

# Fayetteville High School Student Handbook

## Statement of Responsibility

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

**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

This handbook contains discipline and attendance policies for students at Fayetteville High School. These Policies will be enforced. Parents and students should read them carefully. Please contact the building principal or assistant principal if clarification is needed.

State law (Act 104 of 1983) requires documentation that parents and students have received copies of these policies. The statement below, when signed and dated by student and parent/guardian, provides that documentation and will become part of the student's file. Any student who fails to return this signed form within one week may be excluded from classes until the form is returned.

\*\*\*\*\*

We have received a copy of Fayetteville High School's student discipline and attendance policies. We have read and discussed its contents. We understand that these policies will be enforced.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The student directory is only distributed to those who join our PTSO. There is no other distribution of this information.

\_\_\_\_\_ Please include the following contact information in the student directory.

\_\_\_\_\_ Do not include my contact information in the Student Directory.

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**II. DIRECTORY OF SERVICES:**

All extensions through 444-3050      School Fax –  
444-3056

**FHS ADMINISTRATION**

Steve Jacoby	Principal	Ext 1161
Dr. Evelyn Marbury	Assistant Principal (12)	Ext 1162
Jon Gheen	Assistant Principal, ALLPS	EXT. 3083
David F. Young	Assistant Principal (11)	Ext 1163
Byron Zeagler	Assistant Principal (10)	Ext 1164
Martha Thornton	Administrative Assistant	Ext.1160
Janet Stevens	Financial Officer	Ext 1179
Julie Domer	Registrar	Ext 1176

**Department Chairpersons**

Rita Caver	Advanced Placement	
Deanna Easton	Career Transitions	
Boyd Logan	English	
Sallie Langford	Fine Arts	
Susan King	Math	
JoelEmerson	Science	
Steve Adams	Social Studies	
Anna Beaulieu	World Languages	
Denise Hoy-Whitfield	Special Education Services	Ext 1194
Denise Pontious	Attendance Coordinator	Ext 1171
Jamie Charboneau and Vanessa England	Attendance Assistants	Ext 1172

**Guidance office**

Doug Wright	Counselor	A-Em	Ext 1178
Dawn Norman	Counselor	En-K	Ext 1173
Lesli Zeagler	Counselor	L-Ros	Ext 1180
Tina Bulla	Counselor	Rot-Z	
Debbie Griffin	ALLPS Program, Counselor		444-3083
Sandy Ward	Administrative Assistant		Ext 166
Anne Butt	College and Career Advisor		Ext 1165
Melissa Thomas	Nurse		Ext. 1175
John Foster	Resource Officers		Ext 1204
Anthony Smith			& 1205

**Library/Media Hours 8 a.m to 4 p.m.**

Sarah Roberson	Librarian	Ext 1208
Cassandra Barnett	Librarian	Ext 1208

**III. RIGHTS AND RESPONSIBILITIES**

Rights and responsibilities go hand in hand. Although the Arkansas Constitution guarantees the right to a free education, learning and classroom performance and behavior are the responsibility of each student.

**Students' Rights:**

- Attend scheduled classes, activities, and use school facilities for approved purposes
- Dress and groom according to personal preference within student attire guidelines
- Expect teachers to be prepared for instruction each day and to give relevant assignments consistent with the teacher's course expectations
- Expect teachers to treat students with respect and maintain an appropriate teacher/student relationship
- be held accountable for discipline and attendance regulations, which establish safety and encourage learning
- be informed of safety procedures which protect the well being of others
- be afforded due process when being disciplined
- be secure from the threat of or actual physical or verbal abuse

**Students' Responsibility:**

- Know and abide by the published or stated policies of the school as listed in the Student Policy Handbook
- To be prepared for instruction in each class each day
- Do not misrepresent work of another as his/hers
- To follow teacher instructions in accordance with Arkansas Law

**Administrations rights:**

- Interpret state regulations
- Expect and receive the support of all school employees in the implementation of district and school policies or regulations

#### IV. ATTENDANCE

Good attendance is critical to success both in school and in the workplace. The following pages detail what you and your parents need to do in the event that you are ill or cannot come to school for excused reasons. The Fayetteville School District recognizes that consistent regular school attendance is necessary to meet the educational needs of its students. However, students who miss more than 10 minutes of a class period will be considered absent. The student is expected to attend.

##### Attendance Policy

- State law (A.C.A. 6-18-209) requires school districts to establish attendance policies that include a certain number of excessive absences. The Fayetteville Public School District Policy No. 5113 provides for the following:

**I. Parent Contact Absences (PC)** Parents will be able to excuse up to 8 absences per class period per semester. These absences will be labeled "Parent Contact Absences" (PC). Parents must notify the attendance office in writing or by phone in order to excuse an absence **within 3 school days**. Failure to do so will result in a "U" to be given for the absence. Parents are encouraged to use the automated answering system to notify the office about absences **within 3 school days** of an absence. Forged notes or fake phone calls to gain an excused absence will be considered truancy. The number is 445-1171 or 445-1174

**II. Excessive Parent Contact Absences/Unexcused Absences (U)** Absences with "Parent Contact" (PC) only in excess of 8 will be considered and labeled "Unexcused Absences" (U). Absences for which there is no documentation or parent contact will be labeled "Unexcused Absences" (U). Students who accumulate 4 or more "Unexcused Absences" during one semester in any course will be denied credit for the course.

**III. Documented Absences (DOC)** In order to have other absences excused, students must provide an **original written document from an official agency**. Documentation can be a note from a professional appointment (doctor, dentist, counselor, etc.), notification to appear in court, or other official reason for missing class time. These documents may be received via fax from the office or agency. These absences will be labeled "Documented Absences" (DOC). Parents should

call **within 3 school days** of an absence. The number is 445-1171 or 445-1174 FAX 444-3056

**IV. Notification to Parents** Parents will be notified by letter when a student accumulates 4 Parent Contact (PC) absences, and/or 2 Unexcused (U) absences, and/or 4 Unexcused (U) absences. Parents will be notified by an automated telephone call whenever their student(s) are counted absent unexcused in any class.

