

# Fayetteville

## High School



STUDENT HANDBOOK  
2011-2012





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# I. DIRECTORY OF SERVICES

(479) 444-3050 FHS Main office

(479) 444-3056 FHS Fax

(479) 445-1231: ALLPS main office

(479) 684-5097: ALLPS Fax

(479) 445 + extension below: To dial direct

ADMINISTRATION			
TITLE	NAME	445 - EXTENSION	E-MAIL ADDRESS name.last name@fayar.net
Principal	Steve Jacoby	1160	<a href="mailto:steve.jacoby@fayar.net">steve.jacoby@fayar.net</a>
Assistant Principal / SLC Director	Dr. Evelyn Marbury	1162	<a href="mailto:evelyn.marbury@fayar.net">evelyn.marbury@fayar.net</a>
Assistant Principal – Nature/Environment	Dr. Hoy-Whitfield	1183	<a href="mailto:denise.hoy@fayar.net">denise.hoy@fayar.net</a>
Assistant Principal – Modern Culture	Bobby Smith		<a href="mailto:bobby.smith@fayar.net">bobby.smith@fayar.net</a>
Director of ALLPS	Jon Gheen	3083	<a href="mailto:jon.gheen@fayar.net">jon.gheen@fayar.net</a>
Assistant Principal – Creative Expression	David F. Young	1163	<a href="mailto:david.young@fayar.net">david.young@fayar.net</a>
Assistant Principal – Wellness	Byron Zeagler	1164	<a href="mailto:byron.zeagler@fayar.net">byron.zeagler@fayar.net</a>
Administrative Assistant	Martha Thornton	1160	<a href="mailto:martha.thornton@fayar.net">martha.thornton@fayar.net</a>
Financial Officer	Janet Stevens	1179	<a href="mailto:janet.stevens@fayar.net">janet.stevens@fayar.net</a>
Registrar	Julie Domer	1176	<a href="mailto:julie.domer@fayar.net">julie.domer@fayar.net</a>
Receptionist – Main Office/AESOP	Pam Richardson	1172	<a href="mailto:pam.richardson@fayar.net">pam.richardson@fayar.net</a>
Registrar – ALLPS	Sharon Teague	1230	<a href="mailto:sharon.teague@fayar.net">sharon.teague@fayar.net</a>
<b>Attendance – ALLPS</b> (Check In/Out, Messages)	Sarah Kincaid	1231	<a href="mailto:sarah.kincaid@fayar.net">sarah.kincaid@fayar.net</a>
Nurses Cell. 305-0634	Melissa Thomas	1175	<a href="mailto:melissa.thomas@fayar.net">melissa.thomas@fayar.net</a>
	Kristen Scott	1175	<a href="mailto:kristen.scott@fayar.net">kristen.scott@fayar.net</a>
Resource Officers	John Foster	1204	<a href="mailto:john.foster@fayar.net">john.foster@fayar.net</a>
	Anthony Smith	1205	<a href="mailto:anthony.smith@fayar.net">anthony.smith@fayar.net</a>
Attendance Coordinator	Denise Pontious	1171	<a href="mailto:denise.pontious@fayar.net">denise.pontious@fayar.net</a>
<b>Attendance</b> (Check In/Out, Messages)	Jamie Charboneau	1289	<a href="mailto:jamie.charbooneau@fayar.net">jamie.charbooneau@fayar.net</a>
<b>Attendance</b> (Check In/Out, Messages)	Kelley Whitehead	1174	<a href="mailto:kelley.whitehead@fayar.net">kelley.whitehead@fayar.net</a>
Special Services Office Assistant	Tara Keltner	1194	<a href="mailto:tara.keltner@fayar.net">tara.keltner@fayar.net</a>
ISS/ Homework Coordinator	Suzanne Cook	1181	<a href="mailto:suzanne.cook@fayar.net">suzanne.cook@fayar.net</a>
Translator/Parent Liaison	Diana M. Bonilla	1167	<a href="mailto:diana.bonilla@fayar.net">diana.bonilla@fayar.net</a>
Yearbook	Stephen Teague	1189	<a href="mailto:stephen.teague@fayar.net">stephen.teague@fayar.net</a>
Library	Sarah Roberson	1208	<a href="mailto:sarah.roberson@fayar.net">sarah.roberson@fayar.net</a>
Band Room	Barry Harper	1185	<a href="mailto:barry.harper@fayar.net">barry.harper@fayar.net</a>
Cafeteria	Arlene Davis	1207	<a href="mailto:arlene.davis@fayar.net">arlene.davis@fayar.net</a>
DEPARTMENTS CHAIRS			
Advanced Placement	Rita Caver		<a href="mailto:rita.caver@fayar.net">rita.caver@fayar.net</a>
Career Education	Mark White		<a href="mailto:mark.white@fayar.net">mark.white@fayar.net</a>
Counseling	Dawn Norman		<a href="mailto:dawn.norman@fayar.net">dawn.norman@fayar.net</a>
English	Boyd Logan		<a href="mailto:boyd.logan@fayar.net">boyd.logan@fayar.net</a>
	Melody Jones		<a href="mailto:melody.jones@fayar.net">melody.jones@fayar.net</a>
Fine Arts	John J. Jackson		<a href="mailto:jeff.jackson@fayar.net">jeff.jackson@fayar.net</a>
Health			
Library	Cassandra Barnett		<a href="mailto:cassandra.burnett@fayar.net">cassandra.burnett@fayar.net</a>
Math	Susan King		<a href="mailto:susan.king@fayar.net">susan.king@fayar.net</a>
Science	Joel Emerson		<a href="mailto:joel.emerson@fayar.net">joel.emerson@fayar.net</a>
Social Studies	Stephen Adams		<a href="mailto:stephen.adams@fayar.net">stephen.adams@fayar.net</a>
Special Services	Tom Whitaker		<a href="mailto:tom.whitaker@fayar.net">tom.whitaker@fayar.net</a>
World Languages	Marian E. Heinrichs		<a href="mailto:mim.heinrichs@fayar.net">mim.heinrichs@fayar.net</a>
GUIDANCE OFFICE			
Administrative Assistant	Sandy Ward	1166	<a href="mailto:sandy.ward@fayar.net">sandy.ward@fayar.net</a>
Counselor A-Em	Doug Wright	1178	<a href="mailto:doug.wright@fayar.net">doug.wright@fayar.net</a>
Counselor En-K	Dawn Norman	1173	<a href="mailto:dawn.norman@fayar.net">dawn.norman@fayar.net</a>
Counselor L-Ros	Lesli Zeagler	1180	<a href="mailto:lesli.zeagler@fayar.net">lesli.zeagler@fayar.net</a>
Counselor Rot-Z	Tina Bulla	1187	<a href="mailto:tina.bulla@fayar.net">tina.bulla@fayar.net</a>
College and Career Advisor	Anne Butt	1165	<a href="mailto:anne.butt@fayar.net">anne.butt@fayar.net</a>
Counselor – ALLPS	Debbie Griffin	1229	<a href="mailto:debbie.griffin@fayar.net">debbie.griffin@fayar.net</a>



## II. SCHOOL CALENDAR – 2011-12


Approved April 28, 2011

July, 2011						0
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**2011-2012  
Fayetteville  
Public Schools  
Calendar**

January, 2012							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
1	2 H	3 H	4 H	5 ▲	6	7	
8	9	10	11	12	13	14	
15	16 H	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

August, 2011							13
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

Grading Period Begins Grading Period Ends 

**PT** Parent Teacher Conf.  
Elementary & Secondary  
conferences/CAP

Inservice Days

## H Holidays

**DI** District Inservice

WD Work in classroom

**PD** 12 hrs of school level PD will be provided outside of regular hours.

MD Make-up Day

SD Swap Day

1st Qtr. days 43

2nd Qtr. days 42

3rd Qtr. days 47

4th Qtr. days 46

Students do not attend days shaded in any gray.

