include course selections from a variety of options. Such concentration may be planned to insure the completion of a focused sequence of elective courses leading to further education or preparation for employment. These options include any combination of two courses in the same department that total two years of study. A sequential elective outside of the career and technical area can be almost any two courses where the second course expands on the content in the first level course.

<sup>3</sup> To earn the **Advanced Studies Diploma**, students must complete a mathematics sequence that includes Algebra and Geometry and the specified number of courses above the level of Algebra 1 and a science sequence that includes the specified units from Earth Science, Biology, Chemistry, Chemistry 2, College Chemistry, Physics, Biology 2, AP Biology, AP Chemistry, AP Environmental Science, and AP Physics.

Beginning with the class of 2017 - A student must successfully complete one virtual course.

High school courses completed in the middle school and The Gereau Center count as credits toward graduation.

- Students must earn **verified credits** to graduate. A verified credit is earned when a student successfully completes a course and passes the SOL test. The four subject areas in which verified credits must be earned are listed below.

	Class of 2022		Prior to Class of 2022	
	Standard Diploma	Advanced Studies Diploma	Standard Diploma	Advanced Studies Diploma
<b>English:</b> <ul style="list-style-type: none"> <li>Reading and</li> <li>Writing</li> </ul>	2	2	2	2
<b>Mathematics:</b> <ul style="list-style-type: none"> <li>Algebra 1,</li> <li>Geometry, or</li> <li>Algebra 2</li> </ul>	1	1	1	2
<b>Science:</b> <ul style="list-style-type: none"> <li>Earth Science,</li> <li>Biology, or</li> <li>Chemistry</li> </ul>	1	1	1	2
<b>Social Studies:</b> <ul style="list-style-type: none"> <li>World History 1, or</li> <li>World History 2, or</li> <li>US History</li> </ul>	1	1	1	2
<b>Student Choice:</b> <ul style="list-style-type: none"> <li>An additional verified credit listed above</li> </ul>			1	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>9</b>

- If a student fails an SOL test in a subject area but passes the course, the student will not receive a verified credit. The student will, however, be given an opportunity to retake the SOL test.
- A Special Diploma is an option for students who have an Individualized Education Program.
- If a student does not earn sufficient verified credits for the Standard Diploma, he or she may earn a certificate or G.E.D. based upon an approved program of studies.

#### F. EXAMINATIONS AND NINE-WEEKS' TESTS

All students will be scheduled for an examination or a culminating activity at the end of all grading periods. First and third period exams will be given on the first exam day. Second and fourth period exams will be given on the second exam day. Exams are worth 20% of the student's final grade in the course.

Seniors may be exempt from two exams during the first term and all exams during the second term, if they meet the following requirements:

- If they have an A average in the class for the term,
- If they have a B average in the class and no discipline referrals whatsoever during the term, or
- If they have a C average in the class, no discipline referrals, and have missed no more than four days of school during the term. (NOTE: excused **or** unexcused)
- Students who have more than 5 unexcused absences per 9 weeks in any class or more than 10 (excused **or** unexcused) absences per semester in any class may not exempt the final exam in that class.



5. **The exam exemption process is a privilege that must be earned through maintaining exemplary attendance, behavior and academic excellence. Failure to meet the established criteria will result in the loss of this privilege.**

Any student who misses an exam must have written permission from the principal before being allowed to make up the exam. Permission to make up an exam must be obtained within 24 hours of the scheduled exam.

#### G. FAMILY LIFE EDUCATION

In response to the Code of Virginia, instruction in Franklin County Public Schools (FCPS) includes a comprehensive, sequential Family Life Education (FLE) program for kindergarten through high school. The FLE program is designed to provide students with the knowledge and skills to make informed, responsible decisions related to growth and development; communication and relationships; and emotional and social health.

You can view the FCPS Family Life Education program by visiting the following links:

Kindergarten:	<a href="http://bit.ly/FCPSFLEGradeK">http://bit.ly/FCPSFLEGradeK</a>
1st Grade:	<a href="http://bit.ly/FCPSFLEGrade1">http://bit.ly/FCPSFLEGrade1</a>
2nd Grade:	<a href="http://bit.ly/FCPSFLEGrade2">http://bit.ly/FCPSFLEGrade2</a>
3rd Grade:	<a href="http://bit.ly/FCPSFLEGrade3">http://bit.ly/FCPSFLEGrade3</a>
4th Grade:	<a href="http://bit.ly/FCPSFLEGrade4">http://bit.ly/FCPSFLEGrade4</a>
5th Grade:	<a href="http://bit.ly/FCPSFLEGrade5">http://bit.ly/FCPSFLEGrade5</a>
Middle School:	<a href="http://bit.ly/FCPSFLEMiddleSchool">http://bit.ly/FCPSFLEMiddleSchool</a>
High School:	<a href="http://bit.ly/FCPSFLEHighSchool">http://bit.ly/FCPSFLEHighSchool</a>

If you determine your child should not be included in FLE this school year you may visit <http://bit.ly/FCPSFLEOptOutForm> to complete the opt out form and return it to your child's school on Business Day. Forms will also be available at your child's school on Business Day. Unless you indicate otherwise, your child will be included in FLE. You do not need to return the form if you wish for your child to participate in FLE instruction.

#### H. GOVERNOR'S SCHOOL FOR SCIENCE AND TECHNOLOGY

FCPS is proud to be part of the Governor's School for Science and Technology. Any student wishing to take part in this program must first apply. The school screening committee will select participants based upon the following criteria:

1. A minimum 3.0 Overall Grade Point Average, including the previous two years and first semester.
2. A minimum 3.0 Grade Point Average in secondary mathematics and science.
3. A minimum of selected standardized tests and DAT tests (composite, mathematics, science, and DAT numerical ability).

#### I. GRADING SCALE

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	0-60



J. GRADUATION CEREMONY

Only those students who are eligible to receive a diploma or certificate may march in the graduation ceremony. Students who will graduate after successfully completing summer school may march in the ceremony but will not receive a diploma.

K. GUIDANCE COUNSELORS

The guidance counselors at FCHS are located in the Phelps Student Services building and they offer a wide variety of services to students. They include, but are not limited to, scheduling, career direction, testing, individual counseling, and many other areas. Students are assigned a counselor according to the first letter of their last name as follows:

<u>Student Name</u>	<u>Counselor</u>
A – Barnhart	Mr. Barry Whitlow
Barr – Darnell	Mrs. Lyndsey Shelton
Daughter – Harper	Mrs. Sheryl Bondurant
Harris – Lopez	Mrs. Jessica Mitchell
Lovell – Poindexter	Ms. Keisha Thorton
Polman - B. Smith	Mrs. Denita Hampton
C. Smith - Z	Ms. Christine Capwell

L. HOMEWORK POLICY

The faculty and staff of Franklin County High School believe that homework is an important component in the instructional process that serves to promote self-confidence, self-discipline, and responsibility. Additionally, the assigning of homework serves various educational purposes including reinforcement, preparation, exploration, application, enrichment, analysis, and extension.

Until a student develops intrinsic motivation for completing homework assignments, steps should be taken to encourage the completion of the work. To assure the effectiveness of homework and to encourage its completion, assignments should always be a meaningful, integral part of the course. Measures to achieve successful results from homework include assignments based on the ability level and the individual needs of students, parental involvement in homework assignments, and in-class follow-up of homework assignments.