##### Tardy

Students who arrive up to 10 minutes late to a class disrupt the education of others. They will be marked tardy by their teacher and serve 1 lunch detention on the 3rd tardy, Saturday school on the 4th tardy. Any tardy beyond 4 will result in ISS for a minimum of 2 days.

- **Tardies are not cumulative. They will not carry over from one 9-week period to the next 9-week period.**

**Denial of Credit** Students who accumulate 4 or more "Unexcused Absences" during one semester in any course will be denied credit for the course. A letter will be sent to parents when a student has been denied credit.

**Check-in Procedure:** Upon their return to campus from an absence, whether for one period or for a full day, students must check-in at the attendance office. Students may present documentation when they check-in. Students may also have their parents/guardians call the attendance office before they check-in. Students who do not have documentation and whose parents/guardians have not called will be given the opportunity to contact their parents/guardians when they check-in.

**College Visits:** Juniors and Seniors may be absent from school in order to visit a college or university. Seniors will be allowed 5 days and Juniors will be allowed 3 days. No visits will be permitted after April 15. College Visit forms may be picked up in the College and Career room. These forms are due 3 school days prior to the planned visit. Verification of the visit must be turned in to the Attendance office upon the students return to school. The principal may grant additional college visitation days when a letter on college letterhead stationery is provided. The student is expected to fully participate in any and all classroom activities upon his/her return to school and the student is responsible for any and work he/she may have missed.

**Check-Out:** Students may leave campus only after checking out through the Attendance Office. The Attendance Office will confirm parental permission for the student to leave. If a student becomes ill, he/she must check out with the Attendance Office to obtain permission from a parent to leave. Students who fail to check out of school properly are considered unexcused even if they have their parent's permission, because school personnel are responsible for students during the school day.

#### **Parent/Student Absence Procedures**

1. **Parents must verify each absence.** To verify an absence on the day of that absence, parents must call the Attendance Office using the following phone number: 445-1171 or 445-1174. You can talk to someone at this number between 7:30 AM and 3:30 PM regarding absences for **that day**, or leave a message on voice mail 24 hours a day. The Attendance Office records all absences as unexcused until a parent calls the FHS Attendance Office. The parent may provide a written note in lieu of a phone call. However, notification must **MUST** occur **within 3 school days** of an absence.
2. To excuse an absence in advance, parents may call **444-1171 or 445-1174**
3. If a parent/guardian fails to make arrangements with the Attendance Office, the student will then be considered unexcused. If the Attendance Office does not hear from parents **within 3 school days** of the absence, no make up work will be allowed except under extenuating circumstances (determined by an administrator).
4. The final decision to excuse an absence rests with an administrator.

**The Attendance Office routinely calls parents to verify phone calls and the legitimacy of doctor notes.**

**Attendance Codes:** The following list may help you to interpret attendance records: **PC** – Parent contact excused absence; **DOC**–documented excused **U** – Unexcused absence/excessive parent contact (**PC**) absences; **SB** – any school **related absence**; **ISS** – In-school suspension; **OSS** – Out of school suspension; **T** – Tardy

**Participation in Athletics and Activities:** In order to participate in activities, a student must be in school for a minimum of four (4) class periods on the day of the activity.

**Auto-calling system:** Fayetteville High School uses the Phone Messenger Calling System that is directly connected to the teachers' grade book. On any day that a student is absent and the absence has not been excused by a parent, the system will automatically call the parent/guardian of that student. The parent/guardian should then call the Attendance Office (445-1171 or 445-1174) to verify or correct the absence. If a parent/guardian cannot verify the absence, the student will be considered truant for that day. The computer will call the number that the parents provide during registration. Please notify the Attendance Office if this number is incorrect or changes during the school year or if parents would like the call to go to a work number.

#### **Make-up Work**

- Students who have an excused absence will be permitted to make up all work missed, including tests and other graded material. Students will receive 2 days, per day absent to make-up any missed assignments.
- Students who are in school when a test, assignment, and/or activity is announced and then miss the regularly scheduled test, assignment, or activity will be expected to take the test, complete the assignment or activity upon the day of their return to class.
- Students are responsible for obtaining and completing missed work
- Arrangements for make-up work for field trips or other school-related absences must be made prior to the absence. Any assignment that is due on the day of an activity must be turned-in in advance or at the discretion of the teacher. This responsibility is the student's.

**Field Trip Procedure:** Prior to a student missing a class because of a field trip, the student must make arrangements with each teacher for assignments and times due. The coach or sponsor will publish a participant list via e-mail to FHS-ALL. If no arrangements are made in advance of the field trip, all work that might be completed may be disallowed for credit by the teacher.

## V. STUDENT DISCIPLINE

Appropriate behavior is expected of all students while in school and at all school-sponsored activities. A student's conduct is a personal matter of self-discipline that demonstrates respect for authority and concern for the rights of others. All students have the freedom and encouragement to express their individuality as long as it does not infringe upon the rights of others or violate school policies. For students who choose to disrupt or interfere with the educational process appropriate corrective measures will be taken. Disruptions of educational programs caused by inappropriate behavior will not be tolerated.

### **Bullying:**

**PLEASE SEE POLICY INSERT 5.47**

**Classroom behavior rules:** Each teacher issues and enforces classroom rules in addition to the school rules found in the Student/Parent Handbook. These rules must be part of the class syllabus or posted in the classroom. Teachers may assign detention for infraction of classroom rules.

**Skipping Classes or Assemblies:** If you fail to report to class or the designated area, skip class, or leave without permission, you will be considered truant.

**Reasonable Force** School personnel may apply the minimum amount of force necessary to stop or restrain a student from conduct that could result in his/her physical injury or injury to others.

