

Absenteeism, Tardiness, Late Arrival and Early Dismissal:

1. A student must be in attendance three (3) hours and sixteen (16) minutes to be counted as present for the day. Although a student is present for the minimum time required, he/she will be counted absent in individual classes. Late arrivals or early departures from class will be documented in the attendance system. Any student arriving late or leaving school early must sign-in/sign-out through designated attendance office.
2. Any student who does not sign in when late to school will be counted absent for the day. It is the responsibility of the parent/guardian to make sure the student signs in.
3. Tardiness to school or class is unexcused without a documented statement. After four unexcused tardies, disciplinary action will be taken.
4. Attendance will not be excused by telephone calls. A written note must be presented to the school.
5. A student arriving late due to riding a delayed bus will not be considered absent or tardy.
6. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.
7. It is the student's responsibility to obtain and complete make-up work in all subject areas covered during an absence. The student has 5 days to do so. If work has not been completed after the 5th day the grade will be presented as zero.
8. Students who receive an out-of-school suspension will be allowed to complete any missed assignments with a 25% reduction. Students have five school days to turn in makeup assignments beginning with the first day back from suspension.
9. Any student who signs in late, checks out early, or is absent for an entire day must obtain an admit slip from the data clerk. The student will be required to show the slip to each classroom teacher at roll call before being admitted back into class. If the student fails to provide an admit slip to a teacher, the absence will be documented as unexcused and makeup work may not be given until a valid excused admit slip is provided.

Homebound Students

Homebound services will be furnished to eligible students who are convalescing and temporarily unable to attend school – after 10 days. Students must see their counselor for all issues pertaining to homebound instruction. The Director of Special Education will determine final approval for homebound services.

Scholars Who Are Age 18 or Older

1. Depending upon the circumstances, a student who is age eighteen (18) or older and has accumulated five (5) or more unexcused absences will be suspended from school attendance. If an eighteen (18) year old student accumulates ten (10) or more absences, he/she will be dropped from the enrollment. Special Education scholars may attend until age 22.
2. In order to be readmitted to school, the parent/guardian must submit a written request to the principal. The principal may approve or disapprove the request.

Responses to Truancy Cases

1. The parent/guardian is held responsible when a child under the age of 18 is truant. Truancy cases may be referred to the Truancy Board of Juvenile Court and/or referred to the Juvenile.
2. Truancy is an infraction of discipline and subject to consequences, which are contained in the discipline policy. It is also a prosecutable offense after five (5) unexcused absences.
3. When a student has been absent an aggregate of five (5) days during the school year without an adequate excuse, the principal shall serve notice to the parent or guardian that the student is unlawfully absent from school and that school attendance is required. A new notice shall be sent after each successive accumulation of five (5) unexcused absences. (TCA 49-63007) (2)
4. If it appears that within three (3) days after receipt of the notice that the parent/guardian has not complied with the notice, the principal shall notify the Attendance Supervisor who will in turn bring the student and parent/guardian before the Truancy Board and/or Juvenile Judge and shall report the facts and provide documentation of unsatisfactory and unlawful attendance. (TCA 49-6-3007) (3)

Withdrawal Procedures

1. Custodial parent or guardian must contact school in person to verify withdrawal.
2. Custodial parent or guardian must obtain a withdrawal form from counselor upon approval by administration.
3. Student must return books to teachers, clear all financial indebtedness and obtain signature from each teacher of the teachers including the librarian.
4. Return completed form to the counselor for final clearance and appropriate counselor and administrative signatures.
5. Official school records and grades will be released once a records' request is received from the requesting school.

Check-Out/Dismissal Policy

Students who need to leave school due to illness or any other reason will be allowed to checkout only after a parent or guardian has been notified and grants permission. These students will need to be picked up if the parent, legal guardian, or their approved designee must sign the dismissal book. Students having notes from their parents requesting to checkout during the school day must have their notes verified by the data clerk before the requested time to leave. Approval or disapproval, however, is left to the discretion of the administration.