While the quality of homework is the primary concern, quantity is also a serious consideration. Because of the numerous and varied course offerings at Franklin County High School, it is difficult to state a definite amount of homework to be assigned or to set an amount of time to be spent on homework. As a general policy, students should expect to spend between four and fifteen hours on assignments during the school week.

On the first day of school, the student’s teachers will give him or her the numbers needed to check homework and to leave a message. We strongly encourage you to use these services.

M. PRINCIPAL’S LIST, HONOR ROLL, AND HONOR GRADUATE

In order to be included on the Principal's List at the end of a 9 week marking period, a student must have all A's (B's in AP Courses) with no D's, F's, or incompletes. In order to be on the Honor Roll, a student must have a 3.0 average at the end of the term with no D's, F's, or incompletes.

To be an Honor Graduate a student must seek an advanced or standard diploma and have a 3.0 grade average in all high school work through the third nine weeks of the senior year. Seniors wishing to "challenge" their GPA to include the entire second semester must do so no later than five school days before the end of the semester. Honor graduates will receive a gold tassel for graduation.

Recognition at graduation will be given to seniors who have obtained a 4.0 or higher grade point average. Recognition will include the following:

1. Designation as "distinguished honor graduates,"
2. Separate listing in graduation program,
3. Wearing of a gold stole and a white cap and gown,
4. Leading of all graduates in the processional and recessional,
5. Awarding of diplomas first and appropriately identified, and
6. Selection of one distinguished honor graduate to speak. Students are invited to submit speeches, and a selection committee (Principal, Assistant Principal, Senior Class Sponsor, and Guidance Director) will select the most appropriate.

Distinguished honor graduates will be identified at the end of the third nine weeks.

1. Seniors wishing to "challenge" their grade point average to include second semester grades must do so no later than five school days before the end of the semester.
2. Seniors who fall below 4.0 due to second semester grades will not be recognized as distinguished honor graduates.

#### N. REGISTRATION AND SCHEDULE CHANGES

In the spring of the year, students will register for classes for the next school year. Course selections should be made only after careful thought and consultation with teachers, counselors and parents. A registration form will not be accepted without a parent or guardian signature. Due to the constraints of time and schedule organization, as well as the idea of having students accept responsibility for their decisions, the following policy statements should be remembered:

1. Once course selections have been made, changes can be made prior to June 1, after conferring with guidance personnel. Request for changes must be made on the appropriate form. These forms may be obtained from the counselor. Changes will be made for the following reasons:
  - a) Student fails a course that is a prerequisite for a scheduled course,
  - b) Human or computer error, or
  - c) Change in program of study.
2. Once school begins, no schedule changes will be permitted unless there has been an error made by the school. For a class to be dropped, a parent note is required along with the teacher's signature, the counselor's recommendation, and approval by the administration. After the deadline, a grade of WP (withdrawn passing) or WF (withdrawn failing) will be entered in the permanent record and will be computed as an "F" on the student's grade point average. In order to take a course as a repeat course in summer school, the student must complete the course during the regular session and have failed it. If a student drops a course, he must take it as a new course in summer school.

O. REPORT CARDS

Student report cards will be issued within two weeks after the end of each grading period. Teachers will contact parents at any time during the school year when a child is failing, in danger of failing, or there is a dramatic change in the quality of the student's work.

P. STANDARDS OF LEARNING TESTS

All students will be required to take Standards of Learning (SOL) tests at the end of certain core courses. How a student does in school every day will affect how well he or she does on SOL tests. Being a good student, studying hard, and learning all year long will bring academic success. Students can use the following to improve their study skills.

1. Bring all the materials to class each day.
2. Participate in class discussions.
3. Listen well in class.
4. Ask questions when you do not understand something.
5. Plan time to do homework each day.
6. Strive to do your very best, not just get by.
7. Concentrate on your studies.
8. Know how to take a big project or assignment and break it into smaller pieces.
9. Know how to take tests.
10. Study every day, even if the teacher does not assign homework.
11. Believe in your ability to be a good student.

Quick Test Taking Tips For Students

1. Preparation and Practice
  - a) Work hard in class. Do your homework. Do your best in school every day. Study regularly and learn the material well.
  - b) Use strategies that help you learn information. Use flash cards. Make up memory games to help you remember words. Study with a friend or a study group. Make graphic organizers on the information you are studying.
2. Tips for Any Part of the SOL Test
  - a) Relax! Your brain needs to be in a relaxed state to do its best work. Remind yourself that you can do a good job on the test.
  - b) Listen carefully to all instructions.
  - c) Ask questions when you do not understand the directions.
  - d) Read all of the directions carefully.
  - e) Do your best on the sample test items.
  - f) When the test begins, use scratch paper to write down anything you think you might forget, formulas, multiplication tables, important dates, etc.
3. Tips for the Multiple Choice SOL Tests
  - a) Answer what you know first! Go through the test and answer all of the questions you know. Remember the SOL test is not timed, so take your time. Read the question. Think of the answer before you look at the choices. Look to see if your answer matches any of the choices. If you do not know the answer, eliminate choices you feel pretty sure are wrong. Make your decision from what is left. Finally, place a check mark next to any question you cannot answer so you will remember to return to it.
  - b) Every question matters. If you do not know an answer, make a guess. Every question matters on the SOL test, and there is no penalty for guessing. Remember, your score will be based on how many questions you get right. So, at least give each question a try.

- c) Trust your first hunch. Do not change your answer unless you are absolutely sure that you are right.
- d) Carefully review your response sheet to make sure that you marked your answers correctly.

#### Quick Tips for Parents

1. Display a positive attitude about the SOL tests.
2. Review your child's curriculum. Talk to your child about what he is learning. Help your child learn.
3. Make sure your child understands the value you place on his or her achievement.
4. Encourage your child to stay relaxed and calm during SOL tests.
5. Make sure your child gets a good night's sleep and eats a good breakfast before the SOL tests.
6. Remind your child to bring his or her glasses to school on all of the testing days.
7. Make sure your child is at school on time so that he or she will not feel rushed on the testing days.
8. Encourage your child to try hard and do his or her best every day in school.

#### Q. TRANSFER CREDIT POLICY

Under no circumstances will any transfer credit be accepted for any student from institutions or night schools other than Franklin County High School unless the principal has granted prior written permission.

#### R. TRANSCRIPTS

One transcript will be furnished free of charge for each student. A fee of \$3.00 will be charged for each additional transcript.

## **SPECIAL REGULATIONS AND STUDENT SERVICES**

### **A. ALTERNATIVE EDUCATIONAL PROGRAMS**

The Alternative Education Program addresses the needs of dropouts and potential dropouts through the state's Individualized Student Alternative Education Plan (I.S.A.E.P.). The Virginia Board of Education is charged with development of the I.S.A.E.P.'s guidelines, which must include career guidance counseling, mandatory enrollment in a GED testing program, counseling on the economic impact of failing to complete high school, and provisions for re-enrollment. Programs included in the Alternative Education Program include:

All students admitted into the I.S.A.E.P. Program will be required to take academic classes for GED test preparation and must fulfill the requirements of the Career and Technical Skills Component.

Any special education student referral must be submitted to the Special Education Coordinator to verify eligibility before going to the Alternative Education administrator. The Special Education Coordinator and IEP team will make the decision on referral for Alternative Education.