Unacceptable student behavior may result in one or more of the following consequences:

**Detention** If you violate school rules, you may be assigned to a supervised detention area to be held during lunch. **Detention starts 5 minutes after 4<sup>th</sup> period ends.** Should you be late to detention you will not be admitted. You cannot talk or sleep during detention. Missing a detention will result in further disciplinary action. Attending detention takes priority over all make-up assignments unless coordinated in advance with an administrator.

**Saturday School Students** may be assigned Saturday School by an administrator for violations of school rules. Saturday School will be held in the Fayetteville High School cafeteria from 8:00 A.M. — 12:00 P.M. each Saturday. Students must report on time and sign in. If you are late, you will not be admitted. Students who are late or miss Saturday School will face further, additional, disciplinary action. **If school is cancelled on Friday due to inclement weather, Saturday School will also be cancelled.**

**In-School Suspension (ISS)** Students are assigned to ISS by an administrator and will receive all make-up work and assignments in ISS. It is the student's responsibility to use the time to work on assignments. Completed work will be returned to the teacher through the Main Office. **Students will not be allowed to return to class until all assigned work is completed.** The administration reserves the right to suspend participation in school activities on the day of an ISS assignment.

**Out-of-School Suspension (OSS)** Students are assigned OSS by administrators for serious violations of school rules. They are not permitted to participate in or attend any school activities, or to be on school property during the term of their suspension. Students will be allowed to make up any assignments, tests, or work scheduled for those days spent serving OSS. It is the sole responsibility of the student to collect his/her assignments. All work is due upon return to school. The student is expected to fully participate in all classroom activities upon his/her return to school.

**Expulsion** involves removing a student from school on a permanent basis. The length of the expulsion could be for a semester or more. These are instances in which student misconduct is of such a grave nature that his or

her presence is disruptive to the educational process and/or dangerous to the student or others in the school environment. Students can only be expelled by the Fayetteville Board of Education.

**Academic Dishonesty (Cheating or Plagiarism)** all students need to develop the character qualities of honesty and integrity. Students need to “pass” on their own efforts and ability and through study and commitment to hard work. To do anything less is not acceptable.

**Students found cheating will be disciplined as follows:**

The first time a student is found cheating a zero will be given to the student on whatever assignment is involved, a referral will be sent to the assistant principal’s office and the parent will be notified by the teacher.

A second referral by the same or different teacher will result in a Zero being given to the student on the assignment in question, a discipline referral will be sent to the office and the student will be given 3 days of ISS.

A third referral will result in the student being brought before an Academic Honesty Board. This board will consist of the Principal, Assistant Principal, Counselor, the teacher, the child and his/her parent. The Board reserves the right to implement any disciplinary measure the board deems appropriate. Up to and including dismissal from the course.

The following represents a partial list of the actions that will be considered cheating:

**During a Quiz/Test:** (1.) Looking at someone else’s paper; (2.) Talking with another student (3.) Using “cheat notes” (4.) Allowing another to see your paper. (5) Use of any electronic technology.

**During Other School Assignments :**

1. Passing on information after a test or quiz
2. Copying another’s homework or letting others copy your homework when instructed to work independently
3. Plagiarizing another’s work as your own (submitting another’s work as one’s own on any

theme paper, homework, test, quiz, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work whether from print or electronic sources is considered plagiarism.)

a. Cutting, pasting, or downloading information from the internet is plagiarism.

b. Rephrasing sentences from the internet, without proper citation, or any other source, is plagiarism.

4. Making copies of tests or assignments
5. Receiving copies of tests or assignments

**Theft and/or Profiteering – (Includes but is not limited to)**

1. Stealing a test or answer sheet
2. Stealing teacher editions of textbooks
3. Selling test or information about any test or project
4. Making copies of tests or assignments
5. Making or receiving copies of tests or assignments

**Conduct and Sportsmanship at School-Sponsored Activities**

Student conduct during school-sponsored activities, on and off campus, will be governed by the same rules that apply to general student conduct. Students on school-sponsored trips will be expected to represent Fayetteville High School in a manner that will reflect the high standards and quality of Fayetteville High School.

Misconduct on school trips will result in disciplinary action, with possible dismissal from the organization, or other school disciplinary measures up to and including possible expulsion. In addition to general rules of conduct, sponsors may impose higher standards of conduct on members.

\*\*\*Students are reminded that they may not exit a dance and then re-enter. Only FHS students are permitted to attend FHS dances. Homecoming/Prom is an exception.

**7A Conference Regulations**

**Basic Philosophy**

Fans are not at a ball game to intimidate or ridicule the other team, its fans, or the referees, but to support and yell for their team and to enjoy watching skill and competition.



Section 1: General Regulations (See Article II, Section I, Rules 1-3, pp. 19-21, AAA Handbook.)

Article 1: SPORTSMANSHIP is a general way of thinking and behaving.

GOOD SPORTSMANSHIP includes the following:

- a. Be courteous to all (participants, coaches, officials, staff, fans, spirit groups)
- b. Know the rules and abide by and respect the officials' decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, your team and your school.
- f. Permit only POSITIVE behavior to reflect on your school and its activities.

Article 2: Specific Prohibitions

- a. Students who wear extreme or unusual clothing to the game or who paint their faces or bodies will not be allowed in the game. (Example: togas, bandanas, cowboy hats, gang colors, wigs, costumes, etc.)
- b. Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- c. Students will not be allowed to turn their backs or hold up newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- d. Handheld signs will not be allowed in any athletic event.

**INTERPRETATIONS:** The following interpretations are the basis for the previous rules.

1. In regard to Article 2, Rule a: Students or spectators who dress in an unusual manner or paint their faces or bodies distract from the game and the official spirit groups. In many cases, students in special dress and painted faces or bodies act more "rowdy" than they would otherwise. The basic philosophy behind this prohibition is "the show is on the court or field and not in the stands."
2. In regard to Article 2, Rule b: Negative or obscene yells are demeaning and disrespectful and have no place in high school activities.
3. In regard to Article 2, Rule c: Common courtesy and respect for individuals and teams should be shown at all times.

