

# FRANKLIN HIGH SCHOOL



100 PANTHER DRIVE  
FRANKLIN, NC 28734  
828-524-6467

STUDENT HANDBOOK  
2011-2012

## **WELCOME TO FRANKLIN HIGH SCHOOL**

**There is arguably no period in your life that is more important concerning your future than the four years you are enrolled in High School. Your success will be driven and determined by your positive and vigorous approach to your academics, behavior and attendance.**

**The BELIEF of the faculty and staff of Franklin High School is that because each student is valued, we will make every attempt to instill in you the philosophy that education and learning is a lifelong process. The faculty and staff know that students learn best when they are actively engaged in the learning process and when their parents/families are also deeply committed and involved. We know that each student learns differently, so it is our responsibility to demonstrate and exemplify high expectations so in turn there will be high expectations of all students so each can learn to their individual potential.**

**The MISSION of the faculty and staff of Franklin High School are to provide each student with the support, tools and opportunities to graduate from high school. We take very seriously and strive tirelessly to ensure all of you graduate to be globally competitive for post-secondary education and the workforce.**

**The VISION of the faculty and staff of Franklin High School is for our students to deserve the opportunity to learn to their individual potential, while becoming globally competitive in the 21<sup>st</sup> century. We are fully committed to our students becoming lifelong learners and citizens of high moral character.**

**Franklin High School expects its students to contribute to the well-being of the school in its entirety. We expect our students to be regular in their school attendance, to view their academics as stepping stones to promising and rewarding futures, and most of all demonstrate behavior that will exemplify respect for all, enhance civility and promote active and quality citizenship.**

**Mutual respect, as well as demonstrating character traits such as compassion for others, is a must if we are to travel this journey together. Developing and maintaining positive and nurturing relationships while viewing other cultures in a non-discriminate manner where race, color, sex, religion, national origin or handicapping condition exists are life lessons that will prove extremely advantageous to you in all your future encounters and endeavors.**

Life is all about choices and decisions. Choices are with each of us. With a system of pillars that stand erect encompassing the home, spiritual and educational institutions, and people caring about people it enables us all to make wise and moral decisions in which come naturally to exhibit. The school believes each student should conduct themselves in such a manner as to reflect favorably upon whom you are, your family, and your community as a whole.

**About Our School**

**www.franklin-high.org**

**Grades Served: 9-12**

**Athletic Classification: 3-A**

**Pattern of Instruction: 4 X 4**

**Length of Classes: 90 minutes**

**Faculty: 77**

**Student/Faculty Ratio: 18 to 1**

**Average Class Size: 22**

Students enrolled in the following classes take End of Course tests: English 9, Civic, U.S. History, Biology, Chemistry, Physics, Algebra I, Algebra II, Geometry, and a Writing Test for English 10. In addition, Vocational Courses have End of Course tests (Vo Cats).

**About Our Students**

<b>Cohort Graduation Rate</b>	<b>2005 - 2008 (75.7%)</b>
<b>Percent who take SAT</b>	<b>66%</b>
<b>Percent attending college</b>	<b>78% all types</b>
	<b>41 % 4-year College</b>

Franklin High School offers a wide variety of athletic and club opportunities for students. Franklin is a 3-A school and belongs to the Appalachian Athletic Conference (AAC). Our sports program has been very successful, with many teams winning their conference titles and participating in post-conference play. Current sports offered are: Wrestling, Football, Basketball (Boys and Girls), Cross-Country, Track and Field, Baseball, Softball, Soccer (Boys and Girls), Golf, Tennis (Boys and Girls), Volleyball and Swimming (Boys and Girls). School clubs offered include Fellowship of Christian Athletes, French Club, Future Business Leaders of America, Interact, Mock Trial, Model UN, Monogram Club, VICA, HOSA, FFA, National Honor Society and Spanish Club.

Additionally, there are many opportunities for our parents to stay involved with their child's education. Some of these include volunteering with opportunities such as the

**Parent Teacher Organization, Band Boosters, Athletic Boosters, School Improvement Team and Safe and Orderly School Team.**

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## **Section I: Notifications**

### **Right to a Public Education**

Students have the right to a general and uniform system of public education wherein equal opportunities shall be provided for all students, in accordance with the provision of Article IX of the Constitution of North Carolina (G.S. 115-C-1).

Inherent in the right to a public education is the responsibility to adhere to the laws of the State and Nation, as well as the rules of the local school. Once students are made aware of these laws, rules and regulations, it then becomes the responsibility of the student to observe them.

The school is a community; a community comprised of students and adults. If in that community, the student is given the experiences of working with, living with, and socializing with other students and adults, it will become a humane community whose members care about each other and what their institution is doing to and for them.

Conduct policies should specify those behaviors that could result in the denial of students' privileges to pursue their educational endeavors. Such behavior may include: violation of school policies; threats of physical violence; assaults; having, possessing or concealing weapons or explosives; malicious damage to school property; trespassing; possession, usage, transmittal or being under the influence of narcotics, alcoholic beverages and/or stimulant drugs; smoking -- if permitted, designated area(s); student parking violations; a lack of class attendance.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

**Division of Desegregation Assistance**

**North Carolina Department of Public Instruction**

**Raleigh, North Carolina (April 1, 1989)**

**Family Educational Rights and Privacy Act of 1974 (P.L. 93-380)**

The school maintains a cumulative education record on each of its students. This record contains important information such as personal data, health records, attendance reports, standardized test results, and subject area grades. It is useful for many reasons:

in case of emergency, to comply with the Compulsory Attendance law, for course placement to meet graduation requirements, etc. Under the federal FERPA the following is considered DIRECTORY INFORMATION, and can be made public unless a parent, guardian, or eligible student requests that any or all of the information not be released without prior consent: your child's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of school attendance, degrees, awards received and the most recent previous school attended.

## **CIVIL & FAMILY CONDUCT RIGHTS POLICY**

### **Preamble**

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools and school district employees. It is the intent of Franklin High School to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of Franklin High School to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models Franklin High School encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

#### **Expected level of behavior:**

- School and school district personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff and district employees with courtesy and respect.

#### **Unacceptable/disruptive behavior:**

- Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parent/guardians and the general public.
- Using loud and/or offensive language, swearing, cursing or display of temper.

- Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school or school board property.
- Any other behavior that disrupts the orderly operation of a school, a school classroom or any other school board facility.
- Abusive, threatening or obscene e-mail or voice mail messages.

**Parent recourse:**

- Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff members' immediate supervisor and/or the school district ombudsman.

**Authority of school personnel:**

- Authority to direct persons to leave school or school board premises:

Any individual who (1) disrupts or threatens to disrupt school or school district operations; (2) threatens or attempts to do or does physical harm to school board personnel, students or others lawfully on a school or school board premises; (3) threatens the health or safety of students, school board personnel or others lawfully on a school or school board premises; (4) intentionally causes damage to school, school board property or property of others lawfully on a school campus or school board premises; (5) uses loud or offensive language or who without authorization comes on a school or other school board facility, may be directed to leave the school or school board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

- Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the

**premises. If the person refuses to leave law enforcement is to take action as is deemed necessary.**

## Section II: Standard Operating & Emergency Procedures

### Daily Schedule

(first bell rings at 8:15 and all students are to report to their first period class)

#### Schedule A - Regular Schedule

1st period	8:20 - 9:50	1st lunch	11:35 - 12:00
Break	9:50 - 9:55	2nd lunch	12:05 - 12:30
2nd period	10:00 - 11:30	3rd lunch	12:35 - 1:00
3rd period	11:35 - 1:30	4th lunch	1:05 - 1:30
4th period	1:35 - 3:05		

#### Schedule B - Advisor/Advisee

1st period	8:20 - 9:45	1st lunch	11:45 - 12:10
Advisor	9:50 - 10:05	2nd lunch	12:10 - 12:35
Break	10:05 - 10:10	3rd lunch	12:40 - 1:05
2nd period	10:15 - 11:40	4th lunch	1:05 - 1:30
3rd period	11:45 - 1:30		
4th period	1:35 - 3:05		

#### Schedule C

1st period	8:20 - 9:50	1st lunch	11:35 - 12:00
Break	9:50 - 9:55	2nd lunch	12:05 - 12:30
2nd period	10:00 - 11:30	3rd lunch	12:35 - 1:00
3rd period	11:35 - 1:20	4th lunch	1:05 - 1:30
4th period	1:35 - 2:45		
Activity	2:45 - 3:05		