September, 2011							21
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				1	2	3	
4	5 H	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

October, 2011							19
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
2	3	4	5	6	7	8	
9	10	11	12	13	14 I	15	
16	17 	18	19	20	21 	22	
23 	24 	25	26	27	28 PT/ALL	29	
30	31						

November, 2011							17
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
	I/3D	I/3D	H	H	H		
27	28	29	30				

December, 2011							15
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

February, 2012						20
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	★
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 H/W	21	22	23	24	25
26	27	28	29			

March, 2012							16
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
					PT/MD	**	

April, 2012						21
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May, 2012							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
1		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	★ ★		
	H	★ ★	★ ★	★ ★			

June, 2012							0
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					1 MD	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Make-up days have been added to the calendar (per state statute 6-16-106). In the event an excess of days occur, the Superintendent shall have the authority to amend the calendar.

In the event of excessive inclement weather, every attempt will be made to make-up days on designated Saturdays, Holidays, Parent Teacher conferences, and end of year days before Spring Break will be considered.

\*State law mandates that each quarter cannot be less than 40 days and no more than 50 days.

### **III. WELCOME AND PURPOSE**

#### **Mission Statement:**

Fayetteville High School (FHS) engages all students in a rigorous, relevant, curriculum to inspire a passion for attaining their highest academic and civic potential.

#### **Vision Statement:**

All learners engage in challenging, collaborative learning experience in a personalized environment that prepares them to be continuous learners and successful contributors in their global community

#### **Collective Commitments**

“We will instill a sense of pride about Fayetteville High School. Our culture is to expect students to be successful in academics, the arts, and athletics.”

Our curriculum will be built on a strong foundation of basic skills. The curriculum must challenge and teach all students the rigorous knowledge and skills necessary for the world in which they live.

We will teach our curriculum with the best educational strategies, focusing on a strong foundation of life skills while challenging students through the rigorous content and skill application necessary to transition to post-secondary education and careers.

We will empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users and producers of information.

We will help create well-rounded individuals. We will offer a variety of activities that do not detract from academics but which create individualized success that builds esteem and personal growth in a safe and equitable environment.

We will collaborate as Professional Learning Communities (PLCs) and departments to vertically and horizontally align content, skills and assessments.

## FHS Bell Schedule:

REGULAR	
1 <sup>st</sup> Period	8:20 – 9:12
2 <sup>nd</sup> Period	9:17 – 10:09
3 <sup>rd</sup> Period	10:14 – 11:11
ANNOUNCEMENTS 10:14 – 10:19	
4 <sup>th</sup> Period	11:16 – 12:08
LUNCH/ACTIVITIES 12:08 – 12:54	
5 <sup>th</sup> Period	12:59 – 1:51
6 <sup>th</sup> Period	1:56 – 2:48
7 <sup>th</sup> Period	2:53 – 3:45

ASSEMBLY-HOMEROOM SCHEDULE	
1 <sup>st</sup> Period	8:20 – 9:10
2 <sup>nd</sup> Period	9:15 – 10:05
3 <sup>rd</sup> Period	10:10 – 11:00
ASSEMBLY PERIOD 11:00 – 11:25	
4 <sup>th</sup> Period	11:30 – 12:20
LUNCH/ACTIVITIES 12:20 – 1:00	
5 <sup>th</sup> Period	1:05 – 1:55
6 <sup>th</sup> Period	2:00 – 2:50
7 <sup>th</sup> Period	2:55 – 3:45

ADVISORY SCHEDULE	
1 <sup>st</sup> Period	8:20 – 9:06
2 <sup>nd</sup> Period	9:11 – 9:57
3 <sup>rd</sup> Period	10:02 – 10:48
ADVISORY PERIOD 10:53 – 11:33	
4 <sup>th</sup> Period	11:37 – 12:23
LUNCH/ACTIVITIES 12:23 – 1:12	
5 <sup>th</sup> Period	1:17 – 2:03
6 <sup>th</sup> Period	2:08 – 2:54
7 <sup>th</sup> Period	2:59 – 3:45

## IV. RIGHTS AND RESPONSIBILITY

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.

### Student 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

#### **Student Responsibility:**

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

#### **Teacher Responsibility:**

- Follow professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
- Demonstrate communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel.
- Is available to students and parents for conferences according to system policies.
- Facilitate home-school communication by such means as holding conferences, telephoning, and sending written communications.
- Maintain confidentiality of students and students' records.
- Work cooperatively with school constituents.

#### **Teacher Rights:**

- Right to have his or her professional judgment and discretion respected.
- Right to teach in a safe, secure, and orderly environment that is conducive to learning.
- Right to be treated with civility and respect.

#### **Administration Responsibility:**

- The safety and well-being of all students,
- Creating and maintaining an educational environment that promotes learning.
- Administrators will exercise discretion and authority necessary to fulfill that responsibility.

#### **Administration Rights:**

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

## **V. ACADEMIC INTEGRITY/HONOR CODE**

Students attending Fayetteville High School are engaged in a challenging and rigorous curriculum. Students are expected to uphold the highest standards of integrity, honesty, and responsibility. Students need to "pass" on their own efforts and ability and through study and commitment to hard work. FHS fosters a climate of independence and pride in academic work on the part of each student to raise awareness of complete academic integrity. An explanation of student violations and consequences of the FHS academic honor code are listed below:

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) Unauthorized use of 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. (Sending your own work to another student via email would fall under this category.)
3. Plagiarizing another's work as your own in the following ways:
  - a. Submitting another's work as one's own on any 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.
  - b. Cutting, pasting, or downloading information from the internet is plagiarism.
  - c. Rephrasing sentences from the internet, or any other source without proper citation is plagiarism.

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

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

\*Violations under this category will be considered a second infraction.

### **Knowledge of Academic Dishonesty**

Students at FHS are expected to report violations of the school's honor code to their teacher or an administrator.

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

#### **1<sup>st</sup> Infraction:**

- Student will receive grade zero (0) for the assignment involved
- Teacher will notify parent of incident
- Recommendation for dismissal from any FHS honor societies
- Referral to Administrator

#### **2<sup>nd</sup> Infraction:**

- Student will receive grade zero (0) for the assignment involved
- Teacher will notify parent of incident
- Dismissal from the National Honor Society (if member)
- 2 days of In School Suspension (ISS)

#### **3<sup>rd</sup> Infraction**

• A third violation of the Honor Code will be considered a serious violation of the FHS code and will be treated accordingly. Student will receive no less than the consequences for the second violation and possible recommendation for dismissal from class in which 3<sup>rd</sup> infraction occurs.

### **HONOR CODE**

When Fayetteville High School students sign the acceptance of the student handbook they are agreeing to the requirements of the FHS Honor Code. In addition, students will regularly be required to attest to the following statement: *I certify that I have neither given nor received unauthorized assistance on this test or assignment.*

## **VI. ATHLETIC PROGRAM AND ACTIVITIES**

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, Golf, 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, Har-Ber, and Fayetteville.

**Field Trips/School Activities/Athletics/Dances:** 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 Coach and Principal. Students will **not** ride to activities with other students. Any student who is participating in an AAA sanctioned event will follow the field trip procedure for making up missed work.

### **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 reflects 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.

- a. 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."
- b. In regard to Article 2, Rule b: Negative or obscene yells are demeaning and disrespectful and have no place in high school activities.
- c. 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

- a. 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.
- b. 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.

## **VII. ATTENDANCE**

The Fayetteville School District recognizes that consistent regular school attendance is necessary to meet the educational needs of its students. Fayetteville High School's attendance practices will be implemented as follows:

1. Students are permitted 8 Parent Contact (PC) absences a semester.
2. Students who miss more than 10 minutes of a class period will be considered absent for that class period.
3. Students who accumulate eight (8) PC's and four (4) Unexcused (U) absences in a class for the semester will not be eligible for credit in that class. Denial of credit may affect promotion and/or graduation of the individual student.
4. The Saturday School Program will be available as an option for students to regain credit at a rate of one class hour per hour. Transportation is the student's responsibility.
5. Any student with excessive absences without parent contact and/or proper documentation may be referred to Washington County Truancy Court

### **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: **445-1289 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.
2. To excuse an absence in advance, parents may call **445-1289 or 445-1174**.
3. The Attendance office routinely calls parents and doctor's offices to verify student's absences and notes.