Actions designed to show disrespect or to intimidate are simply not acceptable.

Article 3: Enforcement Procedures

1. The 7A principals shall be responsible for interpretation of these regulations, including "desirable and unacceptable behavior" and will communicate these rules to their students, staff, and fans. If possible, the rules should be published in the game program.

2. The 7A principals shall stop or correct behavior prohibited under this policy and has the authority to remove students or fans from the game if unacceptable behavior continues. In most cases, the principal only has to go the offending students, fans, or group and remind them of the rules, explaining that future violations will result in their removal.

**Drugs/Alcohol:** Use/Possession See District Student Handbook under Student Discipline  
Distribution/Sale/Purchase See District Student Handbook under Student Discipline

**Gambling:** Gambling is not permitted any time on or around a school campus or bus or at any school-related activities. Gambling includes "pools" such as betting on college or pro games.

**Tobacco:** The use or possession of tobacco, tobacco products (including smokeless tobacco) or paraphernalia related to its use is not allowed on Campus or on school property at any time. Students are not permitted to cross the street and smoke between classes. That action will be considered truancy.

**Insubordination:** Insubordination is a failure to comply with the stated rules and regulations and/or the reasonable request, directions, or commands of a school employee. Failure to comply with this reasonable command will result in disciplinary action. Insubordination is a Category III offence.

**Cell Phones/Other Electronic Communication**

**Devices:** Students are not to use cell phones, pagers, or other electronic communication devices during the regular school day 8:20 to 3:45, while on FHS campus. (Lunchtime use is permitted) The following penalties will be administered for possession of a cell phone: 1<sup>st</sup> Infraction: Confiscation of phone, 1 day of Saturday school and parent must pick up phone; 2<sup>nd</sup> Infraction:

Confiscation of phone, 2 days of Saturday school and parent must pick-up phone. Any additional infractions will result in further disciplinary action.

**Music Devices:**

Electronic music devices (iPods, MP3 players, CD players, etc.) are not permitted during classes. These devices may be confiscated and held in the office if used during class time.

**Public Displays of Affection (PDA):** Public display of affection between students is inappropriate behavior at school. Failure to comply with reasonable expectations will lead to disciplinary actions.

**Reasonable Suspicion/Search and Seizure:** School personnel, who have reason to believe that a search will produce evidence that a student has violated or is violating the law or school rules, may conduct a search and may seize contraband. Searches of lockers, book bags, cars, etc., may be held at any time this reasonable suspicion exists. Lockers are joint property of the school and the individual and are therefore subject to searches.

**Due Process:** Due process means that there are established procedures that school personnel must follow when considering disciplinary measures. You will receive proper notice of the infraction, an opportunity to be heard, and a fair hearing before a decision is made.

**VI. STUDENT DRESS CODE**

It is part of the responsibility of teachers and administrators to set standards for dress and grooming as they relate to a co-educational setting. Students are expected to dress in fashion that will not cause others to be distracted from academic pursuit during instructional time or at activities.

Clothing will be considered to be inappropriate for school if students do not observe the following guidelines: Students are to wear clothing which reflect non-provocative styling and is appropriate in a co-educational classroom. **Unacceptable clothing includes but is not limited to:**

- Spaghetti straps or off-the-shoulder tops
- Clothing that exposes the midriff
- Undergarments that are visible

- Short shorts (or skirts) and sagging pants
- Clothing which advertises or promotes tobacco, drugs, alcohol, or immoral conduct
- Clothing which displays obscene or suggestive language, violence/racism, or is in poor taste
- Any gang related clothing or attire is prohibited.

If a student should exhibit by dress, wearing of colors, hand signals, recruitment, or other behaviors indicative of gang type activities, that student will be subject to disciplinary actions. (Policy # 5.26)

**Students who violate the dress code will be subject to disciplinary action, and may be required to change their clothes before returning to class.**

This set of expectations is not designed to restrict individual creativity or student expression. It is designed to promote good taste and grooming in the close quarters that can exist in many classrooms.

**VII. EXEMPTIONS FROM FINAL EXAMS**

Semester exams are to be administered during the final week of each semester. Because final assessments come in a variety of forms, a different schedule for these tests is provided prior to that week. Students may be able to choose to be exempt from one or more of their final exams during the spring semester only.

Criteria for exemption:

- Combined average of 85% for the two nine weeks
- Clearance of all fines and fees (lost/damaged textbooks, library books, etc.)
- No Category III discipline referrals to the office for the entire Semester.
- No unexcused absences. No more than four (4) excused absences, to include both Parent Contact (PC) and Documented (DOC) absences.
- Tardies: No more than two (2) per class per nine weeks

Students will have a choice of which class(es) they want to be exempt from if they meet the above criteria according to the following schedule:

<u>Class</u>	<u>Fall</u>	<u>Spring</u>
Sophomore	0	1
Junior	0	2
Senior	0	All

All exemption forms will originate in the Attendance Office. There are NO exemptions from college course requirements, completion of portfolios, projects, presentations, etc., required by any class.

### VIII. PARENTAL CONCERNS

In order to maintain a good partnership with family and community, the Fayetteville High School administration, faculty and staff recognize the need for an orderly procedure for the early resolution of concerns by the student, parents and /or others involved.

#### General Information

Often , problems arise because of a lack of information. The following is a list of where to locate the information desired.