#### Delayed Schedule (inclement weather) -- One Hour Delay

1st period	9:20 - 10:25
2nd period	10:30 - 11:30
3rd period	11:35 - 1:30

4th period 1:35 - 3:05

**Delayed Schedule (inclement weather) -- Two Hour Delay**

1st period 10:20 - 11:10

1st lunch 12:10 - 12:35

2nd period 11:15 - 12:05

2nd/3rd lunch 12:35 - 1:00

3rd period 12:10 - 1:30

4th lunch 1:05 - 1:30

4th period 1:35 - 3:05

**EMERGENCY CODES for Franklin High School**

**Code Green: *Alert/Observation Status***

**PLAN A - Time: 8:20 a.m. - 3:05 p.m.**

**All teachers are to report to the office at planning period.**

**PLAN B - Time: 7:30 a.m. - 8:20 a.m. and 3:05 p.m. - 3:45 p.m.**

**School-Based Crisis Management Team will be contacted and sites will be assigned for observations.**

**PLAN A/B - School-Based Crisis Management Team will be assigned observations sites "before" and "after" school.**

**Teachers with "planning" periods will be briefed and assigned observations sites during the regular academic school day.**

**Code Blue: *Shut Down***

**Teachers are to check halls, lock doors/barricade doors, cut lights, close blinds, move students from line of sight, and be quiet. Create an atmosphere of "no one is home". No student is to leave or enter the classroom. Students in other rooms (cafeteria, bathroom) remain in place. Students "outside" move to a corner and remain in place. No one is allowed to go to a vehicle for any reason.**

**Code Red: *Evacuation of Buildings***

**Areas A, B, C, or D**

**Buildings:**

**Main**

**Report to:**

**(A) Church Parking Lots**

**Duties:**

**Close doors.  
Leave lights as is.  
Take personal items.**

**Call roll  
Notify of absences**

Vocational/Gym PE/Practice Field	(B) Upper	“	“
Careers/Fine Arts Field House/Agriculture	(C) Track at Football Stadium	“	“
English 101-104		“	“
English 203 -206		“	“
Main/English Rooms 107 – 112	(D) Front lawn below flag pole	“	“
Rooms 202 - 210		“	“
English Rooms 201 & 202		“	“

***Student(s) not in a class at the time of announced "code" is to report to the closest site, give your name to a teacher and stay with that group.***

**Transition Time: (movement between bells)**

**Code Black:**

**-verbally announced**

**-noise maker (siren)**

**-electronically**

**-“on foot”**

**1. Teacher role: SAD**

**-Stop, Assess & Decide**

**Parental Instincts (respond in a calm manner using command words) and secure the immediate population by seeking shelter.**

**2. Student Role:**

**-“stop and drop” (minimize target)**

**-exemplify calmness**

**-follow directions of school staff**

**3. Administrative role:**

**-Collect and dispense information to (SOME):**

- a. staff**
- b. office (central)**
- c. media and parents**
- d. enforcement and emergency**

**4. Law enforcement/emergency role:**

**-take control of situation**

**-secure the perimeter**

**Emergency**

The Crisis Management Plan Procedures will apply and be invoked in case of an emergency. Students are expected to follow the directions of their teacher.

**Guidance Department**

The program of guidance services at Franklin High School is based upon the premise that each pupil is unique. Student's abilities, capabilities, capacity for growth and worth are accepted. Guidance services are an integral part of the total education plan and designed to help all pupils make adequate adjustments. These services assist the pupil in gaining self-understanding as a basis for solving problems, both academic and personal, and for developing a plan commensurate with ones abilities, interest and aptitudes.

**Announcements**

Most announcements are included on the daily absence sheet with proper approval. The intercom system can be used for announcements and those will be made during class exchange or the last few minutes of the period. Announcements that are to be included on the daily announcement sheet are to be turned into the media office before 8:45 a.m.

**Bus Protocol**

The following regulations concerning bus behavior were taken from the Administrator's Handbook for School Transportation, and they represent the policies of the North

**Carolina Department of Public Instruction.** We sincerely hope that you will abide by these regulations so that we may provide the safest transportation possible. Students who violate the safety procedures and policies listed below will be subject to the following:

- A) The student will receive a warning and will be placed on probation for the remainder of the school year.
  - B) The student will receive short-term suspension from the bus.
  - C) The student will receive long-term suspension from the bus.
  - D) The student will receive indefinite suspension from the bus.
1. **Authority.** The bus driver is in complete charge of his bus and his instructions must be followed by all students.
  2. **Being on Time.** Passengers must be on time. The driver has a schedule to follow and cannot wait for tardy passengers.
  3. **Taking A Seat.** When a passenger enters the school bus, take a seat quickly and remain seated. He should refrain from moving around in the bus when it is moving or in motion. If a seat space is not available, he should be sure to hold on to a seat while standing.
  4. **Opening Windows.** A passenger must ask the driver for permission if a window needs to be opened.
  5. **Keeping Inside.** A passenger must keep his head, arms, and feet inside the bus at all times.
  6. **Throwing Objects, Shouting and Waving.** Objects should never be thrown inside the bus or out the window. A passenger should not shout and wave to pedestrians or occupants of other vehicles from the bus windows. An object tossed by a passenger inside a bus, in many instances, has distracted the driver's attention and has resulted in an accident. An object tossed out the window may do damage to another person or property. It may cause a person on the outside to throw an object at the bus, the driver to stop suddenly, and, thus, result in an accident.
  7. **Eating.** A passenger should never eat or drink in the school bus. Eating on a school bus is dangerous. It is not the eating so much that is dangerous, but the careless dropping of wrappers, food, and other things that may be a slipping

hazard. Ice cream and lollipop sticks could cause injury to a passenger's throat or mouth in the event of a sudden stop. Soft drink bottles are also dangerous to have on a bus. Food may cause an unsanitary bus.

8. **Keeping The Aisle Clear.** Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.
9. **Indecent Language, Tobacco Use.** Passengers must never use profane language/indecent language, tobacco or alcoholic beverages while riding a bus.
10. **Diverting The Driver's Attention.** Passengers shall not be loud, boisterous, or distract the driver's attention in any way. They shall not talk to the driver, except in an emergency, while he is operating the bus. A confused driver cannot be a safe driver. Noise or other distractions may drown out warning signals thereby causing the driver to have an accident.
11. **Horse Playing.** Playing or scuffling on the school bus must not be tolerated. Playing or scuffling on the bus may result in accidents and may cause injuries to passengers.
12. **Silence At Railroad Crossings.** Passengers must maintain complete silence at all railroad crossings. The driver must be especially careful when he drives a bus across a railroad. He needs to pay close attention to driving the bus, and listen without distraction for an approaching train.
13. **Emergency Door.** Passengers must never tamper with an emergency door or any part of the bus. An open emergency door is very dangerous while the bus is in motion.
14. **Care of the Bus.** A passenger must never mar or deface the bus in any way. He/she shall not cut or damage seat coverings.
15. **Fire Extinguishers and First Aid Supplies.** Passengers shall never tamper with fire extinguishers and first aid supplies. The fire extinguishers and first aid supplies are placed in the school bus for the driver to use in an emergency.

16. **Assignment To Bus.** Passengers shall never attempt to ride on a school bus unless assigned to it by the principal. It is not lawful for a person to ride a bus without proper assignment.
17. **Radios, Tape Players, Etc.** Passengers should never bring radios, tape players, etc. aboard the school bus. Devices of this type may be distracting to the driver as well as dangerous objects in the event of sudden stops or accidents.

#### **Cafeteria**

Franklin High School provides for the students a dining area and a modern kitchen in which to prepare well-balanced meals. During lunch no utensils (trays, bowls, forks, knives, spoons, etc.) are to be taken from the cafeteria. All personal or al-a-carte food items are to be eaten in the dining area or outside with trash deposited in the containers provided for this purpose. No FOOD OR DRINK is allowed in labs or technical labs. Classroom rules/policies are to be followed. Throwing of food is prohibited. \*Students are not permitted to receive food/drink items from home or off campus establishments during school hours (8:15 a.m. - 3:05 p.m.). Students are not permitted to leave school for lunch unless he/she has earned this privilege through the Academic Incentives Program. No “competitive food” products are allowed in the classrooms or food service areas during lunch periods 16 N.C.A.C. 6H .0104(a)(2)

#### **Hall Passes**

All students venturing through and around campus during school hours are to either be accompanied by a ‘pink’ hall pass given and signed ONLY by a teacher on staff at FHS, or a ‘blue’ hall pass signed and dated with the respective time by an administrator. Staff is only to allow or release students in the event of an emergency or to use the restroom. Any student found moving and or loitering without a hall pass by any member of the FHS staff is to direct the student back to their respective class.

#### **First Aid**

Contact the school nurse for injury or medical advice/consumption. Students will NOT receive first aid medicines to be consumed internally from the office. Medicines to be consumed internally will need doctor or parent authorization. The school nurse will be contacted for securing or storing medicines.

### **Late Bus**

In the event of a late bus all students will report to the Chill-Out room. The Chill-Out teacher will notify the office or write classroom entry passes indicating date and time. Students are allowed 5 minutes to get to class.