Driver's License Revocation

Any 16 or 17-year-old student, who becomes truant, shall be reported to the Tennessee Department of Safety for driver's license revocation. Also, any 16 or 17-year-old student who is deficient in attendance will not be approved by Fayette Ware High School to receive a driver's license. Students must pass at least 50% of their classes to be eligible to get and/or retain their license or permit.

Additional Attendance Information

Below are answers to frequently asked questions concerning attendance and absences of students in the Fayette County School System. This summary is not written to take the place of the Fayette County School System's Attendance Policy.

- Students cannot be counted present unless they are at school or on a school sponsored activity.
- Early checkouts and late arrivals are considered incidents of being tardy and should be kept to a minimum. Parents should make every effort to plan appointments for after school hours or during non-school days. Appointments made during school hours should be kept to a minimum. Students cannot be checked out after **1:45 pm** unless approved by principal or designee.
- Students are considered truant by the state of Tennessee after 5 unexcused days absent. (TCA 49-6-3007)
- Students who have more than 8 unexcused absences run the risk of being referred to Truancy Court.
- Students who are absent more than 10 days in one semester are in danger of failing their classes for the semester.
- Students may be excused for 5 days each semester with handwritten notes. Otherwise, all other excused absences must be documented. (Examples: physician/doctor statement, funeral program, court documentation, etc.)
- All high school students who want to take the driver's license written or driving test must take an SF-1010 form with them to the Driver's License Testing Center, Students who are absent excessively and/or fail half of their classes during a grading period will not be able to get an SF-1010 form for their Driver's Permit or Driver's License. Students should ask their school data clerk to fill out this form a few days prior to going and taking the test. Students should not wait until the day they need to take the test to get this form filled out. The data clerk may not be available to fill out the form at the last minute. Students who need to take the test during the Summer months should get this form filled out the last week of school in the Spring.

Dress Code (FCBE Policy 6.310)

Students shall dress and groom in a clean, neat, and modest manner to avoid distracting or interfering with the operation of the school. When a student is attired in such a manner as to cause or likely cause disruption or interference with the operation of the school, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) shall be developed by the director of schools. Principals and appropriate faculty shall be involved in the development of each set of guidelines.

The following guidelines should be adhered to at all times:

- Students are not allowed to wear slides, flip-flops, or house shoes on campus.
- Head coverings including but not limited to; hoods, hats, bandanas, bonnets, scarves are not allowed (religious coverings are permissible).
- All pants must sit at natural waist, pants with loops must have a belt. Students wearing pants with rips or tears CANNOT expose any SKIN.
- Blouses and shirts must cover the chest area, if a student is wearing leggings the shirt must be long enough to cover all private areas.
- All clothing must be free of graphics depicting violence, alcohol or illegal activities.

Physical Education Uniforms/Lifetime Wellness

All students enrolled in Wellness classes are to “dress-out” everyday. The colors are dark bottoms and white tops. The school is not responsible for lost, stolen, or damaged personal property. Students must be given time to change back into appropriate school dress code clothing before leaving Wellness classes.

Sports Participation & Examinations

No student will be allowed to participate in sports (practice or game play) without a physical examination being on file in the coach’s and athletic director’s office.

Motor Vehicle Use

With parental request and under conditions prescribed by the school, eleventh and twelfth grade students and those students who participate in after school activities, may be permitted to drive motor vehicles on to school grounds. Vehicles must be parked on the parking lot at the rear of the gym and are not to be visited or moved during the school day unless an administrator gives permission. Students must apply for a parking permit. Parking permits are \$20.00 and should be purchased in the main office. Students must show proof of auto insurance before receiving parking permits. Students who fail to meet attendance requirements, including but not limited to

the tardiness policy, may have school parking privileges revoked. Violation of driving privileges will result in the revocation of parking permits.