1. Check FHS Student handbook
2. Visit the Districts website <http://www.fayar.net>
3. Visit the FHS website <http://www.fayar.net/east>
4. Check the District Policy and Procedure handbook
5. Read the Career and Academic Planning Guide
6. Check the Parent Teacher Student Organization website <http://www.fayar.net/east/PTSO/index.html>.  
PTSO Directory (\$10.00)
7. For specific areas dial 444-3050. When the message begins playing, dial the extension, then the # sign:
  - Attendance – attendance office 445-1171
  - Health issues – school nurse 445-1175
  - Athletics – athletic director 445-8680
  - Free & reduced lunch – 684-5091
  - Principal’s administrative assistant 445-1160
  - Financial – bookkeeping 445-1179
  - Security & safety – Resource Officer 445-1204 or 1220
  - Special Education – Special Education designee 445-1194
  - Translation Needs – translator 445-1166

- College & Career – College & Career Coordinator 445-1165
- Transcripts, Test records – Registrar 445-1176
- Academic/Curriculum – Appropriate Department Chair 445-1160
- Cafeteria – Director of Cafeteria 445-1207
- Transportation – Director of Transportation (444-3095)
- Counseling – Counseling Office 445-1166
- Library/Media – Library 445-1208
- Apprenticeship – Youth Apprenticeship Director

#### Policies and Procedures

If you have an issue with a policy or procedure as defined in the Student handbook, please refer to the following outline:

1. If the issue involves a teacher start with that teacher.
2. If the issue is not solved at this level, it may be appropriate to contact a department chair, counselor, school nurse, etc.
3. If the issue is not solved at this level, contact the assistant principal designated for your child’s grade level.
4. If the issue is not resolved at the building level, please complete the Patron Complaint form which is available from the district’s website (Administration > Human Resources > District Policies > Policy 6.7) or in the main office. Return the completed form to the Building Principal for the next appropriate action.

#### Personal or Situational Concerns

If your concern involves a person or situation it should be resolved as follows:

1. If your concern is with an individual or a classroom situation, please first contact the individual or classroom teacher directly involved.
2. If you do not feel that your concern has been adequately resolved, contact the department chair or immediate supervisor.
3. If the situation involves a discipline issue or if your concern has still not been resolved to your

- satisfaction, contact the designated administrator for your child's grade level.
4. If you are still not satisfied with the actions taken to resolve your concern, contact the building principal.
  5. After following the above procedure and still not satisfactorily resolving your concern, please complete the Patron Complaint form which is available from the district's website (Administration > Human Resources > District Policies > Policy 6.7) or in the main office. Return the completed form to the Building Principal for the next appropriate action.

## **IX. STUDENT INFORMATION**

**Daily Announcements:** Announcements will be read daily over the intercom during 3<sup>rd</sup> period. The daily announcements will begin with the Pledge of Allegiance. These announcements will also be posted on the school website located at [www.fayar.net/east](http://www.fayar.net/east). The student council will also place select announcements regarding student club activities on the scrolling marquees located in the Bulldog Lobby. All student announcements must be signed by a faculty member and approved by an administrator. Emergency announcements may be made over the public address system only with the approval of an administrator.

**FHS Resource Officer:** As a result of a joint effort with the Fayetteville Police Department, a school resource officer (SRO) maintains an office at FHS on the main floor next to the Bulldog Store. This uniformed officer has received special training and is available to answer students' questions and to work with students in matters that may require police involvement. The officer is routinely involved with the safety and well being of all staff and students. You may also see the officer in classrooms or visiting with students on campus.

**Food Service:** FHS has OPEN CAMPUS during lunch (activity period). The FHS cafeteria provides both plate lunches and a la carte food service for students. All students are required to present their ID number, if they buy any items from the cafeteria. The administration strongly recommends sophomores remain on campus during lunch to take advantage of the many tutoring options and club activities.

**Free or Reduced Lunches:** Free or reduced lunches are provided to students whose families show financial need

and qualify by completing the application made available during the first week of school. Additional applications are available from the school financial officer in the main office. The student and parent/guardian will be notified within ten (10) days if the form has been approved or denied.

**Lost and Found:** Lost and Found is located in the Main Office. All found articles should be turned in there. Articles may be claimed before and after school or during lunch. All unclaimed articles will be donated to charities at the conclusion of each semester.

**Textbooks:** When textbooks are damaged or lost, students are responsible for repairs or replacement. Students should NOT loan others their personal, assigned texts, as the students to whom the text is issued is responsible for the damage done when books are loaned to others. At the end of each course, teachers examine texts and assign fines when necessary to collect the cost of repair or replacement.

**Lockers:** Lockers will be issued during class schedule pick up in August. Lockers remain the property of FHS and may be searched by school officials, with or without the student's permission.

**Messages and Deliveries:** Parents should refrain from telephoning / texting messages for their students at school. For emergency messages from parents, please use 445-1174. Students will be notified that they have messages via the intercom between classes and during lunch/activity period. The school will not accept delivery of flowers, balloons, or other items for the students.

**Nurse's Office:** Students who become ill in class, or have been injured at school, should notify the teacher and go directly to the Nurse's Office located in the hall across from the Attendance Office. If the nurse is not in the office, go to the Attendance Office so the nurse can be paged or so the school can call a parent/guardian.

**Medication:** If a student requires either prescription or over the counter medications, he/she must take them to the school nurse in the original container, along with a note from the doctor or parent, giving instructions for dosage amount and times for dispensing. If the nurse is not in her office, see the Attendance Office.

**Open Campus:** FHS has an open campus. The ONLY time this is applicable is lunch. Students are not permitted to leave campus between class or before school. Any student who is off school grounds during the school day will be considered truant and subject to disciplinary action.

**Telephone:** In an emergency, students may use the phone in the Attendance Office. Student plans and needs should be handled outside of school hours.

**Progress Reports:** Progress Reports are sent home with students to indicate strengths or difficulties in a class. Parents are encouraged to call the teacher upon receipt of the Progress Report and arrange for a parent-teacher conference to discuss the student's performance in class. The reports are sent home with the students during the fifth week of each quarter (9 week grading period). Grades are also located on the FHS Website [instructions for website are given below]. Grades are updated every two weeks.