### **B. ANNOUNCEMENTS**

Important and relevant information is given out during announcements on a daily basis. Students are responsible for listening to the announcements.

### **C. ASSEMBLIES**

Students are required to attend all assemblies and are expected to conduct themselves in an orderly manner during assemblies. If a student believes that the assembly might be personally offensive, he may ask for permission not to attend.

### **D. BUS PASSES**

Students who need to ride a bus other than the one to which they are assigned must present a parental note between **7:30 AM and 8:20 AM** the day of the bus ride. These times will be strictly observed. The note must be given to the office secretary in the building in which the student eats lunch. A bus pass will not be issued without the written note, which is kept on file. A bus pass will not be issued in response to a telephone call unless the caller speaks to an administrator who may approve the bus pass. The note must include:

1. Student's full name
2. Student's student identification number
3. Bus number
4. Date(s) the student wishes to ride the bus
5. Signature of parent or guardian
6. Telephone number(s) where parent or guardian can be contacted that morning.

(Note: If parents know they cannot be contacted by telephone due to regulations or other reasons, they are asked to call the school that morning during their free time to verify the bus pass note.)

7. Address where student wants to get off the bus
8. If student is going home with another student, the note must include the name of the other student, the name of the other student's parent or guardian, and a telephone number(s) where that parent or guardian can be contacted that morning.

If phone contact is made to verify the note and necessary parental or guardian permission is granted, a bus pass will be issued. The pass may be picked up in the Ramsey or Law office between classes. Students are not allowed to leave class to check the status of a bus pass.

In the event the school is unable to verify the note with parents or guardians, a bus pass will not be issued. The student will have to ride his or her regularly assigned bus home or make other transportation arrangements.

At times, some buses may be filled to capacity and unable to take on additional passengers for safety reasons. In those cases, the Transportation Department may ask the school not to issue passes for those buses.

#### E. CAFETERIA

The cafeteria employs a well-trained staff, which serves nutritious meals daily. Breakfast and lunch can be purchased in the Ramsey and Law cafeterias. Free or reduced price meals, for children whose households meet federal income guidelines, are available. An application may be obtained through any office.

Students are expected to behave in an orderly manner in the cafeteria. They are not permitted to cut in line. All trash must be disposed of properly. Trays and non-disposable items may not be taken out of the cafeteria. For safety reasons, glass bottles are not allowed on campus.

##### a. Free And Reduced Breakfast And Lunch Applications

Students, with the help of parents, must apply for free or reduced lunches. Applications for free or reduced lunches are available in each office at any time during the school year. Students who think they are eligible should complete the application or see administration for assistance. This information is confidential.

##### b. The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Food Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Students are allowed to charge three meals. After that they will need to bring money to purchase a meal. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

#### F. CHECKS

Checks for payment of fees, pictures, and other materials must be made payable to "Franklin County High School." All checks should include the home telephone number and student's name. They are to be for a specific purchase and for that amount only. Due to school board policy, checks cannot be cashed in the business office.

#### G. CLINIC

Students who become ill and do not feel that they can continue in class may receive a pass from their teacher to go to the clinic for evaluation. The school nurse may allow the student to remain in the clinic for a period not to exceed fifteen minutes if the situation does not warrant calling the parents for



transportation to the home. The school nurse does not excuse students from physical education classes. If the student illness requires leaving school, the nurse will secure a checkout pass. Parents must come to the clinic in the Phelps Student Services Building to check students out of school. Under no circumstances will a student be permitted to leave school without the consent of a responsible adult.

Going to the restrooms on the pretense of being ill will be considered skipping class. Students who leave school without properly checking out will be considered truant and will be subject to disciplinary action.

Because of the many problems associated with administering and storing prescription drugs in schools, school personnel, except in rare cases, will not be able to give medication to students. This policy includes any over-the-counter medications. It is generally accepted that if a student needs medication at critical intervals, he or she is sick enough to stay at home. If he or she is able to attend school, proper medication before or after school hours should meet his or her needs.

A Medication Request Form is provided for those rare cases where the attending physician has determined that the medication must be administered while the student is in school and in those cases where the student's parent is unable to personally administer medication. Parents must request this form from the school. In order for the child to have medication administered by the school nurse, the parent must sign the medication form and the medication be brought to school in the prescription bottle. Parents are urged to make arrangements so that the school nurse will not be requested to administer medication.

**Students may not carry prescribed or over-the-counter medicine at school.**

**H. CO-OP STUDENTS**

Co-op students must carry their early release pass at all times and present it to any staff member upon request. They are expected to leave campus immediately after their last class. If the school schedule is altered for any reason (i.e. delayed opening, exam schedule, etc.) co-op students are required to remain in class until their last class is dismissed. Activity period is considered part of second period.

**I. DRIVERS EDUCATION/ROAD AND RANGE**

In order for students to participate in Road and Range they must have a valid learner's permit. However, please note that it may not be possible to get Road and Range during the semester that they have Health and Physical Education; therefore, they have the option to take Road and Range after school or during the summer.

Drivers' Education Fees are \$70.00, \$45.00 if you are receiving reduced lunch, and no charge if you are receiving free lunch.

**J. DRIVING AND PARKING PRIVILEGES**

**Regulations:**

Students are reminded that driving a vehicle to school is a **privilege**. Co-op students will be given first priority for parking; others will be selected on the basis of demonstrated need. Because of many problems associated with automobiles on campus, it is imperative that everyone comply with all parking and driving regulations.

**a. PARKING PERMITS**

Due to the limited number of parking spaces available on campus, consideration is given first to students who are taking work-related technical courses and students required to stay after school for sports and activities.



Each student parking on campus must abide by all traffic laws and school regulations outlined in the handbook. Permits are issued to students for a \$50.00 fee. Display of offensive stickers and other violations of the regulations will result in disciplinary action and parking privileges being revoked. School personnel may search vehicles on campus.

1. Decals are nontransferable and must be visible on the rearview mirror.
2. Students are expected to pay a fee of \$50.00 upon receipt of the parking permit. **The cost to replace a parking decal for any reason is \$50.00.**
  - a. **December graduates pay \$50.00, but they can receive a \$25.00 refund when their parking pass is returned at the end of the semester.**
3. Riding with another student and automobile problems are unexcused tardies. Students who drive to school must accept the responsibility of being on time, or they will be subject to losing their parking permits.
4. Students are responsible for any actions concerning their parking decal number. **DO NOT** trade decals with anyone else. Parking permits are **not** to be purchased jointly or shared between students.
5. **FCHS is not responsible for any damage to or theft of automobiles.**

**b. Specific Regulations:**

1. Students must park in their assigned parking lot.
2. Parking permits are to be properly displayed.
3. Upon arrival to school, students must park, lock the vehicle, and enter a building or open campus. Students are not to cruise through the parking lot. When students return to their vehicles, they should be prepared to depart the premises promptly.
4. Sitting in vehicles or loitering in the parking lot before, during, or after school is not allowed.
5. Students are not allowed to leave campus after arriving on campus until the end of their school day.
6. Students are not to return to the parking lot during the school day without written permission from an administrator.
7. Students may not bring any items on campus which would be considered weapons or potentially dangerous to others.
8. Students are to drive in a safe manner and observe all safety and traffic regulations.
9. Students are not to enter the bus parking lot.
10. Students are to report any incidents, injuries, or vandalism to the parking administrator at the earliest opportunity. Do not move an affected vehicle until told to do so by an administrator or police officer.
11. In the event that it becomes necessary to revoke a parking permit, the student will return the permit to the office upon request.