### **Misrepresentation and Forgery (Non-Academic Dishonesty)**

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A person shall not give or assist in giving false or fictitious information to any police department, fire department, school official or other person acting in an official and lawful capacity.

### **Check-in Procedure**

Upon return to campus from a partial day absence, whether for one period or more, 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.

### **Check-Out Procedure**

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.

### **Notification to Parents:**

- Parents will be notified by an automated telephone call whenever their student(s) are Unexcused from any class.
- Parents will be notified by letter when a student accumulates 2 and 4 absences without parent contact.

### **Classification of Absences**

**Attendance Codes:** The following list may help you to interpret attendance records:

<b>PC</b> – Parent Contact	<b>U</b> – Unexcused absence
<b>DOC</b> – documented excused	<b>SB</b> – school related
<b>ISS</b> – In-School suspension	<b>OSS</b> – Unexcused
	<b>T</b> – Tardy

- **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. 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 of an absence. Forged notes or fake phone calls to gain an excused absence will be considered truancy. The number is **445-1289 or 445-1174**.

- **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” beyond the excess of 8 Parent Contact absences during one semester in any course will be denied credit for the course.

- **Unexcused Absence (U):** Absences in excess of 8 will be considered and labeled “Unexcused” (U).

- **Documented Absences (DOC):** Original written documentation from an official agency, such as a note from a professional appointment (doctor, dentist, counselor, etc.), notification to appear in court, or other official reason is acceptable for a DOC classification. These absences will be labeled “Documented Absences” (DOC). These documents may be received via fax from the office or agency. These absences are unlimited and do not count toward excessive absences.

- **School Business (SB):** School related absences include field trips, student-teacher meetings, organization of school events, student organizational meetings, college visits, etc. These absences will be labeled, “School Business” (SB). These absences are unlimited and do not count toward excessive absences.

- **In School Suspension (ISS):** absences related to violation of school rules.
- **Out of School Suspension (OSS):** absences related to violation of school rules.
- **Tardy (T):** Students who arrive up to 10 minutes late to a class.

### **Make-up Work**

- Students who have an absence will be permitted to make up all work missed, including tests and other graded material. Students will receive 2 days, per each day absent to make-up any missed assignments.
- If the absence in question is “unexcused” the grade will not be recorded electronically until the attendance office has cleared the absence or changed the attendance code to “excused”.
- 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 is the student’s responsibility.

### **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.

### **College Visits**

Juniors and Seniors may be absent from school in order to visit a college or university. Seniors will be allowed 3 days and Juniors will be allowed 2 days. Visits will be permitted until May 1. **The principal may grant additional college visitation days or extend deadline date.** 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 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.

### **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 arrangements are not made in advance of the field trip, all work that might be completed may be disallowed for credit by the teacher.

### **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 (445-1289 or 445-1174) to verify or correct the absence. The computer will call the number on record. Please notify the Attendance Office if any phone number changes.

### **State Law Regarding Attendance**

➤ State law (A.C.A. 6-18-209) requires school districts to establish attendance policies that include a certain number of excessive absences. Students in grades 9-12 are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. See **Fayetteville Public School District Policy 5.3 and 5.5 for details.**

## **VIII. TARDY POLICY**

Note: Tardies are not cumulative and will not carry over from one 9-week period to the next 9-week period.

Students arriving to class after class has begun are considered tardy. Tardies will be handled as follows:

1<sup>st</sup> period:

- 1-3<sup>rd</sup> tardy will be marked tardy by their teacher.
- Each tardy thereafter will result in 1 day of lunch detention.

2<sup>nd</sup> – 7<sup>th</sup> period:

- 1-3<sup>rd</sup> tardy will be marked tardy by their teacher.
- 4-6<sup>th</sup> tardy will serve 1 lunch detention for each tardy
- Each tardy thereafter will result in 1 day of In School Suspension (ISS) for all classes.

Missed Detention = could result in 1 day ISS for all classes.

## **IX. 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:

- “C” average or better for the semester
- 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 more than four (4) absences, to include both regular school absence (A) and Documented (DOC) ; absences for the class in which an exemption is being requested.
- Tardies: No more than four (4) per class per semester

Criteria for End of course Exam (EOC) exemptions:

- No Category III discipline referrals to the office for the entire semester.
- Students scoring Proficient or better on EOC exams will be allowed to exempt finals for the subject related exam. For example:
  - Proficiency on Geometry exam will permit student to exempt final for currently enrolled math course for one semester.

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.

## **X. ELECTRONIC DEVICES**

Usage: Students will be permitted to use electronic devices between class changes and at lunch.

Nonuse: Students will not be allowed to use electronic devices during class time, in the library, main office, during school-wide academic related activities, assemblies, or places where signs are posted disallowing use of electronic devices. The following penalties will be administered during non-use occurrences:

- **1<sup>st</sup> Infraction:** Confiscate phone and student may retrieve phone at end of school day from the attendance office of the campus in which the infraction occurred.
- **2<sup>nd</sup> Infraction:** 1<sup>st</sup> infraction administered, 3 days detention
- **3<sup>rd</sup> Infraction:** Confiscate phone, parent retrieve phone, 1 day of In School Suspension (ISS)
- Any additional infractions will result in further disciplinary action.

**\*\*\*Note: Refusal to give phone at any time = 3 full days of In- School Suspension (ISS)**

Electronic device offenses are defined as:

- Use without permission during class time; disruption to the learning process, which includes all beeps, buzzes, rings, songs, etc, student taking his/her phone out to “look” at it or check the time, student taking out the SIM cards or batteries.

**\*\*\*A phone in sight, but not in use as described above IS NOT a violation.**

## **XI. DRESS CODE**

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in appropriate condition. If a student is determined to be dressed inappropriately, he/she will be asked to change clothes. Second and subsequent offenses will be considered disruptive conduct, and subject to discipline as outlined:

The following types of clothing and accessories are forbidden during regular school hours:

- Clothing, hats or backpacks that advertise or depict alcohol, drugs, tobacco or tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang related tattoos, or gang monikers, or clothing likely to cause a disruption within the school environment.
- Tube tops, mesh tops, sheer tops, men's undershirts without sleeves, halter tops, spaghetti straps, or tops that expose any portion of the midriff, revealing neckline, bra or cleavage.
- Sagging pants, pants worn low on the hip so as to reveal underclothing or skin.
- Long belts, spiked accessories, sunglasses or bandanas.
- Any clothing with holes above the knees that expose undergarments or skin.
- Skirts or shorts that are shorter than mid-thigh.
- Spandex shorts
- Leggings must be worn with a long shirt or dress that covers the hip area
- Sleepwear (including slippers, pajamas, etc.).
- Hoods worn on the head within the school building.
- Bare feet. In the interest of safety, shoes must be worn at all times.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol must be covered.
- School related uniforms must meet dress code.

## **XII. BULLYING—DISTRICT POLICY 5.47**

Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors.

Definition:

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that may address an \*attribute of the other student, public school employee, or person with whom the other student or public school employee is associated that causes or creates actual or reasonably foreseeable;

- Physical harm to a school employee or student or damage to the school employee's or student's property.
- Substantial interference with a student's education or with a school employee's role in education.
- A hostile educational environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act.
- Substantial disruption of the orderly operation of the school or educational environment.

Students who bully another person shall be held accountable for their actions. Bullying is prohibited:

- on the school grounds,
- with school equipment,
- off school grounds at a school sponsored or approved function, activity, or event;
- going to or from school or a school activity;
- while being transported in school vehicles, on a school bus, or at a school bus stop,

- by an electronic act which results in the substantial disruption of the orderly operation of the school or educational environment. This section shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Students are encouraged to report behavior they consider to be bullying to their teacher, building principal or designee, including a single action that if allowed to continue would constitute bullying. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying shall report the incident(s) to the principal or designee, including a single action that if allowed to continue would constitute bullying.