### **Lockers and Locks**

Due to the limited number of lockers, each locker will be shared by two or more students. The school will provide combination locks to student for a rental fee to safeguard items from being lost or stolen. The office will retain a pass key that will open all lockers. Lockers remain the property of the school and the "search and seizure" policy will be enforced. Renters will be responsible for the interior and exterior cleanliness of rented lockers. Renters failing to keep a locker clean will be notified and subject to losing their locker privileges. Student(s) vandalizing lockers, including drawings, signs or script, will be disciplined and subject to legal punitive action.

### **Lost and Found**

If an article is lost or found, please notify the office. The tops of the lockers are cleaned periodically and items will be placed in the lobby area. Items will need to be picked up by the end of the second day. Items remaining after the second day will be put in the trash with books returned to the teacher or department head.

### **Male & Female Student Relationships**

Students should remember to respect and show respect toward each other. Inappropriate public demonstration/displays of affection (PDA) on the school campus is considered unacceptable. When approached by school personnel, regarding inappropriate behavior, students are expected to cooperate and comply. When considered necessary, parent(s) will be contacted by school administration, or other disciplinary measures may be taken.

### **Media Center & Usage**

The media center is open on school days from 7:45 AM to 3:45 PM for all students. Classes are scheduled to use the library on a needs basis. Teacher needing to use the media center for his/her class will need to schedule the date and time with the media coordinator or designee.

### **Medication**

School nurse may administer medication to students at school only if the health care provider deems it necessary for the medication to be given during school hours and if a parent/guardian requests it in writing. Medications shall be administered in accordance with the health care provider's instructions as indicated on form 6125-E2.

### **School Publications**

**The Laurel Leaf** is the school yearbook. It is published each year by a student staff under the supervision of a faculty advisor. The yearbook strives to present the story of school-life through the use of pictures. **The Mountain Echo**, the school newspaper, is published under the supervision of a faculty advisor. The newspaper strives to create and express school concerns, opinions and school-life.

### **Sickness**

If a student becomes sick, the student needs to report to the Chill-Out room to call home or contact the school nurse.

### **Student Fees**

Fees are charged for student lockers, student parking, and courses where a finished product is returned to the student.

### **Telephone Usage/Messages**

Use of the telephones by a student should be kept at a minimum during school hours. Permission from Chill-Out/ISS or office personnel must be secured before a student can use a telephone. Upon returning to class a student must have an administrative signature verifying the use of the telephone.

Appropriate phone messages will be posted on the MESSAGE BOARD outside the main office. Names of students, who have not removed their messages from the message board, will be read over the intercom at the end of the school day.

### **Visitors**

No visitor is to be on the FHS campus unless he/she has checked in through the office with the principal or an assistant principal. Students wishing to bring a visitor on campus

**must have prior approval from the principal or an assistant principal. Social visitations by non-students are not permitted.**

## **Section III: Academics**

### **Approved Courses**

The COURSE SUBJECT AREAS directory has been pre-defined by the North Carolina Department of Public Instruction. The Course Subject Areas codes (also known as State Course codes), along with their academic and grade levels, will be used to determine course(s) acceptability.

### **Honor Roll Program**

The purpose of the Honor Roll Program at Franklin High School is to recognize and honor students who excel academically, who are leadership/role models, and who individually contribute substantially to classroom goals. A student must be enrolled in a minimum of two (2) courses per semester to be recognized as an Honor Roll recipient.

#### **"A" Honor Roll Requirements:**

1. A student must have all grades of "A" for the 9-weeks grading period.
2. A student must not have more than (3) absences in a 9-weeks grading period. Making up time in Learning Center does not cancel absences for Honor Roll.
3. A student must not have any disciplinary referrals.

#### **"A/B" Honor Roll Requirements:**

1. A student must have all grades of "B" for the 9-weeks grading period or a combination of A's and B's.
2. A student must not have more than (3) absences in a 9-week grading period. Making up time in Learning Center does not cancel absences for Honor Roll.
3. A student must not have any disciplinary referrals.

Each 9 weeks, the Honor Roll lists for "A" and "A/B" are compiled. The lists are forwarded to the *Franklin Press* and *The Macon County News* for publication. At the end of the 3rd<sup>h</sup> grading period, students who have obtained Honor Roll status 2 of the 3 times possible will be rewarded with an end of year celebration. This may be a movie, picnic, or some other type of activity to celebrate their academic success for the year. This celebration will typically occur at the beginning of May.

### Honors Courses

The NORTH CAROLINA HONORS COURSE STANDARDS shall be used as a basis for designing and implementing courses that will be given honors designation. Honors courses extend beyond the traditional curriculum in breadth, depth and rigor.

### Rescue Program

Franklin High School will provide an on-going semester educational “rescue” component to assist students with academic & attendance problems by providing: (1) Learning Centers before and after school, (2) PLATO and (3) Saturday School (8:30 – 2:30).

### Recovery Program

Franklin High School will provide an on-going educational “recovery” component for EOC ACADEMIC courses failed by offering (1) Union Academy, (2) PLATO Summer School with fee and minimum entry grade of 60 with a maximum grade of 70, (3) Independent Study with fee and (4) Level I and II remediation free of charge.

### Report Cards

Within the Nine-Week grading system report cards are issued to the students at the conclusion of each grading period. Contact with parents will be made as indicated by the Parental Involvement Plan (FHS School Improvement Plan). In compliance with the nine-week grading period, all teachers will be required to send out progress reports for all students (whether passing or failing) at 3 weeks and 6 weeks.

### Learning Centers

Learning Centers are to be used for tutoring, making up absences and academic work. Learning Centers are after school, each morning from 6:30-8:00 a.m. and designated Saturday’s. Learning Centers are 90 minutes and the subject area and room assignments are posted daily on The Panther Growl. Students will be responsible for work and time missed from each class.

### Summer School/PLATO/Odyssey ware

The Credit recovery Program for students who fail an EOC subject with a grade (60-69) may participate in an accredited summer school “recovery” program. Students completing a summer school “recovery” program will receive a maximum grade of 70. Beginning with the 06-07 incoming freshmen, a student FAILING AN “EXIT COURSE”

**AND NOT EARNING A LEVEL III OR IV, WILL NOT BE ELIGIBLE FOR SUMMER SCHOOL. THE COURSE IS TO BE REPEATED.**

### **Obligations**

**It is considered unacceptable for a student to knowingly have an obligation at the end of a grading period. FHS student officers, athletes, cheerleaders, recipients of Academic Incentives, and other students owing an obligation will be denied respected privileges (extra-curricular activities) until obligations are corrected. Report cards for all student obligations will be held pending a parent conference/contact. If the obligation has not been corrected by date of graduation, the student will be denied the privilege of participating in graduation exercises and a certified copy of their high school transcript will not be issued until obligation(s) is/are corrected.**

### **Incompletes**

**A student who receives an incomplete grade shall have five (5) days following the end of the nine-week grading period to remove the incomplete. If the incomplete is not removed within the specified time, the student will receive the grade earned. Principal may grant an exception in emergencies. The incomplete will be reflected at grading time and the student will be responsible for removing the incomplete grade(s). Repeating a Course: Students who desire to repeat a course in which they have made a very low passing grade may have the opportunity to repeat the course if the grade is below 76, if the class is taken at the next offered time, and if space is available. Credit will be given only to the repeated course (course taken the second time). Both final grades will be figured into the GPA. Approval to repeat a course must have Guidance and principal approval.**

### **Dropping a Course**

**No administrative approval will be given for a student to drop an EOC/VoCATS subject. Schedules will be picked up or mailed to students in early summer. Drop/add days will be scheduled before the beginning of school/semester and course changes will only be allowed to accommodate appropriate levels, sequence, and requirements for graduation. Changes will be made on space available, with upperclassmen receiving the first consideration. The DROPPING OR ADDING courses after designated time must have final approval from: parent(s), teacher(s), guidance, NC Wise, and administration. A course dropped after designated time will be classified as WF (Withdrawal Failing) in NC Wise and will be included in the GPA RANKING.**

### Dual Enrollment

To be eligible for dual-enrollment, the student must be enrolled in the block schedule for (2) periods per day. Approved courses for online or from institutions of higher education must be recognized by a nationally accrediting agency or state-approved instructional provider. All approved courses are to be taught by a “Highly Qualified” teacher and approved by the principal. The North Carolina “Course Subject Areas” directory will be used to determine course acceptability. Approved courses are subject to specific course time and state required end-of-course tests.

### Announced Tests/Exams

-- G. S. 115C-391 "a student suspended pursuant to this subsection shall be provided an opportunity to take a quarterly, semester, or grading period examination missed during the suspension period." If a test or exam counts 10% or more of a nine-week grade, a student may make up the exam/test at teacher's discretion. OSS student may pick up work and or attend Rescue program.