**c. Administrative Action:**

1. Failure to abide by regulations may result in student driving or parking privileges being suspended or removed.
2. Any student who drives a vehicle on school grounds in a reckless manner will also be subject to criminal action by the proper legal authorities. Driving in excess of 10 MPH, fast starts, and skidding tires are examples of reckless driving.
3. Vehicles parked across lines diagonally, or in any way, which takes more than one parking space, will be subject to being towed at the owner's risk and expense.
4. If it becomes necessary to tow any vehicle, it will be done at the owner's risk and expense, and possibly without warning.

5. School officials have the legal authority to search any vehicle on school grounds when reasonable suspicion exists.
6. **Excessive tardies to school will result in the revocation of parking privileges.**
7. Parking privileges may be revoked for students found on campus in possession of drugs, alcohol, tobacco, or weapons.
8. There is no refund for students whose parking permits are revoked.
9. Law enforcement departments will be asked to assist in whatever action is necessary to enforce the intent of these regulations.

K. EARLY RELEASE STUDENTS

Students who have early release must stay at school until the end of their last period. If the school is on an activity schedule the student remains until the end of the activity period should second period be the last period on the student's schedule. If the school schedule is altered for any reason (i.e. delayed opening, exam schedule, etc.) students are required to remain in class until the last class on their schedule is dismissed. Once a student leaves, he or she may not return to campus on that day without permission.

L. FIELD TRIPS

All school rules apply on field trips. No student will be allowed to attend a trip without written parental permission. It is the student's responsibility to arrange with his or her other teachers to make up work.

Chaperones/Volunteers

Volunteers:

Non-employees who participate in the Franklin County Public School system's volunteer training may chaperone day trips and overnight trips. Dates and times for the training are available on the school division's website. During the training volunteers will submit an affidavit, be fingerprinted, and complete paperwork for a Child Protective Services Background check. Volunteers will also be required to take a TB test. Franklin County Health Department administers TB tests at no charge.

Overnight trips:

Volunteer chaperones for overnight trips, who have not participated in the school system's volunteer training, must complete the Virginia Department of Social Services/Child Protective Services Form and Criminal History Record Name Request Form. There must be an answer for every question on the forms to prevent the forms from being returned by these agencies. If a question does not apply use N/A instead of leaving it blank. Get the forms notarized. Mail the forms with the proper payment. Have the results sent to your child's school office. It takes 6-8 weeks for results to be returned.

M. HOMEBOUND INSTRUCTION

Homebound instruction is an educational service designed to provide continuity of educational services between the classroom and home for students whose medical, both physical and psychiatric, disciplinary, or hardship needs do not allow school attendance for a limited period of time. Homebound instruction is not intended to supplant school services and is by design temporary.

Eligibility for homebound instruction is determined on the basis of medical evidence submitted by a licensed physician or licensed clinical psychologist or psychiatrist. The school division reviews all request for completeness of information and appropriateness of the request. School divisions will request that the parent or guardian sign a release of information form allowing the physician or licensed clinical psychologist

to share information or clarify the information provided for approval of homebound instruction. Approval is determined by school division personnel on the basis of the student's documented need for service. School divisions will take into consideration a student's participation in extracurricular activities or employment when determining eligibility for homebound instruction. Disciplinary homebound may occur when the school's administration deems it necessary for the welfare of others that a child be placed on homebound.

The Individualized Educational Program (IEP) team must amend the IEP to meet the special education student's temporary instructional needs based on the approved certification of need for homebound instruction. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services.

A homebound teacher will be assigned and will be responsible for assigning grades only for the work covered during the period of homebound instruction. If a student is on homebound instruction during grade reporting time, it is the homebound teacher's responsibility to send the grades to the homebound administrator to be averaged with class grades earned prior to homebound. The homebound administrator will submit the grades for the student's nine weeks' grade.

#### N. IMMUNIZATION

No student will be admitted to FCHS without proof of required immunizations. Any new student to FCHS must have form MCH 213B appropriately completed and signed by a physician, his or her designee, or an official of a local health department as documentary proof of adequate immunization.

A student transferring from an out-of-state school may present, as documentary proof, any immunization record for the student that contains the exact date (month/day/year) of administration for each required dose of vaccines. Beginning in the 1995-96 school session, all entering ninth graders are required by law to have the second dose of measles vaccine.

The nurse will report any student not complying with these regulations immediately to the principal. Students will not be enrolled in school until compliance with the law is met.

#### O. LIBRARY MEDIA CENTER

##### 1. General Information

- a) The Library Media Center (LMC) functions as the information and instructional materials center for FCHS students and staff. To ensure the efficient operation of the LMC, all users must follow the regulations established by the administration and LMC personnel.
- b) LMC Service Hours: 7:45 AM - 4:00 PM Monday – Friday
- c) All LMC users are responsible for keeping the facility a clean and pleasant place to work; waste materials must be placed in a trashcan and not left on the tables or floor.
- d) Food and drink are not permitted at the computers in the library.

##### 2. LMC Procedures and Regulations

- a) The LMC is reserved for studying, leisure reading, reference and research work, and circulation of materials.
- b) Quiet, orderly conduct is expected at all times.
- c) Passes are not necessary before or after school. During school hours, including lunchtime and activity period, students must present a completed library pass to be admitted to the LMC. Half-day students who need to use the LMC after their classes must have a pass signed by an administrator.
- d) Upon arrival at the LMC, each student must personally and promptly sign in at the circulation desk and give all requested information on the sign-in sheet. When leaving, each student must sign out as he or she picks up his or her pass. Library personnel will electronically stamp each pass with the arrival and departure times.

- e) The following actions will be taken for students who violate procedures and regulations:
  - 1. First violation—Verbal warning and return to classroom
  - 2. Second violation—Revocation of library privileges for an extended period of time
  - 3. Continued violations—Referral to the appropriate administrator for disciplinary action

3. Use of LMC Materials Regulations

- a) Any material taken from the LMC must be checked out through the automated circulation system at the main desk.
- b) Students assume financial responsibility for lost or damaged materials checked out in their names. They should not check out materials in their names for other students.
- c) Tampering with or damaging the bar code labels and date due slips will result in a \$7.50 fine. Failure to pay the fine or repeat offenses may result in suspension from school.
- d) To provide all students access to LMC material, the following circulation limits will apply:
  - 1. Students may check out as many as five books for two weeks.
  - 2. Students may check out as many as three back issues of magazines for two nights. Current periodicals are not circulated.
  - 3. Information needed can be photocopied at ten cents (\$0.10) per page.
  - 4. Materials may be renewed once if the borrower has no overdue books and if another borrower has not placed a reserve.
- e) Overdue materials must be returned before students are permitted additional checkouts. LMC personnel send three overdue notices for late materials. When items are more than one month overdue, a discipline referral is written with the name of the item and the replacement cost. The information will be recorded in the system as an obligation which will prevent the student from attending homecoming and prom, getting a parking permit, being eligible for exam exemptions (seniors), etc. until the debt is paid or the item is returned.
- f) Students are encouraged to use the computers for research, word processing, and desktop publishing; however, any computer use must follow the guidelines of the acceptable use policy signed by each student.
- g) Students must have permission from LMC staff to print, and there is a limit of five pages. The fee for color printing is twenty-five cents (\$0.25).