**Any person or persons who file a complaint will not be subject to retaliation or reprisal in any form.** Parents or legal guardians may submit written reports of incidents they feel constitute bullying to the principal or designee, or if allowed to continue would constitute bullying. The principal or designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Bullying is a category III (Student Discipline Policy) infraction. Consequences include but are not limited to a) school requested parent/guardian conference, and b) 0-10 days of suspension; and c) referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year. Copies of this policy shall be available upon request.

\*Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

Legal Reference: A.C.A. § 6-18-514  
 Date Adopted: 9-25-03  
 Date Revised: 6-28-07

### **XIII. DISCIPLINE (Types and Consequences)**

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. Description of various disciplinary actions is as follows:

#### **Types of Disciplinary Actions**

- **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.
- **Skippping 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.
- **Drugs/Alcohol:** Use/Possession See District Student Handbook under Student Discipline Distribution/Sale/Purchase.
- **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.
- **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.
- **Conduct and Sportsmanship at School-Sponsored Activities** (see description on page 8).

\*\*\*\*\*

**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.

\*\*\*\*\*

#### **Consequences for Disciplinary Infractions:**

- **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 attendance correction issues or disciplinary issues. **Saturday School will be held in the Fayetteville High School cafeteria from 8:00 A.M. — 12:00 P.M. as needed. Students must report on time and sign in. The only doors open will be the cafeteria doors, so please do not try to use the school front doors, those will be closed.** 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. 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:**

This action 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.

#### **XIV. STUDENT DISCIPLINE—DISTRICT POLICY 5.17**

The Fayetteville School District recognizes that effective student discipline can best be achieved and maintained through the cooperative efforts of parents, educators, students, and other community members. Each has the right to expect a wholesome atmosphere that is conducive to learning. Such a climate can best be created where efforts are made to move students toward responsible self-discipline.

The school has a responsibility to inform students of their rights and responsibilities; students are responsible for knowing and abiding by the rules and regulations of the school. Parents are responsible for helping their children understand the policy and for supporting the school in its efforts to enforce the policy. All students and parents will be provided copies of this policy and will be required to indicate in writing their receipt of the policy.

Students are expected to conduct themselves at all times (at school, at school activities and events, and traveling to and from school) in a manner that will promote the best interest of the school system and will not infringe on the rights of others. The following activities are considered improper and unacceptable and may subject the student to disciplinary action as described in the procedural section of this policy.

1. Disruption and interference with school. This will include interference with the proper conduct of a school, a school activity, or an individual class; attempts to prohibit or discourage attendance by others at school or a school activity; attempts to encourage other students to violate school rules or policies; refusal to identify himself/herself on request of any authorized school personnel; and refusal to identify others engaged in unlawful or disruptive acts or to otherwise fail to divulge information regarding such acts.
2. Damage, destruction, or theft of private or public property.
3. Harassment of students or employees, which shall include but is not limited to:
  - a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning on the basis of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.
  - b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal school activities or learning environment when directed at an individual on the basis of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.
  - c. Visual insults, such as derogatory posters, cartoons, or drawings related to race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.
4. Assault, bullying, fighting, physical abuse, threats, or verbal abuse by a student on a fellow student.
5. Assault, physical abuse, threats, or verbal abuse by a student on any school employee, even if such actions occur off school premises.
6. Possession, offering for sale, sale, or use of narcotics, drugs, anabolic steroids, alcohol, inhalants, analogues\* or other controlled substances as defined by statute. Unless such possession and use has been authorized by a physician and documentation on file in school office. School officials will be expected to cooperate fully with law enforcement agencies and judicial bodies in the investigation and resolution of drug-related or alcohol related cases involving students, even though the offenses may not have taken place on school property or at a school activity.

An analogue is a substance which mimics the stimulant, depressant, or hallucinogenic effect on the central nervous system that is similar to the stimulant, depressant, or hallucinogenic effect of a controlled substance.

7. Possession of any weapon, knife, gun, instrument or article that might be injurious to a person or property.
8. Disregard of reasonable directions or commands given by authorized school personnel.
9. Truancy or chronically poor attendance, as defined by school policy and Arkansas Statute (Act 60, 1983).
10. Extortion from other students.
11. Gambling on school property or at a school activity.
12. Attire that disrupts the educational process or otherwise interferes with the rights or opportunities of others to learn or teach.



13. Distribution of petitions or other printed matter not approved in advance by the principal. (The principal's sole basis for denying such distribution will be substantial belief that possession or distribution of such materials will cause substantial disruption of school activities because of obscene or libelous language, personal attacks, or the method or time of distribution.)
14. Violation of statutory or constitutional regulations. (School penalties may be imposed in addition to any penalties imposed by the courts.)
15. Violations of established classroom or school rules or regulations.
16. Reckless or unsafe operation of an automobile, truck, motorcycle, or other vehicle, on school property or traveling to or from school.
17. Possession of a paging device or other electronic communication device on school property, unless such possession is necessary for health reasons or other compelling reasons. Electronic communication devices are allowed at extra curricular activities unless they pose a significant disruption to the activity or performance. Act 447 amends A.C.A. § 6-18-502(b)
18. Violation of Sexual Harassment Policy No. 5.27, Computer/Network Use Policy No. 5.29, Gangs and Gang Activity Policy No. 5.26, Bullying Policy No. 5.47, and Conduct to and from School Policy No. 5.19 together with any other district policies regarding student conduct.
19. Use, possession or distribution of tobacco products is prohibited in accordance with Arkansas statute, § 6-21-609.
20. Any behavior not covered above which could reasonably be interpreted as being subversive to good order and discipline or which causes the learning atmosphere to deteriorate or be disrupted.

The Board of Education endorses the enforcement of all applicable statutes relating to the abuse and harassment of school employees and students and/or their property.

## PROCEDURES

In order to effectively implement the above policy, the following procedures are adopted:

School personnel are responsible for dealing with students fairly and honestly and for treating all students with courtesy and respect. The professional staff is encouraged to reward good behavior and to maintain a positive approach in helping students develop acceptable patterns of behavior. Corrective measures of a punitive nature are sometimes necessary; acceptable corrective measures include the following:

1. **Conference between the teacher and the student**
2. **Deprivation of privileges** This form of discipline is especially encouraged when the student has developed a pattern of chronically repeating minor offenses.
3. **Referral to a building administrator** (principal or assistant principal)
4. **Parent-school conferences** This type of cooperative action is highly encouraged, especially when a student appears to be developing a potentially serious behavioral problem. Parents should not expect a report on every problem that arises. When public or private property has been stolen or damaged, the school will work through parents to recover reasonable compensation for damages to that property.
5. **Referral to other school personnel** (counselor, social worker, nurse, etc.).
6. **Referral to out-of-school personnel** (physician, psychologist, drug or alcohol treatment centers, law enforcement personnel, etc.).
7. **In-School Suspension (ISS)** A student may be placed in the school's In-School Suspension classroom when such suspension is necessary for the student to regain or maintain emotional control or when the student's presence in the regular classroom represents a reasonable threat to others or when the student's presence in the regular classroom prevents other students from pursuing desirable educational goals. Reasons for suspension may include refractory conduct; insubordination; or other conduct that would tend to impair the discipline of school, or harm other pupils.
8. **Saturday School**. A student may be assigned to Saturday School for attendance related issues.