### Final Exam Testing Policy for EOC Courses

State regulations say ALL STUDENTS enrolled in an EOC, end-of-course test, must be tested. Any student not taking the test will be required to do so upon returning to school. THE TESTING WILL OCCUR PRIOR TO ATTENDING CLASSES in the upcoming semester. *December 2004*

### Grading Scales

(93-100 = A) (85-92 = B) (77-84 = C) (70-76 = D) (69 = F)

### Transfer Students/GPA Calculation

This policy was adopted by the Macon County Board of Education, January 27, 1997.

Transfer students enter Macon County Schools from schools with a variety of curriculum standards and grading policies. Therefore, students transferring into Macon County secondary schools will have grades included in their grade-point-averages based on the GROUPINGS below.

**Group 1: Transfer grades from public schools and private schools accredited by the following nationally recognized accrediting agencies will be included in grade point calculations.**

**Southern Association of Colleges and Schools**

**New England Association of Colleges and Schools**

**North Central Association of Colleges and Schools**

**Northwestern Association of Colleges and Schools**

**Western Association of Colleges and Schools**

**Middle States Association of Colleges and Schools**

**Group 2: Transfer grades from non-public and other private/home schools not accredited will only have grades earned at Macon County Public Schools included in their grade point average calculations.**

- **Number of maximum credit offerings will be used to tabulate the GPA and valedictorian and salutatorian rankings.**

#### **Weighted Courses**

**The North Carolina Department of Public Instruction determines courses that are eligible for weighted points.**

## **Section IV: Attendance**

### **Attendance Policy**

School attendance is essential if one is to achieve in the classroom. Franklin High School students will only be allowed to miss five (5) days per semester per class. Students missing more than five (5) days will receive a grade of 60A if their class average is above 60 and a grade below 60 will be reported accordingly. \*Refer to FHS Student Handbook page 19 Rescue Program.

### **Exemptions**

Student with long term illness with medical verification will be considered for exemptions at the end of each grading period. All other students with excessive absences must participate in the Rescue & Recovery Programs.

### **Accumulated/Consecutive Absences**

Teachers of students with 3 or more consecutive absences will contact the Chill-Out/ISS person for absence verification. Date and time of contact will be documented by school personnel for verification that parent or guardian was contacted/attempt made. **STUDENTS ARE RESPONSIBLE FOR KEEPING UP WITH THEIR CLASS ABSENCES.** Teachers document absences through NC Wise.

### **Sign In/Sign Out Policy**

All students arriving to school or class after the tardy bell has rung must sign in at the Chill-Out/ISS room. Students leaving school must sign out at the Chill-Out/ISS room. NO student is granted permission to leave school for lunch unless an Academic Incentives card has been earned and has a valid date. Parental notes, telephone contact, or principal (designee) are required for leaving school with REASON and TIME indicated. For exceptions, see one of the school administrators.

### **Early Release Teacher & Office Assistant**

Student requesting reduced schedule will need to have earned 25 credits and have approval of administration/guidance. Administrative approval will follow state guidelines (work, dual enrollment, medical) and only second semester seniors are eligible.

### Early Dismissal

Names for early dismissals will appear on The Panther Growl or Chill-Out list. If a student is absent from your classroom and his/her name does not appear on either list, student will need a re-entry note from the principal or designee. ANY STUDENT, including 18 years of age and older, requesting to sign-out or sign-in must do so for one of the following seven EXCUSED REASONS otherwise detention will be assigned and absence marked unexcused for class missed.

- |                   |   |
|-------------------|---|
| 1. Illness/Injury | 5. Court                                |
| 2. Quarantine     | 6. Religious                            |
| 3. Death          | 7. Educational Trip with prior approval |
| 4. Medical/Dental |   |

### Transfers/Withdrawals

Students transferring or dropping out of school must pick up a withdrawal form from the Guidance Office. All books and other school material/property must be accounted for. If material/property is not accounted for a “debt fee” will be required before records are sent to a requesting agency.

### New Student Re-Entry

- If under the age of 18, a student will need to be accompanied by parent, guardian, or custodian. A notarized letter will be required if a student lives with someone other than biological parent(s).
- School records are to be presented. If records are not available, former school will be contacted before a student is OFFICIALLY enrolled.
- Upon being officially enrolled a schedule will be made out and given to the student. A student who has not been previously enrolled in a school will need principal permission.

In accordance with state law AFFIDAVITS A, B, C, D are to be used for enrollment clarification. The student's parent, guardian or custodian must provide a statement made under oath or affirmation before a notary indicating (1) whether at the time of the admission request the student is under suspension or expulsion from attendance at a private or public school in this or any other state or (2) has been convicted of a felony in this or any other state. G. S. 115-391

\*Clarification: Page 24 Transfer Students (Grade Point Average Calculation)

**Group 2: “Transfer grades from non-public and other non-accredited private or home schools will only have grades earned in Macon County Public Schools included in their grade-point-average calculations”. The GPA of said students will not be recognized by Franklin High School for awards or recognitions in regard to student ranking.**

**Reason for not recognizing Group 2 for academic awards is GPA grades are based on student’s accumulated grades from attending an accredited institution or a state-approved instructional provider.**

**January, 1997**

### **Transfer Students/EOC Credit**

**For courses requiring NC state exams, one of the following conditions must be met in order for a student to receive “transfer credit” for an EOC course:**

- 1.) The transfer school must be accredited or**
- 2.) Proficiency must be determined through an achievement test.**

**\* If none of these conditions have been met, a student must repeat the course at FHS to receive credit or a Franklin High School diploma. June 2007**

### **Final Exam/Review Absences**

**If a student is not in attendance for an exam or review, he or she will be counted absence. Students in English 12 and AP courses will have their absences exempted.**

### **LESS: (Late Entry Students)**

**1. A student requesting to enroll in Franklin High School after the Franklin School District's 10th "student day" and the student has not been in school due to the fact that their previous school system's "student days" had not begun will be admitted with advisement:**

- review the Franklin High School attendance policy**
- review the 4 x 4 concept including units of study**
- review the Franklin High School Learning Center programs for EOC's**

- End-of-Course "work" and "time" must be made up in learning centers to satisfy the semester 10 day absentee rule
- non EOC's courses recommended
- The end of semester grade(s) will be determined by academic achievement and no more than 10 absences in a class.
- alternative school
- age 16 (plus) may defer attending to next semester
- audit with no credit (principal permission)

2. A student requesting to enroll in Franklin High School after the Franklin School District's 10th "student day" and their previous school system "student days" had begun will be advised:

- The last day in attendance from previous school or beginning date for students in previous school and the first day of entry into new school will determine the number of absences at entry.
- review the Franklin High School attendance policy
- review the 4 x 4 concept including units of study
- review the Franklin High School Learning Center program for EOC's
- EOC course "work" and "time" must be made up in learning centers to satisfy the attendance policy.
- alternative school
- audit with no credit
- age 16 (plus) defer attending to next semester
- learning center program presented
- truancy referral

3. A student requesting to enroll in Franklin High School after the 10th "student day" and was living in the area when the first "student day" began will be required to have a conference with the principal.

## **Section V: Behavior & Discipline**

### **In School Suspension/CHILL-OUT per Nine Weeks**

- 1st. time:** Warning and 30 minute delayed entry
- 2nd. time:** One-hour detention, and 30 minute delayed entry
- 3rd. time:** One-hour detention, 30 minute delayed entry, parent contact
- 4th. time:** Parent conference and denied late entry
- 5th. time:** One day OSS (continued with additional tardiness)

### **Away Without Leave/Unauthorized Absences (AWOL/UA)**

Students AWOL/UA from 3<sup>rd</sup> period will receive up to two days out-of-school suspension.

Students AWOL/UA from other classes will earn the following:

**1st Offense:** A.M. Detention/180 Minutes

**3rd Offense:** 2 Days OSS

**2nd Offense:** 2 Days ISS/Parent Contact

**4th Plus:** 2 Days OSS

### **Bomb Threat**

The making, bringing, communicating, perpetrating a true or fake explosive device onto school property or encouraging a minor to bring onto school property any true explosive is a felony. Penalties are loss of license/permit and an automatic 365-day suspension from school.

Parents who are found to be negligent with regard to their children may be required to pay up to \$25,000 and \$50,000 in costs associated with actual damages resulting from a discharged explosive device.

### **Bullying/Cyber stalking**

(GS 14-196.3) – Bullying is a form of harassment whether by electronic medium or by the real or threatened infliction of physical, verbal, written or emotional abuse. Bullying may include, but is not limited to verbal name calling and put-downs, extortion of money or possessions, implied or stated threats. As part of the outlined mandate above, the North Carolina General Assembly has passed the School Violence Prevention Act detailing what constitutes and conditions in which make up both Harassment and Bullying (GS 115C.-407.5, 115C-407.7, 115C.-407.8).