P. LOCKERS

A student shall not place or keep materials in a school-owned locker that may cause a disruption on any school property or at any school-sponsored activity, function, or event. Lockers are the property of the school and are subject to inspection at any time. Staff members will open lockers **only** for the students to whom they were issued.

Q. PASSES

Any student in the halls during class time **must** have a pass. All passes are to be filled out completely by the teacher. Students found in the hall without a pass will be sent back to their teachers and be subject to disciplinary action.

R. PHYSICAL EDUCATION

a. Gym Suits

Students will be required to wear school appropriate athletic shorts and a school appropriate crew neck t-shirt. These items may be purchased from FCHS or you may bring some from home. Students will be required to wear tennis shoes.

## b. Jewelry

As a safety precaution students will not be allowed to participate in our physical education program while wearing jewelry. Jewelry shall include, but not limited to: watches, earrings, nose rings, jewelry studs, bracelets, necklaces, pins, and any type of facial piercings or other visible body piercings. This will reduce the risk of students being severely injured by falling or making contact with another student.

## S. POSTERS

The administration or a school sponsor must approve all posters, charts, and other printed materials displayed in the building. Materials are to be placed on the tiled part of the walls with masking tape only. At the conclusion of the activity the materials must be removed and disposed of properly.

## T. RESTRICTED AREAS

During the school day there are specific times that certain areas are considered off limits to students. These areas are:

1. Parking Lots - If arriving at school in a private vehicle, students are to exit vehicles immediately upon parking and enter the school. Students are not to be in the parking lot areas during the school day. This includes the railing area separating the Central Gym parking lot from the bus parking lot.
2. Track Area - Unless under the supervision of school personnel, students are not to be in the track field area at any time during the school day. This area includes the track field, behind the vocational complex, and behind the Central Gym.
3. Front Campus Area - Except for going to and from classes, students are prohibited from loitering on the front campus area.
4. Stairwells - For safety reasons, students are not to loiter on stairs at any time.
5. Lunch - Students are to remain in the assigned cafeteria or other designated areas.
6. Restrooms - Students may use restrooms for their intended purpose only. These areas are otherwise off limits.
7. Teacher Lounges and Workrooms- Students are not to enter teachers' lounges or workrooms before, during, or after school. These areas are designed for the teachers' privacy and work.
8. Classrooms/Instructional areas – without a teacher present.

## U. SAFETY OFFICERS

The purpose of the safety officers is to provide safe and secure traffic control for the high school. They also provide safety measures for each student, staff, parent, and community member that is on campus. In addition, their mission is to provide support to students they encounter enabling them to become responsible citizens of Franklin County. Safety officers also report student violations to administrators through verbal and written referrals.

There are routinely three safety officers on duty from 7:30 AM until 4:00 PM Monday through Friday. One is at the main entrance from Perdue Lane; another is at the crosswalk between Main Campus and West Campus. A third officer is on patrol and specifically monitors hallways, bathrooms, and other areas of the buildings; the officer also checks parking lots for unusual activity and parking violations. The fourth officer roams the campus by vehicle and relieves the other three for breaks and meals.

The officer at the main entrance stops all vehicles entering campus, asks the drivers for their names and reasons for their visits, and directs them to Student Services, if there is no problem. Students leaving the campus via this entrance by foot or vehicle must provide a checkout pass with appropriate information. **No one is allowed on campus unless they have official business.**

The officer at the crosswalk is responsible for stopping vehicular traffic on Tanyard Road so that students and anyone needing to cross can do so safely. The officer is also responsible for checking vehicles and students entering and exiting the Law Parking Lot, as duty permits. **It is very important that all students follow the direction of the Safety Officer on duty. No one enters the crosswalk until the Safety Officer gives direction to do so.** Students leaving the campus via this entrance by foot or vehicle must provide a checkout pass with appropriate information. **Anyone needing to speak with a school administrator or other staff member will be directed to the main entrance on Perdue Lane. Students are required to provide their names and ID numbers when asked.**

V. SCHOOL-BASED INTERVENTION TEAM

The School-Based Intervention Team will monitor students' progress to identify students in need of interventions. Meetings will take place throughout the year to address students' academic performance, attendance, and excessive discipline referrals; recommendations will be made in the areas of concern. The team consists of administrators, guidance counselors, resource personnel, and when appropriate, case managers. Parents are invited and strongly encouraged to attend the initial meeting and any follow up meetings that may occur.

W. STUDENT PROTEST

A student shall not participate or encourage any other student to participate in any protest, march, picketing, or similar activity that could cause or result in the disruption of the school.

X. TELEPHONE

The office telephones are in constant demand for school business and are not to be used by students except in an emergency to call parents. **Students will not be excused from class to use the telephone.**

**Cell phones may only be used in designated locations and at designated times. Cell phone usage signs are posted throughout the campus. Students may not use cell phones in classrooms except when directed by the teacher. Students are never to charge their cell phones in classrooms.**

Y. TEXTBOOKS

Students throughout the state of Virginia will be issued textbooks free of charge. Upon the receipt of textbooks issued by Franklin County High School, students are agreeing to return texts in an acceptable condition on the date established by the school or reimburse the school for the appropriate value of the text.

Z. TRAFFIC FLOW

In order to make the campus of FCHS safer, a one-way traffic flow has been designed. **The main entrance to the FCHS campus is from Perdue Lane near Technical Building A.**

Students will be allowed to park on campus by permit only. Student parking will be allowed in the stadium parking lot, the track parking lot, and the Law parking lot. There is absolutely no student parking on West Campus.

If you park in the Law parking lot, upon exiting the lot at the end of the day, do not cross the double yellow line, as that lane is designated for incoming traffic.

Visitor and handicap parking spaces are located in the Student Services Building Parking Lot near the main entrance to Ramsey Hall.



Parking Lots A and B will exit onto Perdue Lane. The Law parking lot (Lot D) will use the entrance and exit onto Tanyard Road. All bus parking lot traffic will exit via the exit only to Tanyard Road. This traffic flow was designed to eliminate traffic in the area where students must walk to and from classes.

#### AA. UNAUTHORIZED SALES

##### **Regulation:**

Before any individual student, school club, or organization sells any products in the community or school, approval must be secured from the principal. Unauthorized food and candy sales are prohibited on school grounds during the school day. The selling of products in the community should be kept to a minimum.

##### **Administrative Action:**

Violation of the above regulation will result in confiscation of products being sold and other disciplinary action which is deemed appropriate.

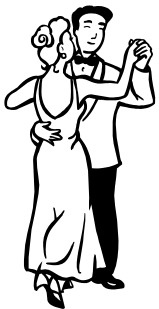
#### BB. VISITORS

All visitors must check-in at the Dorothy Phelps Student Services building to obtain a visitor's pass. Should students have out-of-town visitors staying with them, other arrangements must be made for them during school hours.

## EXTRACURRICULAR ACTIVITIES AND STUDENT DANCES

Extracurricular activities are an integral part of the total school program and are provided for the enjoyment, participation, and benefit of our students. Activities at school or away from school are subject to school rules of conduct and behavior. Students who are not in good standing may not be allowed to participate in co-curricular or extracurricular activities.