9. **Out of School Suspension (OSS).** A student may be suspended from school when such suspension is necessary for the student to regain or maintain emotional control or when the student's presence at school represents a reasonable threat to others or when the student's presence at school prevents other students from pursuing desirable educational goals. Reasons for suspension may include immorality; refractory conduct, possession of any weapon; possession, use or sale of narcotics, drugs, anabolic steroids, or alcohol; insubordination; or other conduct that would tend to impair the discipline of school, or harm other pupils. Any suspension must conform to the following guidelines:

- A. Prior to any suspension, the student shall receive an explanation of the intended suspension and shall be given reasonable opportunity to present evidence that might argue against suspension.
- B. The student's parents or legal guardians should be notified immediately of any suspension, and should indicate how the student is to leave school.
- C. Written notice of any suspension should be forwarded to the superintendent's office and the parents or guardians as soon as possible. Such notice shall include a statement of the reasons for and conditions of the suspension and shall notify parents or guardians of the established appeal procedures. The notice will be mailed to the address listed on the student's current enrollment form. A conference with parent or guardian should be scheduled as soon as possible, in an effort to return the student to school.
- D. Building administrators (principals and assistant principals) can suspend students from school for a period not to exceed ten (10) days, subject to appeal to the assistant superintendent and the superintendent.
- E. At each step in the appeal process, the suspension may be affirmed, revoked, or otherwise modified by the person or group hearing the appeal. Such disposition of an appeal does not in any way prohibit a student or a student's parent or guardian from pursuing the appeal to the next level.
- F. Procedural due process, as defined by statutes and court decisions, will be followed at all stages of the suspension process.

If a student under suspension transfers to another school, information regarding the suspension will be sent to that school.

10. **Extended Suspension or Suspension for a period greater than ten (10) days:** The Board of Education is the only authority that has the power to remove a student from school for a period greater than ten (10) days. The Board will exercise this authority on the recommendation of the superintendent of schools when a student(s) participates in any activity which tends to disrupt, obstruct, or interfere with orderly education processes; an extended suspension may be for the remainder of the semester, the remainder of the school year, or permanently.
11. **Other forms of discipline determined to be appropriate by the Professional Staff:** The following general guidelines should be applied to any disciplinary methods adopted by the professional staff, as well as to those methods listed above.
- A. All methods of discipline should refrain from being a serious inconvenience to students other than the student(s) involved. Mass punishment is to be avoided.
  - B. Within the limits of practicality, all methods of discipline should be directed toward the student who has committed an offense.
  - C. All methods of discipline should refrain from promoting an attitude unfavorable to academic or other schoolwork.
  - D. Methods of discipline that would tend to publicly embarrass the student(s) are not allowed.

Disciplinary actions, as outlined above, will not be entered on a student's permanent record, and will not be divulged to unauthorized personnel, except as provided under "Suspension" and "Extended Suspension," above.

Students with disabilities, as defined in state standards, who engage in inappropriate behavior, are subject to normal school disciplinary rules and procedures provided the student's right to a free appropriate public education is not abridged. The following provisions will apply.

1. For students whose disabilities have behavioral aspects, preventive measures such as behavioral management plans, should be considered and can be facilitated through the individualized education program (IEP) or the individualized accommodation plan (IAP) and placement processes required by IDEA and Section 504. While there is no requirement that such measures be specified in a student's IEP/IAP, the IEP or Section 504 Committee for a student with identified disabilities could determine that it would be appropriate to address the use of specific behavioral management and/or discipline procedures in individual situations involving that student and include them in the IEP/IAP.
  2. Where in-school discipline or short-term suspension (ten (10) school days or less) is involved, a school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA'S or Section 504 parent-notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. During periods of short-term exclusion, schools are not required to provide any educational services to the student. A series of short-term suspensions in the same school year could constitute a change in placement. The IEP/Section 504 team must make the determination. It must also determine whether the misconduct was a manifestation of the student's disability. Factors such as the length of each suspension, the total amount of time that the student is excluded from school, and the proximity of the suspensions to each other should be considered in determining whether the student has been excluded from school to such an extent that there has been a change in placement. This determination must be made on a case-by-case basis.
  3. For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP/IAP Committee), and may not be made unilaterally by one individual.
    - A. If the student's misconduct was not a manifestation of his/her disability or an inappropriate placement, the school district may expel or suspend the student from school for more than ten (10) school days, subject to conditions set forth in the procedural safeguards of IDEA and Section 504.
    - B. If the student's misconduct was, a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten (10) school days for the misconduct. However, other procedures may be used to address the student's misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten (10) days or less, or seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others.
- In addition to showing that the student is substantially likely to cause injury, the school district must show that it has made reasonable efforts to accommodate the student's disabilities so as to minimize the likelihood that the student will injure him or herself or others.
4. The student who is suspended / excluded for more than ten (10) days should be offered a free appropriate public education for the duration of the exclusion.
  5. A student with a disability who brings a weapon to school, possesses illegal drugs at school, or causes serious bodily injury to another at school may be removed from school for ten (10) days or less, and placed in an interim alternative education setting for up to 45 school days.

## STUDENT DISCIPLINE REGULATIONS

- I. This regulation is intended to ensure a degree of uniformity in disciplinary actions under Policy No. 5.17.
- II. Teachers and administrators shall respond to inappropriate behavior by students with disabilities according to Policy No. 5.17.
- III. Teachers and administrators shall follow this regulation after determining that a student has committed an infraction of Policy No. 5.17.
- IV. Teachers and administrators shall determine how many infractions of the listed type of improper activity have been committed by a student before taking the appropriate disciplinary actions.
- V. If a parent appeals any out-of-school suspension or expulsion pursuant to Policy No. 5.17, the student shall be assigned to in-school suspension or an alternative learning environment; pending appeal, a student shall not be allowed to attend extracurricular activities.
- VI. The improper student behavior shall be categorized as follows:

### **A. Category I**

1. Disruption and interference with school, including clowning around, mock-fighting, mimicking, name calling, etc.
2. Gambling on school property or at a school activity.
  - a. Distribution of petitions or other printed matter not approved in advance by the principal.  
(See Policy No. 5.17, section 13 for further criteria.)
3. Violations of established classroom or school rules or regulations.
4. Littering on school campus or in the building, including the parking lot.
5. Inappropriate dress or attire.
6. Possession and/or use of a paging device, cell phone or other electronic communication device on school property or at a school activity during normal school hours.

### **B. Category II**

1. Damage, destruction, or theft of private or public property valued at less than \$100.
2. Attire, which disrupts the educational process or otherwise interferes with the rights or opportunities of others to learn or teach.
3. Violation of statutory or constitutional regulations.
4. Reckless or unsafe operation of an automobile, truck, motorcycle, or other vehicle on school property or traveling to or from school.
5. Use, possession, or distribution of tobacco products or smoking paraphernalia (including, but not limited to, lighters, matches, rolling papers, cigarette holders, and pipes) during the school day, whether on or off school property, or during a school-sponsored activity at any time of day, whether on or off school property.
6. Possession of hand-held laser pointers.
7. Possession, distribution, or posting of magazines, books, electronic data, or printed material not appropriate for school.
8. Truancy, defined as unexcused absences, including but not limited to, the following:
  - a. Being on campus and not being in the assigned class
  - b. Leaving school without following the sign-out procedure or returning to school without following the check-in procedure
  - c. Leaving class with permission but not reporting to the assigned destination
  - d. Skipping an assigned class period including study hall or office aide
9. Academic Dishonesty or violation of the FHS Honor code.

### **C. Category III**

1. Possession or use of narcotics, drugs, anabolic steroids, alcohol, analogues, or other controlled substances as defined by statute. (See Policy No. 5.17, section 6 for further criteria and exceptions.)
2. Assault, bullying, fighting, physical abuse, extortion, persistent or severe harassment, and/or verbal abuse of another student.
3. Verbal abuse, extortion, or harassment of a school employee, whether on or off school premises.
4. Possession of a knife/replica of a knife or any instrument or article that might be/or appear to be injurious to a person or property.
5. Possession and/or use of fireworks, stink bombs, or any incendiary device.
6. Falsely reporting a fire or setting off a fire alarm.
7. Damage, destruction, or theft of private or public property valued at more than \$100 but less than \$1000.
8. Indecent exposure/act.
9. Unauthorized use of/or attempt to gain or assist in unauthorized access to software/programs/data used by the School District.
10. Chronic persistent misbehavior.
11. Gang related activity.( see Policy 5.26)
12. Insubordination: Failure to comply with reasonable request, directives or commands.