### **Classroom Discipline**

School and classroom rules are not to be inconsistent with Code of Conduct adopted by the Macon County Board of Education. Teachers are expected to establish a teaching and learning environment that will enhance the academic level of all students. Rules are established within the classroom to assist in the learning process and each classroom teacher will have expected behaviors from their students that will be supported by the school administration. Teacher intervention and prevention is a must for potential affrays.

### **Detention**

Student failing to stay for detention will be subject to a one day suspension and a grade of zero may be recorded for missed work.

### **ISS (In School Suspension)**

- A student will be assigned a date of entry and exit.
- Teacher will prepare work for student to complete.
- ISS time can be extended if student work does not meet with teacher requirement and satisfaction.
- Tests, or other school work that needs teacher assistance, can be done before or after school.
- Student failing to adhere to ISS regulations is subject to OSS.

### **Cafeteria Theft**

Any student found taking food or drink items, without paying, from the Franklin High School cafeteria will be disciplined accordingly.

- 1st Offense: Pay, parent conference and two (2) full day's ISS
- 2nd Offense: Pay and minimum of two (2) days Out-of-School Suspension.

### **"Lose Control, Lose Your License"**

Effective July 1, 2000 this law will suspend a student's permit or license for ONE YEAR whenever a student is given a suspension/expulsion for more than 10 consecutive days or assigned to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- Possession or sale of an alcoholic beverage or an illegal controlled substance on school property.

- Possession or use on school property a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- Physical assault on a teacher or other school personnel on school property.

### Student Vehicles

1. All student vehicles are to be parked in the student parking lot at all times unless an exception has been made with the approval of the principal/designee. No vehicle should be moved during the school day except for early dismissal, teacher request or principal/designee authorization.
2. No student should return to his/her vehicle without teacher or principal/designee permission.
3. No student is to ride in an open vehicle (the back of a truck) for any school sponsored activity/event on or off the FHS Campus.
4. Early Dismissal students are to leave the school and parking lot immediately upon signing out. Early Dismissal students returning back to campus before the last bell are to remain off campus until 10 minutes prior to last bell and not be in any buildings without principal /designee approval
5. Each vehicle must have a valid FHS parking sticker displayed. Valid stickers are to be purchased in the assistant principal's office. Vehicles without stickers may be towed or suspended from campus.
6. All vehicles must be operated in a safe and non-disruptive manner at all times on campus and streets adjacent to the FHS campus. Students will be denied school parking privileges and law enforcement will be involved if operating a motorized vehicle on FHS campus in an unsafe manner. Infractions could result in charges, vehicle suspension and/or student out-of-school-suspension.
7. The church parking area is supervised by school personnel due to church elders allowing FHS vehicle parking. All rules and regulations for vehicle/motorized parking will apply to this area.

### Non-Motorized Vehicles

Permission from the principal/designee is necessary before a non-motorized vehicles or any non-motorized transportation carriage can be parked/carried on campus. Approved items will need to be secured appropriately.

### Cell Phone Policy

The administration and staff realize the possession and necessity of cell phones have become an intricate part of our community and society at large. Nonetheless, as adopted by the Macon County School Board of 2/19/04, a student in possession or using a cell phone on FHS campus *during instructional time* will be disciplined accordingly.

1<sup>st</sup> Offense 1 Day ISS (cell phones returned to parents/guardians only)

2<sup>nd</sup> Offense 2 Day ISS (cell phones returned to parents/guardians only)

3<sup>rd</sup> Offense 3 Day ISS (cell phones returned to parents/guardians only)

Students are also reminded of potentially severe disciplinary measures which may result if cell phones are implicated in the viewing, taping or broadcasting of any derogatory, libelous, slanderous and or illegal activity in which might occur on campus.

### Coasters, Roller Skates and Skateboards

Use of the above devices or means of transportation and similar devices are restricted on the campus of Franklin High School during or after school hours (24/7). No person on roller-skates or a skateboard, or riding in or on or by means of any coaster, toy vehicle, or similar device, shall be permitted on the campus of Franklin High School. (This policy supports the Town of Franklin Ordinance Section 7-1024) 2/05

### Computer Information Systems Usage

Students are advised that federal laws prohibit unauthorized access to encrypted data. Other laws protect copyrighted materials from unauthorized copying and use except under a licensed agreement with the owner of such materials. Franklin High School interprets these laws to cover the following:

1. Alteration of any system, application, or data file except with the permission of and under the direct supervision of an employee or authorized agent of the Macon

County School System. Such alterations include the introduction or alteration of any computer code that adversely affects the operation of any computer located on school grounds. Such illegal alterations include, but are not limited to: boot sectors, file allocation tables, autoexec files, hardware configuration files, Windows files, and password and other security files:

2. Copying of programs covered under copyright laws
3. Placing of illegal (Non-licensed) programs on any computer system and
4. Introduction of computer viruses (students using disk other than authorized by classroom teacher) or other computer code that destroys data or computer programs.
5. Students are not permitted to bring personal disks into the classroom.

Disciplinary action:

1. Out-of-School Suspension
2. Classroom Expulsion
3. Responsible (financially) for damages/repairs
4. Denial of Computer Class Registration/Use without principal approval
5. Transferees to other schools. The administration at other school(s) will be contacted.
6. Legal action will be taken when a law(s) has been violated.

#### ACCEPTABLE USE of the INTERNET

Students are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy (Macon County Board of Education). Student Expectations in Use of the Internet is that users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the district. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Messages to others are to be courteous and respectful.
2. Appropriate language is to be used at all times. Swearing, use of vulgarities, or any other inappropriate language will not be tolerated. Illegal activities are strictly forbidden.

3. Personal addresses of you, other students, faculty & staff should not be revealed. Only school addresses and phone numbers are to be used.
4. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Public domain software is the only software to be downloaded.
6. The network is to be used in such a way so as not to disrupt the use of the network by other users.
7. ALL communications and information accessible via the network should be assumed private property.

#### Online Safety Rules

1. Personal information, such as addresses, telephone numbers, parent's work addresses or telephone numbers will not be used without parental permission.
2. If information is viewed that makes the user uncomfortable, teachers and parents should be informed.
3. Messages which make the viewer uncomfortable need no response.
4. Students are not to plan to meet with someone he/she "meets" on-line.
5. Students are to be on-line only with teacher permission.

#### Counterfeiting an Act

A Student who feigns, pretends or imitates an illegal act including selling or possession of counterfeit substance will be disciplined accordingly and law enforcement will be contacted.

#### Drug Free School Policy

Personnel of Franklin High School recognize the use of illegal drugs and the unlawful possession, use, or distribution of illicit counterfeit drugs/prescription/over-the-counter and the use of alcohol by students is wrong and harmful. The possession, use, delivery, transfer, or sale of alcoholic beverages or controlled substance by students, while in school or at school-sponsored events is forbidden. *Refer to Macon County School Board Policy #470.*

**First Offense** -- Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended for ten (10) days and reported to the law enforcement. The student will be ineligible for participation in all extra-curricular activities for a period to be determined by the building administrator. The building administrator may reduce the suspension and loss of extra-curricular activity if:

- 1) The student agrees to professional counseling outside of school and follows recommendations with updates for the school principal on a need to know basis.
- 2) The student and family agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the community by a qualified Alcoholism/Drug Counselor, and follow his/her recommendation; AND
- 3) The student and parent/guardian agree to sign releases for sharing of pertinent information between agencies.

**Second Offense** -- Parents/guardians and law enforcement will be contacted immediately upon verification of the violation. A recommendation for long-term suspension/expulsion will be made to the Board of Education. The building administrator of the Board of Education Expulsion Review Committee or the Board of Education may hold a recommendation for long-term suspension/expulsion in abeyance if:

- 1) The student agrees to professional counseling and follows his/her recommendations; OR,
- 2) The student and family agree to a drug and alcohol assessment/screening provided at a State-approved alcohol/drug agency in the community and conducted by a qualified Alcoholism Counselor, and follows his/her recommendations satisfactorily.
- 3) Because of the potential dangers to the students presented by his/her acute intoxication with alcohol or other drugs, students exhibiting evidence of acute intoxication incapacitation, or a drug overdose in school or at school-sponsored events, will be transported immediately to the local hospital, followed by immediate notification of parents and police. Following his/her return to school, this policy will be implemented.

**\*Required:** All coaches are to read the Franklin High School Athletic Handbook and be aware of its content as well as local board policy as included in this student handbook as well.