**Directions for Grade Viewer on the Website:**

On the internet:

1. Log on to <http://fayar.net/east>
2. Click on Online Grade Viewer
3. To access Online Grade Viewer enter the student's ID and pin number (the student's birthday). The birthday must be written in the form of MMDDYYYY. (Example: August 25, 1983,

would be entered 08251983) No dashes or slashes are needed in either number.

**Special Services:** The Fayetteville School District provides for the needs of disabled students, and is in compliance with federal regulations. These regulations include IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973.

**Homebound Program:** The Homebound Program is an effort to meet the educational needs of students who will be out of school for more than 30 days due to extended illnesses. It is a medical determination that requires a Medical Doctor's diagnosis. Information and forms are available in the Guidance/Counseling Office.

**Hall Passes:** Students who leave a class must have a hall pass from the teacher. **Students in the hall without a pass may be subject to disciplinary action.**

**School Property:** Students are expected to respect all school property. Replacement of lost or stolen books/supplies/equipment is the responsibility of the student who was issued the equipment.

**School Visitation:** All visitors must register in the Main Office and pick up a visitor pass to enter FHS. Students are not permitted to bring children or pets to school. Student visitors of any kind are prohibited.

**School Bus Regulations:** Transportation provided by the Fayetteville School District is a convenience and a privilege. Students are expected to behave respectfully and in a manner that will ensure their safety. Should a student fail to observe the rules of safety, be uncooperative, or be disrespectful he/she will be denied bus privilege (see current FPS Student Handbook).

**X. GUIDANCE AND COUNSELING SERVICES**

The role of the counselor is to help students better understand themselves, find information, make decisions, and solve problems. Each student will be encouraged to develop an appropriate post-high school career plan with the assistance of counselors and Career and Academic Planning (CAP) advisors. The Guidance/Counseling Office is centrally located on the second floor. Students may fill out a "request to see counselor form" located at the front desk in the

guidance office. Once the pass is completed by the student, the counselor will call the student out of class at the first available opportunity.

**College/Career Resource Center:** Information about virtually every institution of higher learning and technical schools is available in this center, which is located in room 2017 (next to the Teacher Workroom). Scholarship and financial aid information is also available. Services are free. Please see the college and career advisor when you need help--time to begin is your junior year, if not before.

**Career & Academic Planning (CAP):**

The current Career and Academic Planning Guide provides detailed information on academic programs and course offerings. Copies of the planning guide are provided to students through the Counseling Office. Career and Planning (CAP) is a process of helping students and their parents design and follow a plan to enhance their success both in high school and later on as they transition to careers and college. Each student has a teacher who acts as the CAP advisor. Parents and students meet with the CAP advisor during the spring to plan the student's program of study.

**Class Rank:** Class rank is a numerical ranking based upon the cumulative grade point average of each student's semester grades. Class rank is calculated 3 times. Once at the end of the junior year and at the end of each semester of the senior year.

**Classification of Students:** Classification for the entire school year will be determined on the first day of school.

10<sup>th</sup> Grade – A minimum of 4 units of credit earned

11<sup>th</sup> Grade – A minimum of 10 units of credit earned

12<sup>th</sup> Grade – A minimum of 15 units of credit earned

**Course Load**

1. The minimum course load for all students is seven (7) classes.
2. All students will begin their school day at 8:20 a.m. and must take 7 classes.
3. There can be no gaps in schedules.

**Schedule and Schedule Changes:**

**PLEASE SEE ATTACHED INSERT**

**Withdraw Failing (WF):** Students must remain in the classes assigned until a schedule request has been processed and a decision is made. Students dropping a class after two (2) weeks into a semester will receive a "WF"; after nine (9) weeks, the grade will be an "F".

**No Credit (NC):** Students whose absences are excessive may receive an "NC" in the subject where the excessive absences have occurred. If the student earns an "F" in the course, that grade will be factored into the GPA calculation.

**Independent Study:** Any student who seeks information about independent study MUST visit with his/her counselor

**Independent study is available to Seniors only and a student may earn a maximum of two (2) credits toward graduation.**

**Credit will NOT be restored./replaced or earned without following the proper procedures.**

**To be eligible for graduation, all approved independent study courses must be complete and received by May 6, 2011.**

**Repeated Courses:** A failed course may be repeated during Summer School or through Independent Study. The first grade will be replaced. If a student wishes to repeat a failed course during the school year, permission must be received through the principal.

**Summer School:** Summer School is offered only for credit recovery. A maximum of one (1) credit may be earned each summer. Summer course offerings are very limited

**Report Cards:** Report cards are issued at the end of each quarter. A final grade is given at the conclusion of each semester. Each quarter is 40% and the final exam is 20% of a semester average. Semester grades become part of the student's permanent record and are used to compute GPA and class rank. Report cards are sent home with the students. Grades may also be viewed on the Grade Viewer. End of year report cards will be available for pickup approximately two weeks after the last day of school.

**Concurrent Classes:** Concurrent college classes may be taken by FHS students. These are offered through Northwest Arkansas Community College (NWACC) Successful completion, with a passing grade, of concurrent classes enables a student to receive credit for both high school graduation and college requirements.

**Apprenticeship:** Apprenticeships are offered to seniors at FHS looking for the opportunity to work in paid positions with a professional mentor who will help them connect classroom instruction and post secondary training opportunities. Applicants for this program must meet specific grade and attendance criteria.

**GED:** The Graduate Equivalency Diploma is an alternative diploma for students who have serious extenuating circumstances that impact on their success in the regular classroom. If students are interested in pursuing a GED, they should visit with their counselor. The principal must approve a GED request.

**Change of Address:** In the event a student should move to another address in the Fayetteville School District, it is the responsibility of the parent to report the change of address the Counseling Office. **If the Counseling office does not receive appropriate notice within 5 days, the student may be withdrawn from school.**

**Driver's License Forms:**

The form to obtain approval to take the driver's license test is located in the Counselor's Office. Students must submit their name to the counselor's administrative assistant, who will check the student's GPA (must be at least a 2.0 in order to get the form). The student may pick up the completed form in 24 hours after making a request.