1. Attendance at school-sponsored dances is limited to Franklin County High School students and their dates.
2. Certain extracurricular activities are open to the public, and admission is permitted only by ticket or payment at the gate.
3. Admission and departure from dances and extracurricular activities must be by the main entrance only.
4. During a school activity, students are not allowed to remain in parked cars. Upon arriving at the activity, students are expected to come immediately into the building or stadium. After leaving the activity, students are expected to leave the grounds immediately.
5. After a student enters the building or stadium, he or she is not allowed to leave unless he or she is leaving the premises. Students who leave will not be readmitted to the activity.
6. Use of alcoholic beverages or drugs is strictly prohibited at school activities. Students violating the law will be subject to arrest and prosecution.
7. Smoking and vaping will not be allowed.



- 8. Proper dress as dictated by the activity will be required at all extracurricular functions.
- 9. Students who violate the above regulations may be denied admission or participation in subsequent school activities, and they may be subject to further disciplinary action by the administration.

**ATHLETIC AND EXTRACURRICULAR RULES**

Franklin County Public Schools will not tolerate any use or possession of alcohol, drugs, tobacco, electronic cigarettes (electronic smoking devices), or smoking paraphernalia by students representing the school as members of the athletic teams or extracurricular activities.

The Franklin County High School Student & Parent Handbook states that no student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student(s); this includes inflicting bodily harm on a student(s) in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association, fraternity, sorority, or student body, regardless of whether the student(s) endangered or injured participated voluntarily in the activity. Hazing is a Class 1 misdemeanor that may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, beyond any disciplinary consequences that may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors. The principal of any school at which hazing occurs and causes bodily injury shall report the hazing to the local Commonwealth Attorney

Procedure:

Administrators will deal with any situation in a timely and appropriate fashion. All parties involved will be contacted. The findings will be based on the data collected.

Actions:

An athlete who is found by law enforcement, or who self-reports possessing or consuming drugs, alcohol, tobacco, or electronic cigarettes off school grounds during the athletic season will be suspended from participation on any athletic squad for a minimum of 14 calendar days. During this period, the student must satisfactorily fulfill a Substance Abuse Prevention class with a minimum of 2-4 hours of instruction. The cost of the Substance Abuse Prevention class is the sole responsibility of the student-athlete and parent or guardian. Reinstatement of the athlete will take place after documentation of the successful completion of the Substance Abuse Class and the 14 calendar day suspension is completed. **During this 14 day suspension the student cannot participate in any team activities including practice.**

Failure to complete the Substance Abuse Class within the mandated 14 day time period may result in additional disciplinary action which may include dismissal from the team. Additional violations of the athletic training policy may result in additional disciplinary action by the principal or designee.

The end of the season is defined as the last official contest, including post season play.

Policies for clubs and organizations that have more stringent action than the season dismissal will be honored by the administration.

Please note that students who have been suspended for alcohol, drugs, tobacco, sexual offenses, hazing, weapons, fights, resulting in a 10 day suspension, or disrespectful or disruptive behaviors that result in more than 10 cumulative days of OSS will not be allowed to participate in or attend extra- curricular activities including, but not limited to, Homecoming, Prom, athletic contests, athletic teams, co-curricular clubs, club meetings, pep rallies, Talent Show, parking on campus, senior trip, senior banquet, etc.

A student may choose to review his or her discipline record at the end of each semester.

#### A. ACTIVITY BUS

Student activity buses will leave Franklin County High School between 6:00-6:15 PM each school day. **Only students involved in school-related activities are allowed to ride the activity buses.** Students must have a pass from the activity sponsor in order to ride the bus; hand written notes from parents will not be accepted. All regular school bus regulations apply when riding activity buses.

#### B. ATHLETICS

To be eligible to participate in interscholastic sports at Franklin County High School, a student must meet the following requirements:

1. The student will be a regular bona fide student in good standing.
2. The student will have passed five of eight credit hours in the previous term or passed three out of four block classes in the previous semester.
3. The student will be currently enrolled in not less than three subjects or the equivalent of six credit hours.
4. The student will have a physical form from a physician which must be completed on a VHSL form.
5. The student will not have reached the age of 19 on or before the first day of August in the school year he or she wishes to compete.
6. Transfer students must speak with the Athletic Director to ensure eligibility.
7. Courses that are being repeated for a higher grade do not count toward athletic eligibility.

FCHS is proud to offer a wide variety of athletic activities for students. Students are encouraged to become involved with an activity that meets their interest.

ATHLETIC OFFERINGS AT FRANKLIN COUNTY HIGH SCHOOL		
Fall Season	Winter Season	Spring Season
Cheerleading	Basketball - Men's V	Baseball—V
Cross Country - B/G	Basketball - Men's JV	Baseball—JV
Football - V	Basketball - Men's 9 <sup>th</sup>	Lacrosse - Men's V
Football - JV	Basketball – Ladies' V	Lacrosse - Men's JV
Golf	Basketball – Ladies' JV	Lacrosse – Ladies' V
Volleyball - V	Indoor Track	Lacrosse – Ladies JV
Volleyball - JV	Wrestling - V	Soccer - Men's V
	Wrestling - JV	Soccer - Men's JV
	Swimming	Soccer – Ladies' V
		Soccer – Ladies' JV
		Softball - V

		Softball - JV Tennis - Men's Tennis – Ladies' Track and Field
--	--	--

C. CLUBS

Franklin County High School is proud to offer a wide variety of clubs. Students are encouraged to become active in clubs and activities. Involvement in such activities can enrich and supplement the total education process.

- 1. AFJROTC—Air Force Junior ROTC—Sponsors: Lt. Col. William Rodman & MSgt. Salina L. Hamblin  
AFJROTC educates and trains high school cadets in citizenship, promotes community service, instills responsibility, character, and self-discipline, and provides instruction in air and space fundamentals. The AFJROTC program is grounded in the Air Force core values of integrity first, service before self, and excellence in all we do. The curriculum emphasizes the Air Force heritage and traditions, the development of flight, applied flight sciences, military aerospace policies, and space exploration.
- 2. ANNUAL—Sponsor: Mrs. Jessica Vinces  
FCHS’s yearbook, the Animo, is the record of events and personalities, which have been a part of the school year. The publication of the Animo involves many forms of art, writing, and organizational skill. Interested students are encouraged to become involved.
- 3. CHESS CLUB—Sponsor: Mr. Ross H. Zabloski  
The purpose of the Chess Club is to build self-esteem, critical thinking, logical reasoning skills, observational and analytical skills, and memory skills for all participants. Membership is open to all interested students.