***Refer to Macon County School Board Policy #470.***

### **Felony & Criminal Behavior Policy**

**Any student who is subject to the NCHSAA eight semester rule who (1) is convicted of a crime classified as a felony under North Carolina or federal law, OR (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career. Appellate or other post-conviction review of the conviction or adjudication of delinquency does not affect the student's immediate ineligibility.**

**Note: "Convicted" and "conviction," for the purpose of this policy, includes the entry of (a) a plea of guilty; or (b) a plea of no contest, nolo contendere, or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate, or other duly constituted, established, and recognized adjudicating body, tribunal, or official, either civilian or military. A person is "convicted" or "adjudicated delinquent" for the purposes of this policy, in North Carolina state courts, the courts of the United States, another state, the armed services of the United States, or another country.**

### **Dress Code & Head Gear Policy**

**Students are expected to exhibit neatness and good taste in their manner of dress at school and school sponsored functions. Students are permitted to wear shorts to school as long as the length exhibits good taste. (To further define good taste with a measurement --with arms held by the sides, the length of the shorts/skirt should fall below fingertip length.) Tank tops/string tops are to be worn only with an additional garment, either under or over. Students who wear a mesh type shirt must wear an undershirt. Clothing in which has been altered and or torn does NOT exhibit neatness or good taste and therefore is unacceptable. PE type shorts are NOT acceptable for classroom wear. Shoes must be worn at all times, bare midriffs are not permitted and language that is considered inappropriate for verbal use will be considered inappropriate in print. Garments, symbols or items in print/pictorial that cause classroom/school disruption will be considered inappropriate. The dress code policy will be strictly adhered to. Students who are inappropriately dressed should be sent to the office for appropriate action. Hats/Head Gear is not to be worn in the auditorium and while seated**

at lunch. Teachers requesting that a student remove his/her hat/head gear in a classroom is to be adhered to.

### Gadgetry

Electronic gadgetry and technology items that are not school issued should be left at home/vehicle and the school will not be responsible for lost or stolen items. Additionally, any and all “jump”, “flash”, CD ROM drives are ONLY allowed with teacher approval. In the event it becomes knowledge to a staff or faculty member that a student is using technology and computer accessories in a manner inconsistent with our computer and internet acceptable use policy, it will be confiscated by the administration and subject to review for inappropriate and potentially harmful contents. This may result in further disciplinary and criminal action.

### Items of Disruption

Emergency Alarms, Solution Containers, etc...to intentionally activate any alarm system or to disperse chemicals from a canister/container that would be used to deter an emergency will be suspended and law enforcement contacted. "Stink Bombs", "Laser Lights" or any items that could cause for medical attention or evacuation will result in suspension and law enforcement.

### Knives

All knives of any kind are not permitted on the properties of Franklin High School to include school buses and school activities. Violators are subject to SRO referral and up to 10 day suspension.

### Loitering/Out of Pocket/Grouping/Hall Traffic

From the first bell to the last bell students are to remain and travel in areas that are supervised by school personnel only. Being in ANY isolated areas or vehicles, to include buses, without supervision or permission from a teacher or school administrator will result in school discipline that will involve detention, ISS, suspension or expulsion. "Out of Pocket" areas include but are not limited to: church area, streets, parking lots, auditorium, sports complex, dressing rooms, vacated buildings, vacated classrooms and/or outside of ANY unoccupied buildings or structures in which are not visible to school personnel. Bathroom stalls are to be occupied by only one individual at a time. Hall traffic during lunch is prohibited. Students should be aware of areas that are still in session and refrain from loud noises, locker visits, or walking through those areas.

Additionally, no food or drink is allowed in the hallways. Before school, students should be aware that sitting or lying in the hall is not appropriate due to the increase of student and faculty traffic. If students need a room or area to study in, one can be designated. Rude responses are unnecessary and students who are unwilling to respond to a "reasonable request" need to be referred to one of the school administrators. Whenever students move throughout the school there is a five minute time limit from point A to point B. Each student must have permission/pass from their class indicating time, date, and destination. Pushing, shoving, yelling, or screaming is not acceptable behavior. After school loitering is prohibited. Students and non-students who are LOITERING "HANGING OUT" on campus, including the student parking lots and church area, after 3:30 p.m. or (twenty-five minutes after the last daily school bell) may be cited by the SRO, local law enforcement, lose driving privileges to include other forms of discipline. If approached by SRO or school officials be courteous and follow their directions. *January 2005*

### Student Honor Code

Students are expected to exhibit honesty at all times. Student participating in a dishonest act will be subject to academic and behavioral discipline.

### Plagiarism/Cheating Policy

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student's homework
- working with others on projects that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from your test or quiz
- using any other method to get/give test or quiz information
- taking a test or quiz in part or in whole to use to give to others
- copying information from a source without proper attribution
- taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, conferences, redoing assignments/retaking a test/new test, receiving a failing grade on the test/project, receiving a lower overall grade in the class, detention, suspension, or expulsion.

## Sexual Harassment

Franklin High School is committed to providing a work/educational environment in which all employees and students have the right to be free from sexual harassment. Sexual harassment covers all unwelcome sexual advances, requests for sexual favors, and any other verbal or physical expression that is either implicit that has the effect of interfering with an individual's work/educational environment. Such harassment by supervisors/teachers or students will not be tolerated and may lead to immediate dismissal. It shall be the duty of all to be sensitive to harassing behavior or conditions and to initiate corrective action immediately when these are suspected or actually known. If anyone believes that he or she is a victim of sexual harassment, file a complaint through the established grievance procedure: immediate supervisor and follow guidelines adopted by the Macon County Board of Education.

### Sexual Harassment of Students

Sexual Harassment can be:

1. insults
2. offensive or suggestive remarks
3. sexually threatening language
4. pressure to date
5. offensive jokes of sexual nature
6. whistles or catcalls
7. sexual slurs or innuendoes
8. derogatory comments based on the gender of an individual
9. suggestive gestures or looks
10. staring or leering
11. displaying posters, photographs of sexual nature
12. proposition
13. physical or offensive touching or hugging
14. grabbing, patting, or pinching
15. cornering
16. rape, attempted rape

*\*The intent of the person harassing is immaterial, how the person receiving the remark is the determining factor.*

### Procedures Relative to Student Discipline

Students may be subject to the jurisdiction and punishment of the courts in case of violation of criminal statutes, as well as disciplinary action under authority of these rules by school authorities.

Pursuant to North Carolina law, teachers are authorized and have the responsibility to maintain good order and discipline in the classroom and school (North Carolina General Statute 115C – 390). However, when conduct appears to violate one of the rules of Student Conduct Code proscribing serious misconduct, teachers shall refer the matter to the principal or designee for further action. Sexual Harassment covers all unwelcome sexual advances, requests for sexual favors, and any other verbal or physical expression that is either IMPLICIT or EXPLICIT that has the effect of interfering with an individual's work/educational performance or creates an intimidating work/educational environment. Such harassment by supervisors/teachers or students will not be tolerated and may lead to immediate suspension or dismissal.

#### **Procedure**

1. Report immediately to a person of authority
2. Notify principal or designee immediately
3. Investigation by principal or designee (documentation)
4. Parental contact
5. Law enforcement if needed.

\*Law enforcement may become involved when physical touching has occurred. Verbal harassment is a school problem unless a person communicates a threat.

#### **Discipline**

If the result shows that sexual harassment has occurred physically or verbally a:

1. Parent conference will be requested for both parties.
2. All parties will be involved in reviewing Sexual Harassment policy and
3. Student will be subject to suspension/arrest or both.
4. Student who sexually harasses another student will be suspended from extracurricular activities for one year from the date of the incident. Students participating in band and chorus will not be allowed to take trips or participate in school sponsored performances.
5. "Zero Tolerance" of intimidation after the fact.

#### **Tardy Policy/Interruptions**

No detention will be assigned for medical, court or religious reasons with verification note. STUDENTS ARE RESPONSIBLE FOR CLASS ABSENCES AND WORK. "Tardy" is reporting to school or class after the tardy bell has rung. Students are to report immediately to the Chill-Out room and remain there until the first 30 minutes of the class period is completed. Students arriving 30 minutes after the tardy bell will not be permitted class entry and will remain in Chill-Out for the remainder of the class.

Administration, teachers, guidance, and "outside" resource personnel will make every effort to avoid interrupting a student's class time. If an interruption is necessary, the requesting person will contact the classroom teacher. A student returning to class should have a note with date, time and signature. When a student requests or is sent to the office from the classroom, a note including student's name, reason, date, time and teacher signature is needed.

Occasionally it may be necessary for a student to be detained after a class begins. In this case, if the student arrives to class with a note from an administrator (principal/assistant principals) he/she is to be admitted without reporting to Chill-Out.

### Tobacco Products

Use of any and all tobacco products are prohibited from campus. Consequences include consultation, detention, and in the event of Flagrant use of tobacco products will result in out-of-school suspension.

### Vandalism

The destruction or defacing of any school property is strictly forbidden. Following the investigation of student(s) involved, he/she/they will be subject to arrest, cost of vandalism repair/replacement, suspension, or recommended long term suspension or expulsion.