**Student Withdrawal from School:** Students who wish to withdraw must report to the Guidance/Counseling Office. When a student must withdraw to transfer to another school, a parent/guardian must meet with the counselor to sign appropriate forms. All books must be turned in to the classroom teachers and all fines and library materials must be taken care of. All materials must be turned in to the classroom teachers and library and all fines must be paid.

**Transcripts:** Students who have questions about their transcripts, should visit with the counselor. Students who need a transcript or other records sent to a college or university should see the school registrar in the guidance office. A \$2.00 fee is required for transcripts.

**Senior Walk (Participation in graduation ceremony)** Students classified as seniors are eligible to participate in graduation ceremonies under the following conditions:

- They have fulfilled all requirements for graduation as established by Fayetteville High School, or
- They are within one (1) credit of fulfilling all of the requirements for graduation as established by Fayetteville High School. Students in this category may "walk" but will not receive a diploma until all graduation requirements have been fulfilled.

**Student Records Access:** Parents and their children are guaranteed access to the student records maintained by the school system. Parents or students desiring to see their records should request a building administrator to grant access to the records. Access

will be granted within ten (10) school days. School personnel will be available to help interpret record contents.

## **XI. MEDIA CENTER**

### **FHS LIBRARY MEDIA CENTER:**

The FHS library media center is located on the first floor and offers books, periodicals, computers, and multimedia and online resources. The library exists to meet students' research and reading needs by providing materials for class assignments as well as for personal interests. The faculty of the library media center presents class and individual instruction to help students become savvy information users.

### **LIBRARY USE:**

Students are welcome in the library between the hours of 8:00 a.m. to 4:00 p.m. An individual student coming to the library from a class must bring a pass from the teacher and sign in at the circulation desk. No food and drink are allowed in the library

### **BOOK AND MATERIAL FINES:**

A fine of five cents per day is assessed for each library book not returned by its due date; a fine of 25 cents is charged for each class period that a reference book is overdue.

### **TYPES OF MATERIALS AVAILABLE:**

Our library offers over 23,000 books, an assortment of magazines, online databases, audiovisual materials, and an outstanding reference collection. The library catalog and other electronic resources are located on the FHS Library website at <http://favar.net/east/library>. For pleasure reading, the library offers fiction and paperback collections, various magazines for browsing, and a growing collection of audio books.

### **LIBRARY CIRCULATION PROCEDURES:**

1. **Books** are checked out for two weeks and may be renewed in the library or on the website.
2. **Reference and reserve books** may be checked out for one period during the school day or overnight if checked out at the end of the school day.
3. **Magazines** may be checked out for one week.
4. **Audiovisual materials and equipment** may be checked out for specific projects. See the librarians concerning these materials.

5. Blank CD's, blank diskettes, and photocopy transparencies are for sale at the circulation desk.

**LIBRARY PRODUCTION:** Students may use library equipment to create various products. Available equipment includes computers, scanners, a black and white photocopier, a color printer, black and white printers, digital cameras, digital video camera, digital voice recorder, card reader, specialty staplers, paper cutters, and microphones. Services include lamination, poster printing, and document binding. **Material fees apply.**

## **PARKING**

### **Student Parking/Vehicle Registration**

**Due to construction issues, parking at FHS will be a very difficult circumstance. Specific information will be disseminated at a later time.**

**\*\*Sophomores may not park in any parking spaces on FHS campus.\*\***

**Replacement Stickers:** If a parking sticker is lost a replacement fee of \$60 will be assessed for a new sticker.

**Temporary Parking Passes:** Students who have purchased a parking pass and need a temporary pass may come to the Attendance Office and pick one up.

**Visitors' Lot** At no time are students permitted to park in the Visitors lot.

**No Parking Areas:** Students who park in unmarked spaces, "No Parking" areas, or other types of no parking spots may have their vehicle booted. There is no student parking on Stone Street, Buchanan Street or Garland Street south of the tennis courts. Do not park in the area by the gym.

**Handicapped Parking:** Handicapped parking is provided adjacent to the gymnasium. Students may not park in these spaces or other parking spaces designated for handicapped persons. Cars parked in handicapped



spaces without the proper documentation will be booted. In addition, FHS will request that the Fayetteville Police ticket the car.

**Parking Lots:** Students are *NOT* allowed in parking lots except before or after school or during activity period. Wheel Immobilizers and towing: Cars that are parked illegally on campus may also be towed at the owner's expense. The following consequences will be enforced:

Offense	Fine	Privilege
1 <sup>st</sup> illegal parking	<b>\$30.00</b> fine	Car Immobilized (boot)
2 <sup>nd</sup> illegal parking	<b>\$60.00</b> fine	Car Immobilized (boot)
3 <sup>rd</sup> illegal parking	Vehicle Towed	Parking privilege <b>may be revoked.</b>

**Speed Limit:** The speed limit in the parking lots is 15 MPH. Students who violate the speed limit are subject to the consequences set forth in the FPS Student Handbook (AR5114.1). First violations of speeding restrictions will result in warning to parents and disciplinary consequences for the student. Further violations will result in denial of parking privileges.

**Disclaimers:** The school is not responsible for lost or stolen items, damage, and/or wrecks. However, the parking lots, streets adjacent to the school, students and student vehicles are subject to school district policies, state and local laws. Vehicles, as well as personal belongings, may be searched by school officials if there is reasonable suspicion that the search will produce evidence that a student has violated or is violating a school law or rule.

### XIII. EMERGENCIES

#### Emergency Procedures

**Fire:** At all times when the fire alarm sounds, students, teachers, staff, and guests **MUST** leave the building by the assigned exit. They should withdraw to a distance of 100 feet from the building and remain there until recalled to the building by an administrator.