4. **CHILL (Communities Helping Improve Local Lives)** – Sponsor: Mr. Tony Wright  
CHILL members make positive choices in their own lives realizing that the underage use of alcohol, tobacco and other drugs can impair them from reaching goals in life. In addition, members care about the health and safety of their peers and want to communicate to the community the issues concerning youth.
5. **CHOIR CLUB**—Sponsor: Mrs. Laura A. Bacigalupo  
The Choir Club is composed of students currently enrolled in choir classes at FCHS. Members will participate in many activities such as concerts, shows, special presentations, and competitions.
6. **CREATIVE WRITING CLUB** – Sponsor: Mrs. Jessica Vines  
The purpose of the Creative Writing Club is to encourage the continual development of writing techniques and to provide an outlet for students to share their work. Membership is offered to all students.
7. **DRAMA**—Sponsor: Ms. Mary Hannah Garber  
Student participation in this area provides opportunities for the development of dramatic talent and for the promotion of vocational and avocational pursuits in this field. The drama club is open to all students.
8. **EAGLE EXCELLENCE** – Sponsors: Mr. Curtis Bumgardner, Mrs. Tara Gable, & Mr. Ben Mullins  
The mission of the FCHS Positive, Behavior, Interventions, and Supports (PBIS) team is to encourage and support a school culture and climate where students are respectful, engaged, achievers and leaders. Through teaching and recognizing positive behaviors, we will promote Eagle Excellence.
9. **FBLA (Future Business Leaders of America)**— Sponsor: Ms. Marsha L. Lopez  
FBLA is a co-curricular club open to any business student. Through the competitive events program with other FBLA clubs in the state, speakers at meetings, field trips, school and community service projects, fund-raising projects, and socials members develop leadership qualities and business skills.
10. **FCCLA (Family, Career, and Community Leaders of America)**—Sponsors: Mrs. Jessica J. Leftwich, Ms. Christina Crider, and Mrs. Taylor Payne  
FCCLA is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life - planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace. Members must be enrolled in a Family and Consumer Sciences class or have had a class in the past.
11. **FFA (Future Farmers of America)**—Sponsor: Mrs. Jean M. Capps  
FFA is a co-curricular extension of the students' classroom experiences. All students enrolled in agriculture classes are urged to become members of the FFA. Activities include competition with other area FFA chapters, fund-raising projects, meetings, and an annual banquet.
12. **GIRLS WHO CODE** – Sponsor: TBA



The Franklin County High School Girls Who Code Club is part of a national organization designed to close the gender gap of women in technology and to change the image of what a programmer looks like and does. The goal of the club is to inspire, educate, and equip young women with the computing skills to pursue 21<sup>st</sup> century opportunities. Although the purpose of the FCHS chapter is to increase interest in coding among girls at our school, all who want to learn this valuable new skill may attend.

13. GSA (Gender And Sexualities Alliance) – Sponsor: Mrs. Alisha Landry

Is a diverse group open to students of all sexual orientations and gender identities. The GSA provides a safe, supportive environment for student to socialize and participate in group discussions about issues related to sexual orientation and gender identity and expression. The group works to find positive resolutions to conflicts and end homophobia and transphobia in our community.

14. HELP SAVE THE NEXT GIRL –Sponsor: Mr. David B. Campbell

Help Save the Next Girl is club on campus that focuses on combatting sexual assault and violence toward women. The club engages in various activities, fundraisers, and community outreach programs over the course of the year. The club is open to both men and women. There are no dues or fees to join. It is through diligent activism in education, victim support, and legislation that we create a strong foundation against violence as we strive to help save the next girl.

15. HISTORY CLUB— Sponsor: TBA

The History Club promotes student awareness of historic events, experiences history and historical places, and make history by promoting leadership through community involvement.

16. HOSA (Health Occupations Student Association)— Sponsors: Mrs. Kerri L. Garman & Ms. Kelly Short

HOSA is a co-curricular activity that reinforces the students' classroom experiences. Activities are designed to broaden and enlighten members in their knowledge of health occupations.

17. INTERNATIONAL CLUB—Sponsor: Mrs. Cathy A. Pinkley

The French and Spanish Clubs make up the International Club. The French Club offers students the opportunity to learn about the French language and way of life. Various activities, such as films, songs, slides, and holiday celebrations offer something for everyone. The Spanish Club provides various programs of interest to familiarize students with the customs and traditions of Spanish-speaking countries. Membership is open to any FCHS student enrolled in a Spanish class.

18. LATIN CLUB—Sponsor: Mrs. Cathy A. Pinkley

The Latin Honor Society is a group of students who have achieved excellence in character, Latin Scholarship, and service to the Junior Classical League. The members must earn a certain grade point average in Latin and the National Junior Classical League ratifies their nomination.

19. MODEL UNITED NATIONS CLUB- Sponsor: Mrs. N. Michelle Jones

The Model United Nations Club is a club that encourages and facilitates student interest in international political process, through which oratory, critical thinking, conflict resolution, informative and persuasive writing, leadership, and problem solving skills are developed and promoted. Model United Nations is a worldwide network of students who share a passion for modeled international relations. Students compete at conferences in order to address and hopefully, amend problems that face the world today. Students function as delegates from a chosen country, closely studying their nation's position on issues that are under consideration. Then they work towards legislation on problems as wide-ranging as territorial disputes, human rights, environmental change and protections, and economic crisis.

20. **NHS (National Honor Society)**— Sponsor: Mrs. Alisha McGeorge  
The National Honor Society is a selected group of students who have excelled at FCHS in the areas of scholarship, leadership, service, and character. A minimal grade point average is required and membership is by invitation only.
21. **NEWSPAPER**—Sponsor: Mr. David B. Campbell  
The Eagle, FCHS's school newspaper, contains a variety of news articles and features on activities occurring at the high school. Students interested in a position on the Eagle staff should contact the newspaper's faculty adviser.
22. **OM (Odyssey Of The Mind)** – Sponsor: Mr. Prentice Sargeant  
Odyssey of the Mind is a club that allows students to test the limits of their imagination and problem-solving skills. Finding creative and theatrical solutions to a wide array of challenges make Odyssey one of the most thought-provoking programs you'll find. Space is limited to seven students per team, so interested students should keep an eye out for auditions in the fall semester of each school year.
23. **ROBOTICS CLUB**- Sponsor: Mr. Dan D. Johnson  
This club is for students interested in the field of electronics, computer programming, and robotics. Students will work with the various robotic systems including the NXT Lego Mindstorms, Chaney electronic systems, and the Vex Robotics systems.
24. **SCA (Student Council Association)**— Sponsors: Mrs. Tara D. Gable & Mrs. Ashley D. Sigmon  
Every student is a member of the SCA, and each student is encouraged to participate in SCA activities ranging from Homecoming, to dances, to public service. In addition, each homeroom period selects representatives who help with school activities. SCA officers attend state leadership conferences and are responsible for planning SCA activities.
25. **SCHOLASTIC BOWL** —Sponsors: Mr. Mark A. Hatcher, Mrs. Tammy B. Knick, and Mr. Troy D. Kaase  
Each year FCHS sponsors an academic competition team that competes against other area schools. The League focuses attention on the high school's strong academic programs and fields teams in the areas of math, literature, science, and social studies. Membership is open to all students.
26. **SCIENCE CLUB**—Sponsor: Mrs. Amy C. Chattin  
The Science Club is open to any student interested in science and technology. Members will be exposed to modern science and technology topics with opportunities to further their knowledge and experience in the sciences. These may include community service projects, individual research projects, and a club-sponsored science tutoring program.
27. **SELF DETERMINATION CLUB**— Sponsor: Mr. Bryce S. Wuergler & Mrs. Emily J. Messenger  
The goal of the Self Determination Club is to encourage and support student empowerment, self-advocacy, decision-making, and meaningful involvement in their own educational plans and transition processes.
28. **SHADES OF RED** – Sponsor: Mrs. Azia Townes  
Shades of Red is dedicated to the promotion, awareness, acceptance and appreciation of the diverse cultures in Franklin County High School. Our focus is on the Native American, Asian, African American, and Latino cultures. All interested students are welcome to join.