**D. Category IV**

1. Assault or physical abuse of a school employee, whether on or off school premises.
2. Purchasing of, offering for sale, sale, or distribution of narcotics, drugs, anabolic steroids, alcohol, substances portrayed as drugs, or other controlled substances as defined by statute.
3. Possession and/or use of a knife/replica of a knife or any instrument or article that might be/or appear to be injurious to a person or property in an attempt to threaten or cause harm to another person.
4. Possession of any firearm/replica of a firearm or other weapon prohibited on the school campus by law.
5. Arson, bomb threat, or terroristic threat
6. Damage, destruction, or theft of private or public property valued at more than \$1000.
7. Breaking and entering of any school building or facility.
8. Computer trespass – Any person who intentionally and without authorization alters, deletes, damages, destroys, or disrupts any computer, computer system, computer network, computer program, or data. (§ 5-41-104. Computer trespass)

10. The appropriate disciplinary actions for each listed category of improper activity follow:

A. **Category I**—Principal's discretion;

B. **Category II**—Principal's discretion; except for item 5 which for all secondary schools will be as follows.

1st infraction—1-3 days of ISS

2nd infraction—3-5 days of ISS

3rd infraction— 5-10 days of ISS

Each additional infraction — up to 10 days of OSS

**C. Category III**

1<sup>st</sup> infraction

a) Parent/guardian conference, and

b) Up to 10 days suspension; with the possibility of

c) Referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year.

d) 10 days out of school suspension for possession or use of narcotics, drugs, anabolic steroids, alcohol, or other controlled substances as defined by statute.

2<sup>nd</sup> (and any subsequent) infraction

a) Parent/guardian conference, and

b) 10 days out of school suspension, with the possibility of

c) Referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year;

**D. Category IV**



- 1<sup>st</sup> (and any subsequent) infraction
- a) Parent/guardian conference, and
  - b) 10 days out of school suspension, with the possibility of
  - c) Referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year.

11. Whenever damage to property or person is involved, a teacher or administrator may add an order to repair, replace, or otherwise compensate for the damage to the disciplinary action prescribed above.
12. Many of the listed infractions also have civil and criminal legal consequences for the student and the parent—for example; verbal abuse of a school employee is a violation incurring a fine from \$100 to \$1500.
13. Saturday School – Students are assigned Saturday School by administrators for violation of school rules and for failing to serve other disciplinary assignments.
14. In-School Suspension (ISS) – Students are assigned ISS by administrators for violation of school rules and for failing to serve other disciplinary assignments. Students assigned to ISS are not permitted to attend or participate in any school activities during their suspension. Students are expected to keep up with all class assignments, tests, or work scheduled for those days spent in ISS.
15. Out-of-School Suspension (OSS)—Students are assigned OSS by administrators for serious violations of school rules and for failing to serve other disciplinary assignments. Students assigned to OSS are not permitted to attend or participate in any school activities or be on any school campus during their suspension. Students will be allowed to make up any assignments, tests, or work scheduled for the first 10 days they are suspended out of school in a school year, regardless of the number of suspensions. For all subsequent Out of School Suspensions, the student will not be allowed to make up any assignments, tests, or work scheduled for those days suspended. Students who are suspended must along with a parent/guardian attend a conference with an administrator before being readmitted to classes.
16. Bus Suspension – Students are suspended from the privilege of riding any school bus for a minimum of one day, not to exceed one calendar year for violations of Policy 5.19.

Adopted:	7-20-79	Revised:	6-26-97	Revised:	6-26-08
Revised:	2-26-80	Revised:	6-27-02	Revised:	6-24-10
Revised:	9-25-84	Re-codified:	8-28-03		
Revised:	4-22-86	Re-codified:	6-24-04		
Revised:	9-25-90	Revised:	5-26-05		
Revised:	7-27-93	Revised:	6-22-06		
Revised:	12-19-95	Revised:	6-28-07		

## **XV. 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.

Please contact your student's counselor for more information at grade classification.

## HIGH SCHOOL GRADUATION and REQUIREMENTS

Graduation from Fayetteville High School is the responsibility of the student and parent. Teachers, counselors, and administrators can and will do all they can to help insure that students have fulfilled graduation requirements. Final responsibility rests with the student, so please carefully check class selection.

### **Senior Walk (Participation in graduation ceremony)**

- Class of 2012, 2013, 2014  
Students classified as seniors are eligible to participate in graduation ceremonies under the following conditions:
  - 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.
- **Beginning with class of 2015**, students classified as seniors are eligible to participate in graduation ceremonies under the following conditions:
  - They have fulfilled the 24 required credits for graduation or have met the special circumstance requirements. Students who have not met these requirements may not "walk."

**The Core Curriculum and Smart Core Curriculum** is a standard component of the required course of study to graduate from Arkansas public schools. **All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. Core and Smart Core requirements can be found in the back of this handbook.**

Fayetteville Public Schools requires all students to graduate with 24 credits. The Core and the Smart Core requirements listed below include the state requirements and the additional 2 credits of local requirements.

**Special Note:**      **Beginning with the 2014 graduates, the 3 units of Social Studies will include ½ credit of Civics/Government and ½ Credit of Economics.**

**HIGH AND DISTINGUISHED HONOR GRADUATE** – courses required for these two designations are listed below.

- **Honors Graduate (Lavender Tassel)**
  - Students must achieve a 3.0 GPA by end of 7<sup>th</sup> semester, complete Smart Core curriculum, take two years of the same world language, and 1 year of math above Algebra II.
- **High Honors Graduate (Silver Tassel)**
  - Students must achieve a 3.5 GPA by end of 7<sup>th</sup> semester; meet the Honors Graduate Diploma requirements with minimum of 5 Credits from qualifying courses listed below.
- **Distinguished Honors Graduate (White Tassel)**
  - Students must achieve a 4.0 GPA or better by end of 7<sup>th</sup> semester, meet the Honors Graduate Diploma requirements with minimum of 8 Credits completed from the qualifying courses listed below.
- **National Merit Finalist (Gold Tassel)**
  - Students must score in the top 2% nationwide on the Selection Index by College Board of students taking PSAT; complete an application including teacher recommendation, have an outstanding GPA, and a verifying score on the SAT set by the National Merit Scholarship Corporation.

### Qualifying Courses for High/Distinguished Honors Graduates

Math	English	Science	Social Studies	Other
Honors Algebra I Honors Algebra II Honors Geometry Pre-Cal/Trig AP Calculus AB AP Calculus BC AP Statistics College Algebra (.5) Finite Math (.5)	Pre-AP English (9) Pre-AP English (10) AP English Language/Comp AP English Literature English Composition I (.5) English Composition II (.5)	Pre-AP Physical Science (9) Pre-AP Biology AP Biology AP Physics B AP Physics C AP Environmental Science Honors Chemistry AP Chemistry	Pre-AP U.S. History (9) AP U. S. History AP World History AP European History AP Comparative Politics AP Macroeconomics AP Microeconomics AP Human Geography AP Psychology AP U. S. Government	Spanish III, IV, Honors AP Spanish Language French III, IV, AP French Language German III, AP German Language AP Studio Art AP Music Theory A Cappella Choir

### National Honor Society

NHS selection criteria: In accordance with the National requirements for membership, members must demonstrate excellence in the following areas: scholarship, leadership, service, and character. Fayetteville High School juniors who have obtained a cumulative 3.5 GPA by their 5<sup>th</sup> semester, and are pursuing the honor's graduation path are eligible for nomination. A formal application and the requirements in each category are available at anytime in the office of the sponsors Mrs. Norman or Mr. Wright.