### Levels of Disciplinary Action at Franklin High School

Any Disciplinary situation can be upgraded or downgraded due to administration discretion based on circumstances and/or historical behavior. Besides the disciplinary action that teachers exercise in the normal classroom situation, other measures may also be taken. These forms of discipline are as follows:

1. Discipline Policy (Classroom)
2. Before or After School Detention
3. In-School Suspension
4. Parent Conference
5. Out-of-School Suspension
6. Vehicle Suspension
7. Corporal Punishment
8. Denied Participation in End-Of-Year Activities

9. Alternative School (Union Academy)
10. Long-Term Suspension (in excess of 10 school days)
11. Arrest
12. Denial of ALL Extra-Curricular Activities
13. Bus Suspension
14. Driving License/Permit Suspension
15. Expulsion

***\*All students are to follow a reasonable request if and when determined and given by school personnel without question or comment.***

#### Emergency Suspension Policy Code 4301

School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. to quell a disturbance threatening injury to others...
2. to obtain possession of a weapon or other dangerous object on the person, or within the control of a student...
3. for self-defense...
4. for the protection of persons or property; or...
5. to maintain order on school property, in the classroom, or at a school-related activity on or off school property...

#### SEARCH and SEIZURE

Determining reasonableness of any search involves a two-fold inquiry:

1. Is the search justified at its inception?
2. Does the search relate to the circumstances which justify the search?

Ordinarily a search at school will be justified initially when there are reasonable grounds for suspecting the search will turn up evidence that the students has, or is, violating the

**law or school rules. Student searches are permissible in scope when measures adopted are reasonably related to objectives of search but not excessively intrusive in light of student's sex and the nature of the infraction. The Fourth Amendment requires "SUFFICIENT PROBABILITY, NOT ABSOLUTE CERTAINTY."**

## Section VI: Graduation Information

### Certificate of Achievement, Graduation Certificate, Diploma (Defined)

**Graduation Certificate:** Students with special needs who satisfy all state and local graduation requirements but who fail the computer test will receive a Graduation Certificate.

**Certificate of Attendance:** Students with special needs (as defined by G.S. 115C-109) who do not meet the requirements for a high school diploma will receive a *Graduation Certificate*.

**Diploma:** Students meeting all local and state requirements for graduation (see Graduation Requirements)

1. College University Preparatory
2. College Tech Preparatory
3. Career Preparatory
4. Occupational Preparatory\*\*
5. Future-Ready Core (2009-10)

\*Fastrak 21 (see Guidance)

\*Fastrak 24 (see Guidance)

### GRADUATION REQUIREMENTS

The following requirements apply to students who enter the 9th grade in 2003.

English	4 units	
Mathematics	3/*4 units	Including Algebra 1 (*For students enrolled in the College University Prep Course of Study, 4 units of math are required with one higher level math course with Algebra II as prerequisite.)
Social Studies	3 units	Survey in World History, Civics and Economics, US History
Science	3 units	Earth Science, Biology and one of the physical sciences (Physical Science, Chemistry or Physics)
Foreign Language	2 units	*Same language for College/University Prep
Health and P.E.	1 unit	
Electives	12/11 units	Students enrolled in the College/University Prep Course of Study will have <u>11 electives</u> .
<b>TOTAL</b>	<b>28 units</b>	

Graduation also requires a passing score on the NC Computer Skills Test and the NC Competency Test in Math and Reading.

### High School Exit Standards

The high school exit standards will become effective with the freshman class of 2006-07. Students must score at proficiency Level III or above on the following five end-of-course tests:

#### Algebra I / Biology / Civics & Economics / English I / U.S. History

\*If a student does not meet the passing criteria for the EOC assessment but passes the course, two re-test will be given before reviewed by an external review committee consisting of teachers, principals and central office staff members from the county. The principal reviews the recommendation by the committee and makes the final decision regarding the student meeting the exit standard for the course.

### Senior Project

In addition to scoring proficient on five EOC tests, students must score Level III or above on locally-adopted rubrics on a Senior Project that has the following components:

- A review process
- A research paper written on an approved topic of student's choice
- A product related to the paper that requires significant hours of work
- A portfolio that reflects the Senior Project process
- A presentation to a panel of community and faculty members

### Graduation Policy

No student may participate in graduation ceremonies unless ALL credit requirements, as established by the State Board of Education and the Macon County Board of Education, have been fully and completely attained at the time of graduation exercises. \*Passing EOC tests, completing a graduation project and passing core courses from a recognized accrediting agency are required for a Franklin High School diploma.

### Early Graduation

The 4x4 schedule enables students to finish high school in 7 semesters. All records must be checked by the senior guidance counselor for verification. Students, parents, counselors and school administration must sign the course request. Students choosing this option will be eligible to attend the prom, Senior Awards Day and the end of year

graduation ceremonies. Sport participation will be denied to students who are in attendance less than one-half day.

### **Maximum Credits**

A maximum of four (4) credit units a semester will be accepted and eight (8) credit units for one regular school year. Credits earned through "dual enrollment" or summer school of the same year will be accepted. Exceptions can only be approved by the principal or designee.

### **Minimum Units Required for Promotion/Classification**

**Sophomore-7 / Junior-12 / Senior-19 / Graduation-28**

## **Section VII: Extra-Curricular Information**

### **Field Trips**

All permission/request forms are to be filled out prior to date of trip. Teachers will have the authority to deny a student this activity if the student has attendance, academic or behavioral problems. Student breaking rules/policies/laws will be subject to suspension, arrest and denied field trip experiences. All overnight trips are to be approved by the Macon County School Board one board meeting prior to the trip. Activity buses/cars will need prior approval before being released.

Field trip sponsor will be responsible for fuel and paying of driver. If the principal determines the trip to be curriculum related, the LEA will pay for the first tank of gasoline but the group will be responsible for paying the driver. Field trips not curriculum related will not be permitted. Any trips for extended days should be planned to occur during school vacation days or summer vacation.

### **Athletics**

The NCHSAA booklet will serve as a guide for administering the athletic program at Franklin High School. All policies/rules approved by the school, central office and school board will be adhered to. Amongst other policies, No team dismissals earlier than 2:45 p.m. unless approved by the principal and prior notification is given to the teachers. In order to maintain eligibility (1) All student-athletes have to pass "one less than maximum" for the semester. (NCHSAA booklet for additional information) (2) Student-athletes are encouraged to have good attendance. On game days or the day after games, all student-athletes are to be in their classes. Head coaches will need to be made aware of student-athletes who are leaving early from school on game days and/or arriving late to school after a game. Student-athletes are expected to be role models and set good examples in the community and serve as positive role models for the school and student body. On game day student-athletes not in attendance will not be permitted to participate. Exceptions can only be made by principal/designee only.

### **Athletic Awards Recognition**

Each year there will be an athletic awards recognition program to honor student athletes. The Franklin High Boosters Club will sponsor the program with the assistance of the athletic director, coaches, teachers, guidance and school administration.

### **Injury Policy for Athletic Participation**

All rules and regulations of the North Carolina High School Athletic Association Handbook regarding student athlete illness, injuries, and infectious disease shall be enforced.

### **Felony Policy Applicable to Athletes**

Any student who is subject to the NCHSAA eight semester rule who (1) is convicted of a crime classified as a felony under North Carolina or federal law, OR (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career. Appellate or other post-conviction review of the conviction or adjudication of delinquency does not affect the student's immediate ineligibility.

- Note: "Convicted" and "conviction," for the purpose of this policy, includes the entry of (a) a plea of guilty; or (b) a plea of no contest, nolo contendere, or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate, or other duly constituted, established, and recognized adjudicating body, tribunal, or official, either civilian or military. A person is "convicted" or "adjudicated delinquent" for the purposes of this policy, in North Carolina state courts, the courts of the United States, another state, the armed services of the United States, or another country.

### **Student- Athlete Behavioral & Drug Policy**

Student-athletes are expected to have the highest of behavioral standards on and off school campus. Student-athletes reported, via friends, coaches, adults, family, and law enforcement, to be participating in unacceptable behavior on or off campus and the behavior reflects negatively on the person, team or program, will be dealt with in a very serious manner. All head coaches are to have a conference with their teams and individuals about the negative effects of drugs, enhancers/stimulants, alcohol, tobacco, and to strive for high academic standards. *Refer to Macon County School Board Policy #470.*

### **Quitting a Team**

Student-Athletes earning eligibility status in one sport in a season and "quits" cannot become eligible for another sport in the same season.

### **Athletic Eligibility Dual Enrollment**

North Carolina High School Athletic Association regulations require that a student successfully complete three courses per semester on a block schedule in order to be eligible for athletic participation. Eligibility is determined by the previous semester's academic results. A student dual enrolled the previous semester must have passed two courses on a block schedule or four courses on a traditional schedule. To complete the eligibility requirement of three block courses or five traditional courses, a maximum of one credit from another accredited education entity may be accepted. The principal, using current NCHSAA guidelines and school board policy, will make the determination as to the course counting toward eligibility.