29. SkillsUSA—Sponsor: Mr. Ken F. Kilinski

SkillsUSA is a co-curricular extension of the student's classroom experience. All students enrolled in a trade or industrial course are required to become members of SkillsUSA. Activities include competition with other SkillsUSA clubs in the area and on the state and national level, fund-raising projects, meetings, and contests.

30. SPIRIT CLUB—Sponsor: Ms. Marsha L. Lopez

The Spirit Club is open to 9<sup>th</sup> – 12<sup>th</sup> graders. It discusses and implements ways to promote Eagle spirit throughout Franklin County High School.

31. TECHNOLOGY STUDENT ASSOCIATION (TSA)— Sponsor: Mr. Dan D. Johnson

TSA is open to students taking Basic Technical Drawing, Engineering Drawing, Architecture Drawing, Electronics 1 & 2, and Introduction to Robotics. If a student participates in the Vex Robotics competition, he or she must join TSA. This is a STEM club.

32. UPWARD BOUND—Sponsor: Mrs. Denita L. Hampton

The Upward Bound program is designed to reinforce academic, cultural, and social experiences of students who plan to attend college. This program attempts to aid and inform students of educational choices through meetings, individual counseling, tutoring sessions, and workshops.

33. YOVASO (Youth of Virginia Speak Out) —Sponsor: Mr. Brian E. McClung

YOVASO is a youth organization that provides students with an opportunity to participate in events that promote an array of safety concerns in today's world. Some prominent safety issues included are traffic safety, seatbelt use, and drinking and driving. Membership in this club is open to all students.

D. HOMECOMING DANCE

FCHS students in grades 9-12 and their approved dates are allowed to attend the homecoming dance. Middle School students and guests over the age of 20 are not allowed to attend dances at FCHS. Any student who wishes to bring a date who is not a FCHS student must complete an Out-of-School Date Form by the deadline stated on the form. Students will be informed if their dates have been approved as soon as possible. All out-of-school dates must meet the guidelines stated above and must be in good standing at the high school/college they attend.

E. PROM

FCHS juniors and seniors and their approved dates are allowed to attend Prom. Middle School students, students in grades 9 and 10, and guests over the age of 20 are not permitted to attend. Any student who wishes to bring a date who is not a FCHS student must complete an Out-of-School Date Form by the deadline stated on the form. Students will be informed if their dates have been approved as soon as possible. All out-of-school dates must meet the guidelines stated above and must be in good standing at the high school/college they attend.



## EMERGENCY PROCEDURES

### A. EVACUATION

Signal: Fire alarm will sound and/or an announcement will be made signifying an “EVACUATION”.  
In addition to the bell and announcement, the Mass Notification System will be initiated.

Procedure:

- a. Follow Fire Drill routes to exit the building.
- b. Teachers will escort students to the football field or the track field.
- c. Teachers and students will line up on the football field. Teachers will account for their students and report any student not accounted for to their administrator and/or guidance counselor
- d. Teachers will supervise and monitor their students.
- e. No student should be allowed to leave the area.
- f. Full evacuation to the middle school will begin, if deemed appropriate.

### B. FIRE

Signal: The fire evacuation signal will be the sounding of the fire alarm.

Procedure:

- a. Close all windows and doors.
- b. Leave the room in single file staying to the correct side of the hallway. Keep together as a class and do not to socialize with another group.
- c. All groups will clear the building by at least 75 feet.
- d. Each teacher having a student who has a physical disability will appoint two reliable students to help the disabled student (if the paraprofessional is not with them) during any emergency. Prior to the evacuation drill, emergency evacuation procedures for handicapped students should be made.
- e. When the all-clear signal is given by administration, re-enter the building in an orderly manner by the route used in evacuating the building.
- f. In the event that a designated exit is blocked by fire, debris, etc., the teacher must use good judgment and direct students to the nearest safe exit.
- g. Teachers are to take any necessary actions deemed prudent in case of fire or smoke and file a report with the administration as soon as possible.

### C. LOCKDOWN

Signal: The continuous ringing of the bell and/or an announcement ordering a “LOCKDOWN.”  
In addition to the bell and announcement, the Mass Notification System will be initiated.

Procedure:

At the ringing of the bells, staff and students who are:

- In the Courtyard, Parking Lots, or anywhere OUTSIDE – immediately report to the **cul-de-sac on Perdue Lane (east-end of campus) OR Armory (west-end of campus).**

- In the cafeteria – remain in the cafeteria.
  - In a classroom – remain in the classroom.
  - In the hallway – move into the closest classroom.
  - Gym/Weight Rooms- move into the nearest locker room.
  - On West Campus – remain on West Campus.
- a. If not already locked, teachers will lock the classroom door immediately AND cover the glass portion of the classroom door (colored paper, blinds, shades, etc.)
  - b. Keep all students in the classroom and away from the door and windows as much as possible. Everyone in the classroom should remain **QUIET**.
  - c. Do **NOT** use the telephone to call out.
  - d. The window shades are to be left **DOWN**.
  - e. The room lights are to be left **ON**.
  - f. The teacher will place either a **RED** (indicating serious injuries) or **GREEN** (indicating no or minor injuries) card, with the room number printed on both sides, under the classroom door.
  - g. The teacher will also place an **8 ½ x 11 inch RED or GREEN** card in the classroom window signifying the same information as detailed above.
  - h. If students are moved out of the classroom, move as quietly and quickly as possible.
  - i. Students in offices, clinic, guidance, cafeteria, etc., will remain in those locations.
  - j. Wait for further instructions.

Once the classroom door is closed and locked, do **NOT** open the door for **any reason** until such time that an announcement is made by Mr. Crutchfield (or another administrator) stating that the lockdown has ended and it is “ok” to open your door. Should the fire alarm sound, ignore it and remain in lockdown.

**If given instructions by law enforcement personnel, please follow the instructions and do exactly as you are told.**

#### D. MEDICAL EMERGENCY

When a person is seriously injured, profusely bleeding, has fallen, and cannot move without pain, has shown signs of abnormal jerking or seizure activity, is unconscious, or for any reason cannot physically continue in the classroom. Send for help to the clinic and to the building office. Control the scene and do not move the person.

#### E. TORNADO

Signal: There will be an announcement initiating a tornado procedure.

Procedure:

- a. Close windows and doors
- b. Move to designated area
- c. Avoid windows and doors
- d. Assume a sitting, kneeling, or crouching position facing the wall
- e. Cover face

## **FRANKLIN COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK SIGNATURE PROCESS**

1. All Franklin County Public School's students and parents or guardians must sign the student handbook rules and regulation sheet provided in the student handbook or provided electronically in order to complete the school enrollment process.
2. Students without electronic or hardcopy signature sheets will be denied all privileges associated with full school registration.
3. The denied privileges may include but will not be limited to participation in extracurricular activities, attendance at school functions, parking privileges, computer access, inclusion on honor roll lists, exam exemptions, inclusion in media releases, and other activities associated with acceptance of applicable school rules, regulations and policies.
4. All privileges will be reinstated upon receipt of a properly signed and submitted rules and regulations signature sheet.