Selection into the National Honor Society will be determined using information from the application related to each individual's performance in the areas of leadership, service, character, and scholarship. All applications and membership decisions are reviewed and determined by the FHS Faculty Council.

### SPECIAL CIRCUMSTANCE GRADUATION – REQUIRES COMMITTEE APPROVAL

#### 1. **EARLY GRADUATION**

Students interested in graduating early will need to meet with their counselor. Students must follow appropriate application procedures and meet the 24 credit graduation requirement in order to be considered for early graduation.

#### 2. **GRADUATION REQUIREMENT FOR STUDENT WITH DISABILITIES**

Students with disabilities are expected to meet Fayetteville School District's graduation requirements. The Individual Education Plan (IEP) committee shall establish a program of study that is compatible with each student's ability to perform. The committee may substitute or waive specific courses and may require specific courses when it is determined to be in the best interest of the student.

### ADVANCED PLACEMENT PROGRAM CREDITS

A student considering courses in the Advanced Placement programs needs to consider the rigor of the curriculum and the time requirements of these courses. We strongly encourage every student who plans to continue their education to enroll in an advanced placement course.

The Advanced Placement Program, sponsored by the College Board, is a program of college-level courses and examinations that provides high school students with an opportunity to earn college credit while still in high school. The AP program offers students challenge, study of subjects in greater depth, accelerated learning opportunities, a sense of accomplishment, strength in a college application, development of college-level study, analytical skills, and a head start for college credit.

Advanced Placement examinations are given in May. Each college decides which AP exams grades it will accept for credit and/or advanced placement. More than 3,800 U.S. colleges and universities accept AP grades. Students seeking credit through the AP program should obtain the college's AP policy in writing or refer to the institution's catalog.

#### **Arkansas Advanced Placement Incentive Program:**

Arkansas is one of over twenty states that provide state funding to support the AP program and examination fees. Exam fees for AP exams are paid by the Arkansas Department of Education for students enrolled for a full year in an AP class. A student must take the AP exam in order to receive a weighted grade. A one-time per year AP exam administration fee (\$15.00) will be collected by the school during AP exam registration. Students not enrolled for the full year in an AP class must pay the entire cost as assessed by the College Board (\$87.00).

College Board Online at <http://www.collegeboard.org>.

#### **College Credit Awarded:**

More than 1,500 institutions award a full year's credit to students presenting satisfactory scores on AP exams. Each year a number of FHS students enter college with sophomore standing at the universities they attend.

## **NEW STUDENT ENROLLMENT**

### **New Students to FHS**

Students enrolling in Fayetteville High School will need to complete registration materials through the Counseling Office. Parents must provide proof of residency, proof of your child's age (can include birth certificate, attested baptismal certificate, passport, notarized affidavit with the date and place of birth by the child's parent or guardian, or previous school's records), immunization records, and grades from previous schools. **New students are enrolled from 8:30 a.m. to 11:00 a.m. each school day.**

### **Transfers:**

- **From Other Public American Schools**

When a student transfers from another accredited public high school, high school credits and grade point average earned will be accepted and treated in a manner similar to credits and grade point average earned at Fayetteville High School. Credit cannot be given for a course that shows as "no credit" or a grade of "F" on the incoming transcript.

Weighted credit will be given ONLY for the transfer of successfully completed Advanced Placement (AP) courses with verification of the AP exams taken. All other courses will receive no additional weight in determining the grade point average for a student who transfers from a public school.

If a student transfers from a non-accredited public high school, a committee of appropriate personnel to include a counselor, department chair, and administrator will review and determine the awarding of credits and grades. This determination may include formal assessments, transcript reviews, and/or portfolio reviews. It will be the responsibility of the parent or guardian of the transferring student to provide school officials with a copy of the most recent official student transcript, a copy of the high school course description book, and graded samples of the student's work for the review of the school committee.

- **From a school in a Foreign Country**

When a student transfers in from an accredited American school in a foreign country, high school credits will be accepted and treated in a manner similar to transfer from either an accredited public or private school in America. When a student transfers from a foreign school, credit will be assigned at the counselor's discretion as "pass" or "no credit." Courses will not be used to calculate GPA, honors graduation, or class ranking.

## EARNING CREDITS

The following credit totals are required for the specific grade at the beginning of the fall semester:

5 credits	= Sophomore	16 Credits	= Senior
10 credits	= Junior	24 Credits	= Graduation

Please contact your student's counselor for more information at grade classification.

### **Master Schedule:**

The master schedule for the school year is constructed to fit the needs indicated by the Career and Planning (CAP) meeting conducted with students and advisors in the spring. Students will have an opportunity to drop a class or request a schedule change in the first five (5) days of each semester during Homeroom period (3<sup>rd</sup> Period). The student's Homeroom teacher will assist the student in following this procedure. Schedules can be changed for the following reasons:

1. Student is enrolled in a class previously completed
2. Student does not have the necessary prerequisites
3. Student is a senior and needs a class to meet graduation requirements
4. Student qualifies for and wishes to sign up for a credit recovery class

### **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 be assigned to 7 periods throughout the day

### **Selection of Courses**

The Fayetteville School District believes that selection of courses is one of the most important things that students and parents do each year. Course choices have long-term effects on job opportunities, preparation for college, the development of responsibility and independence. We urge students to make course selections seriously and thoughtfully, to consult with parents/guardians, and to seek additional information from teachers and advisors.

### **Concurrent Classes**

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

### **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.

### **Grade Calculation per semester**

A final grade is given at the conclusion of each semester. Grades are calculated at 80% daily average 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.



### **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.

## **LOSS OF CREDIT AND CREDIT RECOVERY OPPORTUNITIES**

### **Loss of Credit**

Students who accumulate 12 or more absences during one semester in any course will be denied credit for the course. Parents must notify the Attendance Office at **445-1174 or 445-1289**, or in writing in order to excuse an absence.

### **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.

### **Credit Recovery Program**

Students lacking credit due to making an "F" in the course or loss of credit for too many absences can apply to regain that credit through credit recovery. Credit recovery class is limited to students who have failed or received an NC on at least one previous semester course and is not appropriate for original credit courses. Students must see their counselor for information and recommendation in this program. **Students cannot request credit recovery during their CAP conferences. Credit will NOT be restored/replaced or earned without following the proper procedures.:**

1. Meet with counselor
2. Completion of the necessary paperwork, which require student to obtain various signatures for approval.

### **Independent Study (Credits earned from outside accredited educational institutions:**

- Any student who seeks information about independent study MUST visit with his/her counselor.
- **A student may earn a maximum of 1.5 credits toward graduation.**
- **Credit will NOT be restored or replaced or earned without following the proper procedures.**
- **To be eligible for graduation, all approved independent study courses must be completed and received a week prior to end of the semester.**

### **Repeated Courses**

A failed course may be repeated during Summer School or through the Credit Recovery Program. 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**

Students who fail a course are eligible to attend Summer School. The dates and times will be announced during the last nine weeks of school. Applications for Summer School can be picked up in the Main Office at Fayetteville High School the first week in May.

### **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.

## **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.

### **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 for previous semester) in order to be approved. The student may pick up the completed form in 24 hours after making a request.

### **Report Cards**

Report cards are issued at the end of each grading period. 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.

### **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 main office. A \$2.00 fee is required for transcripts.

### **Record corrections: 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.**

## **ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM**

The Academic Challenge Program provides educational assistance to Arkansas residents in pursuit of a higher education. Additional funding made possible by the Arkansas Scholarship Lottery has allowed the expansion of the Arkansas Academic Challenge Scholarship to provide higher education opportunities to previously underserved Arkansas (traditional, currently enrolled & nontraditional college students) students.