### **Driver Education**

Students aged fifteen years or older who have passed the driver's education test will have the opportunity to earn a learner's permit and proceed through Levels I, II, and III. Students are to participate in the "behind the wheel" driving before/after school, holidays and weekends. Exceptions may be made for students to drive during school hours if the student is in good standing in all three areas: academics, attendance and behavior. Principal and teacher approval is a must before an exception is declared.

### **Driving Permit/License**

Students receiving a permit or license after December 1, 1997 will have to pass a minimum of three subjects per semester or until the age of eighteen. A student failing to meet the academic requirement will be contacted by the North Carolina Department of Motor Vehicles and will lose their permit or license for one semester.

### **Extra Curricular School Expenditures**

Expenditures involving club or organizational funds must have the approval of the principal, school treasurer or teacher prior to purchase. The school is not responsible for any unauthorized expenditures made by students. Invoices must be submitted to the office before payment and accompanied with appropriate signature. OBTAINING

**PROPERTY by FALSE PRETENSES is a FELONY and the person punished as CLASS H FELON.**

### **Awards**

**Franklin High School and the community make every effort to recognize and honor outstanding achievement by students. This is accomplished through our clubs, sports, extra-curricular activities, scholarships and the Academic Incentives Program.**

### **Junior-Senior Prom**

**A Franklin High School student must have attained junior or senior status to attend the Junior-Senior Prom. At the beginning of a semester (first or second) a student must be classified as a JUNIOR to be eligible for the school year Junior-Senior Prom. Dropouts from Franklin High School will be eligible to attend provided his/her date of scheduled graduation has passed. Guests must have administrative approval and follow the same guidelines for eligibility as Franklin High School juniors and seniors. Any long distance telephone fees incurred due to verification must be paid before the date of the Junior-Senior Prom.**

## **Section VIII: Local Board Policy & Law**

### **Macon County Board of Education Absenteeism Policy**

No student shall miss more than 20 days during the school year if he/she is to receive credit in elementary schools. When a student is absent from elementary school more than 20 days, he/she may receive no grade or credit. Franklin High School is on a block schedule (4x4) and subject credit is awarded per semester. Franklin High School students shall miss no more than (5 DAYS) per class per semester to receive credit.

An illness of prolonged nature or an attempt to change a negative behavioral absentee pattern will be considered case-by-case by the principal/committee where absences are in excess of the number stated above. Each school will use the following list of reasons to classify absences as excused or unexcused.

1. Illness or injury.
2. Quarantine ordered by the local health officer of State Board of Health.
3. Death in the child's immediate family.
4. Medical or dental appointments, except in emergencies, a school official permission must be secured beforehand.
5. Participation in court of administrative proceedings as a party or subpoenaed witness.
6. Religious observances. The local Board of Education determines whether to excuse these absences, but the State Board urges approval "unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the child."
7. Educational opportunity, such as travel. A school official must give permission in advance.

Adopted: 05/11/80

Amended: 08/24/81

Amended: 02/19/96

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**THE MACON COUNTY BOARD OF EDUCATION PRACTICES ZERO TOLERANCE REGARDING RESPECT TO DRUGS AND WEAPONS ON SCHOOL PROPERTY**

ALL OTHER Board of Education Policies can be accessed on the Macon County School District website located under the Board of education tab here;

[http://www.macon.k12.nc.us/BOE/Public%20Documents/Macon County Schools Board Policy \(Dec 04 2006\).pdf](http://www.macon.k12.nc.us/BOE/Public%20Documents/Macon%20County%20Schools%20Board%20Policy%20(Dec%2004%202006).pdf)

## **Section IX: Required Forms**

# Macon County School District

Revision: April 16, 2010

## Internet Use Agreement

It is the belief of Macon County Schools that access to the Internet and other computer resources should be available to all students, faculty, and staff. The Internet and other computer and information resources offer vast, diverse, and unique resources that can educate and inform. These resources have an important place as educational tools in our schools by facilitating information sharing, innovation, and communication.

Macon County Schools has taken strong precautions to prevent access to controversial and inappropriate materials using content filtering technology; however, on a global network, it is impossible to control all materials and information. It is the belief of Macon County Schools that the valuable information, resources and collaboration available on the Internet are worthwhile, even though the possibility exists for access to materials, which may not be educationally appropriate.

Any student that is allowed access to the Internet must read and comply with Macon County School's Acceptable Use Policy (Policy 630).

If a parent or guardian DOES NOT wish a student to have access to the Internet, he or she must acknowledge the following statement by initialing the statement, then sign and return this form to your schools administration.

\_\_\_\_ I DO NOT want my child to have access to the Internet at school. I understand this decision will limit the educational resources available to my child.

Date: \_\_\_\_\_

Student's Name: (Print) \_\_\_\_\_

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

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

# Macon County School District

Revision: April 16 2010

## **Publications, Video, Internet Consent and Release Agreement**

Students who attend school in the Macon County School District are occasionally a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, you and the student must sign and return this form to the school for each of your children. (Parent signature is not required for students age 18 and over.)

The student's name, picture, art, written work, voice, verbal statements or portraits (video or still) may appear in school publicity or District publications, videos or on the District's website (which includes school websites). For example, pictures, videos and articles about school activities may appear in local newspapers, on television or in district publications. These pictures, videos and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

Students' names will not be associated to any photograph published on the Macon County School District's website. Students under age 13 referenced on the public areas of the website will not be listed by full name. Regardless of age, if a student participates in a class blog or discussion on the Macon County School District website, the student's full name is accessible to persons with an authorized log into the website.

Macon County School District agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction and in accordance with federal, state and county regulations.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.

If the Student and Parent/Guardian wish to rescind this agreement, they may do so at any time with written notice.

\_\_\_\_\_ I agree to the release of *the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) to Macon County School District and consent to their use by Macon County School District.*

\_\_\_\_\_ I do NOT agree to the release of *the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) to Macon County School District or consent to their use by Macon County School District.*

Effective Date of Agreement: \_\_\_\_\_

Student Name:(Print) \_\_\_\_\_

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

Parent/Guardian:(Print) \_\_\_\_\_

<b>Franklin High School 2011-2012 Calendar</b>	<b>Workdays</b>	<b>Annual Leave</b>	<b>Holidays</b>
August 1, 2 & 3 - Workdays	3		
August 4 - First Day of 180 Student Days			
September 5 - Labor Day Holiday			1
October 6 - End of 1st 9-Weeks Term (45 Student Days), Student Dismissal at 1:00 PM			
October 7 - Workday	1		
October 10, 11, 12, 13 & 14 - Intersession Days			
October 17 - Begin 2nd 9-Weeks Term			
November 11 - Veteran's Day Holiday			1
November 23 - Workday	1		
November 24 & 25 - Thanksgiving Holidays			2
December 21 - End of 2nd 9-Weeks Term (44 Student Days), and End of 1st Semester (89 Student Days), Student Dismissal at 1:00 PM			
December 22 & 23 - Annual Leave		2	
December 26, 27 - Christmas Holidays			2
December 28, 29, 30, - Annual Leave		3	
January 2 - New Year's Holiday			1
January 3 & 4 - Workday	2		
January 5 - Begin 3rd 9-Weeks Term and 2nd Semester			
January 16 - Martin Luther King Holiday			1
February 13 - Workday (Mandatory Staff Development Day)	1		
March 5, 6, 7, 8 & 9 - Annual Leave		5	
March 19 - End of 3rd 9-Weeks Term (46 Student Days), Student Dismissal at 1:00 PM			
March 20 - Workday	1		
March 21 - Begin 4th 9-Weeks Term			
April 5 - Workday	1		
April 6 - Holiday			1
May 24 - End of 4th 9-Weeks Term (45 Student Days), End of 2nd Semester (91 Student Days), 180 Total Student Days, Student Dismissal at 1:00 PM			
May 25 - Workday	1		
May 28 - Memorial Day Holiday			1
May 29, 30, 31 - Workdays	3		
June 1 - Workday	1		
June 4, 5, 6, 7, 8, 11, 12, 13, 14, & 15 - Intersession Days			
Totals: Subject to change due to inclement weather	15	10	10

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## SCHOOL SONG

We stand to praise old Franklin High

To Thee we will be true,

Our hearts are filled with memories

Its faith to Thee renew.

Our friends, our teachers, loved ones, too

By whom we have been blessed,

We give our heart-felt gratitude

To the school that we love best.

Each day is filled with happiness

Each moment with delight,

With all our friends and teachers, too

We salute the red and white!

## SCHOOL COLORS

Franklin High School's traditional colors are red and white. These colors are proudly represented in our athletic and band uniforms. Many students wear our colors to school to show their support for Franklin High School and for our athletic teams.

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