**Tornado:** We will have 4 tornado drills throughout the year. Follow the emergency plan posted in the classrooms.

**Inclement Weather:** At times, when weather is inclement (extremely cold, icing, or heavy snow) prior to school opening in the morning, notification of

cancellation will be released over the internet (fayar.net) local radio and TV stations as soon as possible, but no later than 7:00 a.m.

**Other Emergency Procedures:** Throughout the year we will conduct emergency drills. Students are expected to follow commands and treat the drills very seriously.

### XIV. ATHLETIC PROGRAMS

Fayetteville High School participates as a member of the 7A West conference in activities and sports that are sanctioned by the Arkansas Activities Association. Our teams have earned outstanding reputations for their sportsmanship and athletic excellence.

The Arkansas Activities Association governs the following interscholastic sports and activities.

**Fall/Winter:** Cross Country, Football, Volleyball, Gymnastics, Swimming, Basketball (boys & girls), Bowling

**Spring:** Baseball, Fast Pitch Softball, Track, Tennis, Golf, Soccer, Wrestling

**7A West Conference Schools:** Fort Smith Northside, Bentonville, Fort Smith Southside, Rogers, Heritage, Springdale, HarBer, and Fayetteville

**Field Trips/School Activities/Athletics:** Transportation will be provided for field trips and out-of-school activities such as athletic events and other competitions. All students are required to travel to and from those events in designated school vehicles. Students shall **not** be permitted to travel in private vehicles unless authorized in advance by the Principal. Students will **not** ride to activities with other students. Any student who is participating in a AAA sanctioned event will follow the field trip procedure for making up missed work.

### XV. STUDENT ORGANIZATIONS AND CLUBS

Joining a club is easy--just see the sponsor(s) or a club officer. Most meetings occur during activity period and are published in the daily bulletin. Students must maintain a 2.00 G.P.A. for the previous semester in order to participate in all extracurricular activities sanctioned by the Arkansas Activities Association, including athletics. Specific questions about this policy should be directed to an administrator.

**Art Club (Jeff Jackson)** - this club travels to exhibits, assists members in entering works in contests, and raises money for the art department.

**Astronomy Club-** A group who studies the sky and through monthly sky watches and presentations about space.

**Debate/Forensics (Tim Hollis)** – members of the debate and forensics teams participate in local, state, and regional competitions in Arkansas and Missouri.

**DECA (Linda Clay)** – is a co-curricular marketing association for any student who is currently or has previously been enrolled in a marketing class.

**FHS Fantasy Club (Laura Ring)-** A social club open to fantasy literature and film fans, FHS Fantasy Club sponsors the annual Fantasy Fest.

**FCCLA (Kristy Sykes)**– For students in Family and Consumer Science classes and may have an interest in a career related to the course. We focus on community service and career investigation.

**Foreign Language Club –**

**Future Business Leaders of America (FBLA)** - students compete in local and district contests.

**Future Farmers of America (FFA)** - students work in agriculture including animal science, food production, agriculture machinery, and in local, district, state, and national contests.

**GSA (Laura Ring)**– this organization meets to help bring awareness and hope for understanding between gay and straight students at the school and to celebrate the diversity and freedom of all peoples.

**Interact** - a student group associated with the Rotary Club of Fayetteville, Arkansas, is a service club which gives students an opportunity to participate in fun, meaningful service projects. Interact clubs perform at least two projects a year, with one serving the community and the other furthering international understanding.

**Knowledge Master-** participate in two contests each school year.

**Mu Alpha Theta** - honorary math organization.

**National Honor Society** - honorary character, and service.

**PBS (Promotion of Black Students) Club (Tommi Caston)** - The purposes of the club are to promote

equality for all students and to provide educational service and recreational events. PBS sponsors Black History activities and provides scholarships to PBS seniors.

**Quiz Bowl-**participates in AGQBA Quiz Bowl contests.

**Students Against Drunk Driving (SADD) ( Connie Crisp)** - promotes positive health habits in school and community.

**Science Bowl-**A group that competes in the U.S. Department of Energy National Science Bowl.

**Science Club** - the club provides activities in science such as field trips and contests.

**Service Learning Club (Connie Crisp)** – provides opportunities for students to use their academic skills and knowledge in real-life service situations.

**Thespians (Warren Rosenaur)** – this is an honorary organization for students interested in theatre arts

**26 CLUB(LESLI ZEAGLER)** - limited to students (13 juniors and 13 seniors) activities promote school spirit (Homecoming and Colors Day).

**Video Club-** The video club is open to all FHS students. Members select projects that they want to complete and allow students not in TV or Film classes an opportunity to use cameras and learn to edit using computer software.

**Yearbook (Stephen Teague)-** Students on the Amethyst/yearbook staff will design, write, produce and publish the FHS yearbook.

**Fund-Raising Activities:** All fund-raising activities must be approved by the school administration. No sales of any product or services can be made in school, during school hours, unless approved in advance by the administration. All money obtained from the sale of approved products or services must be deposited with the school financial officer by the end of each school day. All organizations participating in fund-raising activities will be required to summarize all financial transactions following the event.

DISCLAIMER

THESE POLICIES, REGULATIONS, AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE ADMINISTRATION. NO ATTEMPT HAS BEEN MADE TO INCLUDE EVERY DETAIL OF THE FAYETTEVILLE HIGH SCHOOL EXPERIENCE AS IT GOES BEYOND THE SCOPE OF THIS HANDBOOK TO DESCRIBE IT ALL.

*FHS Alma Mater*

*Dear Fayetteville High, our Alma Mater true.*

*Dear Fayetteville High, all hail to you.*

*Our colors wave, the purple and the white.*

*Our spirits brave, for great your might.*

*Your history shines through all the years*

*With memories full of joys and tears.*

*Today, tomorrow, as in the past,*

*Our love for you will grow and last.*

*In gratitude to you, our praises sing*

*Our song from thankful hearts we bring.*

*And more your sacred hall 'ere ring*

*With "Hail, dear Fayetteville High."*