### **Award Amounts:**

- 4-year University: \$4,500 per year for a full-time student
- 2-year College (includes approved nursing schools): \$2,250 per year for a full-time student

### **Basic Eligibility Criteria:**

- Be an Arkansas resident and U.S. citizen/lawful permanent resident
- Be accepted for admission at an approved Arkansas institution of higher education in a program of study that leads to a baccalaureate degree, associate degree, qualified certificate or a nursing school diploma
- Not have earned a baccalaureate degree
- Complete the Free Application for Federal Student Aide (FAFSA) (although there will be no maximum income cap)

### **Additional Eligibility Criteria for the Traditional Student:**

- Enroll full-time each semester
- Graduate from high school after December 31, 2009
- Meet one of the following criteria:
  1. Graduate from an Arkansas public high school and complete the Smart Core curriculum; and either
    - a. Achieve at least a 2.5 high school GPA; or
    - b. Achieve a 19 on the ACT or the equivalent score
  2. Graduates from an Arkansas public high school before the 2013-2014 school year without at least a 2.5 high school GPA; and either
    - a. Achieve a 19 on the ACT or the equivalent score; or
    - b. Score proficient or higher on all state-mandated end-of-course assessments

3. Graduate from a private, out-of-state or home school high school and achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score.

**Deadline Date: June 1 of student's senior year in high school**

**HOW TO APPLY:**

Take advantage of the new online "YOUiversal" application. It's your one-stop shop for state and lottery funded financial aid. With the new online application you can:

- Search and apply for scholarships and grants
- Create your account
- Check your status
- Receive alerts and notices through email
- Manage your account

For more information on how to apply visit [www.adhe.edu](http://www.adhe.edu).

## **XVI. POLICY 5.6— HOMESCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

Legal References: A.C.A. § 6-15-503; A.C.A. § 6-41-206

Date Adopted: 8-28-03

## **XVII. 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://fayar.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.**

## **XVIII. 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.

### **Viewing Student Grades. Directions for Grade Viewer on the Website:**

1. Log on to <http://www.fayar.net>
2. Click on Top left side box "Parents & Students"
3. Look at right side "Related Links" and click on Grade Viewer
4. 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.

### **General Information.**

Often, problems arise because of a lack of information. View the list below 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. Please check the Directory on page 3

### **Concerns with Policies and Procedures**

To express concerns with handbook policies or procedures or issues with, please refer to the following outline:

1. If the issue involves a teacher, please contact the teacher involved.

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.

### **Concerns with Personal or Situational Issues**

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.
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.

## **XIX. PARKING**

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

**Approved to Park on campus:** Juniors and Seniors have been approved to park only in designated areas on campus. Each student has been assigned a specific lot in which he/she may park.

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

**Car Registration:** All cars must be currently registered and insured.

**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.

**No Parking Zones:** 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.

**Parking Lots:** Students are NOT allowed in parking lots except before or after school or during activity period.

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

**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.

**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.

**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>

**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.

## **XX. SCHEDULE AND SCHEDULE CHANGE**

Schedules are generated from the requests made by students and parents during regularly scheduled CAP meetings with students in early spring. New students to the district may request classes when they register. They may visit with a counselor and pre-register from April through August. A student-initiated schedule change is a appropriate only for the following reasons:

1. If there is a gap in a student schedule
2. If a course is needed for graduation (seniors only)
3. If a student does not meet the prerequisite for a class
4. When a student has failed a course
5. When a requested class has been cancelled

If a student wishes to change a class, he/she must follow these steps:

1. All schedule changes must be made through a student's Homeroom teacher (3<sup>rd</sup> period). Only Homeroom teachers will have the form for changing schedules.
2. The form should be taken home and any changes discussed with parents. If parents agree to the schedule change, they **must sign** the form and the schedule change request form must be returned to the Homeroom teacher during the first two weeks of school for any changes to be considered.
3. The Homeroom teacher will turn the form into the Counseling Office
4. The schedule change request will be considered and the completed form will be returned to the Homeroom teacher. The student should continue attending classes on his/her original schedule during the time a schedule change is being considered.
5. If the schedule change is denied, the student must continue to attend the classes on the original schedule.
6. If the schedule change is approved, the student can begin attending the classes on the new schedule once the new is given to the student by the Homeroom teacher.
7. The Homeroom teacher will take up any books or other materials that the student may have for the dropped class and will return the books and materials to the teacher of the dropped class.

**\*\*\*Schedules will be disapproved if students do not follow the designated process.\*\*\***

## **XXI. 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.

**Deliveries:** Flower, balloon, candy, or food deliveries to students are not allowed at school during regular school hours.

**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 items are purchased 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 in the counseling office. The student and parent/guardian will be notified within ten (10) days if the form has been approved or denied.

**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.**

**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.

**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.

**Lost and Found:** Lost and Found is located in the Main Office. All found articles should be turned in to the main office. 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.

**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.

**Messages:** Telephone calls are to be made between classes, during lunch periods and before or after school. Incoming calls to the school office for an emergency or urgent nature **only** will be accepted. These calls must be from a parent or guardian and will be delivered to the student. Students will be notified that they have messages via the intercom between classes and during lunch/activity period.

**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 the parent/guardian.

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

**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.

**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 1<sup>st</sup> floor. 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.

**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).

**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.

**Student IDs:** Students will be provided an Identification (ID) card and may be expected to show ID upon request from a faculty/staff member. Students need to bring ID card to school daily. Replacement cost is \$5 for new ID.

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

**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.

## **XXII. 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.

**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.

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

**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.

**Future Business Leaders of America (FBLA) -[HB Whitaker/Chris Clarke]** - students compete in local and district contests.



**Future Farmers of America (FFA) – [Bill Laney/Jim Frisby]** - 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.

**Mu Alpha Theta (Kim Thomas)** - honorary math organization.

**National Honor Society (Dawn Norman/Doug Wright)** - honorary character and service.

**PBS (Promotion of Black Students) Club (Denise Hoy, Tommi Caston)** - The purposes of the club are to promote equality for all students and to provide access to educational service and participation in recreational events.

**Quiz Bowl/Knowledge Master (David A Young)**-participates in AGQBA Quiz Bowl contests.

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

**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).

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

**\*\*All clubs are not listed. Visit Fayetteville High School's website for information about other clubs.**

## **XXIII. 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.

## **XXIV. 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.**

## **2011-12 Handbook Committee**

Parent/PTSO: Lisa Devine and Rhonda O'Donnell

Students: John Herriman (student), Macy Manning (Junior Class President), Will Montgomery (Junior Class Vice President), Grayce Randolph (Sophomore class Vice President)

FHS faculty: Denise Hoy (Asst. Principal); Byron Zeagler (Asst. Principal); Pamela Baker (teacher); Carolyn Powell (teacher); Denise Pontious (classified); Diana Bonilla (classified)

## **XXV. FHS ALMA MATER**

### **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."



# FAYETTEVILLE HIGH SCHOOL

## CORE and SMART CORE REQUIREMENTS

CORE	
4 Credits	English
4 Credits	Math – 1 credit of algebra or its equivalent, 1 credit of geometry or its equivalent. All math credits must build on the base of algebra and geometry knowledge and skills.
3 Credits	Science – 1 credit biology, 2 credits from physical science, chemistry, or physics
3 Credits	Social Studies – 1 credit from American History, 1 credit World History, 1 civics or government
½ Credit	Physical Education
½ Credit	Oral Communications
½ Credit	Health
½ Credit	Fine Arts
6 Credits	Career Focus Area (any electives)
2 Credits	Local credits
24	Total Credits Required

SMART CORE	
4 Credits	English
4 Credits	Math – 1 credit of algebra or its equivalent, 1 credit of geometry or its equivalent, 1 credit of Algebra II, and 1 credit of math higher than Algebra II (Smart Core students must be enrolled in a math course their junior or senior year)
3 Credits	Science: 1 credit of biology, 2 credits from physical science, chemistry, or physics
3 Credits	Social Studies: 1 credit from American History, 1 World history, 1 civics or government
½ Credit	Physical Education
½ Credit	Oral Communications
½ Credit	Health
½ Credit	Fine Arts
6 Credits	Career Focus Area (any electives)
2 Credits	Local credits
24	Total Credits Required



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