Dangerous, Prohibited, Nuisance Items

Any item deemed to be a hazard or nuisance to the instructional program will be confiscated. Alcohol, drugs, drug paraphernalia, prescription/nonprescription, tobacco products, and weapons (real or look-alike) are considered dangerous and are profoundly prohibited from being on the campus of Fayette-Ware High School. Violators will be prosecuted to the fullest extent of policy and the law.

Students are prohibited from eating and drinking in the classroom and hallways, unless medical documentation / IEP is provided to the teacher.

Students are prohibited from selling candy, drinks or any other items at school for personal gain or for a fundraising project unrelated to the school without written approval from the Principal. This behavior will be subject to disciplinary action.

Cell Phones and Personal Electronic Devices

All electronic devices must be powered off and out of sight in the hallways, classrooms, libraries, offices, and assemblies.

Unauthorized use or improper storage of an electronic device will result in confiscation of the device and only released to the student's parent or guardian during cell phone pick up time between 2:30pm-3:00pm Monday-Friday.

1st Offense-device confiscated for 3 school days

2nd Offense-device confiscated for 10 school days

3rd Offense-device confiscated for 30 school days

(Following 3rd offense, appropriate disciplinary actions will be taken)

Students are allowed to access electronic devices while in the gym prior to school starting and during lunch in the cafeteria only.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

The school is not responsible for lost and/or stolen personal communications/electronic devices.

Valuables

Students are discouraged from bringing large sums of money to school. Radios, cameras, etc. are also discouraged. The school will not be responsible for lost, stolen or damaged personal property.

School/ Personal Property

Students shall be held responsible for damaging school property. Any scholar who destroys or damages school/personal property of others shall be subject to disciplinary actions and liable for the cost of restoring or replacing the property. Any student who steals the school's or someone else's personal property shall be subject to suspension or alternative school placement.

Lockers

Lockers are assigned to the student at the beginning of the year. Each student is responsible for keeping his/her assigned locker neat and clean. Any locker not functional should be reported to Mr. Stokes. Students are to only use the locker assigned to them. Locker times are before first period , after WIN , and before last period. Lockers are subject to searches with or without "probable cause."

School Searches

All students and visitors to Fayette-Ware High School are subject to random searches by designated school personnel. This process may include use of metal detectors. Lockers are subject to searches with or without "probable cause." Vehicles on school property may also be subject to searches with "probable cause."

Hall Passes

No student may leave the classroom or be in the hallway during class time without a signed agenda book. No student is allowed in the halls with/without an agenda book the first 15 or last 15 minutes of class. Student without an agenda book will be escorted back to his/her respective class and disciplinary action will be taken.

Movement between Classes

Students have 5 minutes to get to class. There will be no loitering during this time. Students will progress expediently to the restroom, lockers, and classes during this time. Teachers will monitor the hallways to ensure students are not loitering.

Student Behavior during Assemblies

All students will realize that each assembly is for their benefit. All programs are not of the same nature; therefore, the student body is expected to enter with the attitudes that are appropriate to the program. The culture of a school can be demonstrated during a gathering of the student body. Attentiveness, politeness, respect, and enthusiasm are natural measurements of the real school culture. Student, parents and all visitors are expected to be courteous to each other. Boos, inappropriate remarks or thoughtless ridicule of program participants simply will NOT be tolerated to any extent or level! Any of the above mentioned actions will result in disciplinary consequences.

Textbooks

Each teacher issues textbooks directly to students. Students are expected to return the textbooks issued to them. The textbook numbers must coincide with the teacher's textbook log. Students are encouraged to use book covers. It is the student's responsibility to keep up with their books, and each student must reimburse the school for all lost or damaged textbooks. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Grades and records will be withheld until appropriate settlement is made.

Student Elections

Faculty members with no vested interest will do all tallying of votes!

1. Student Government Association
 - a. Homeroom representatives are nominated and elected or appointed in the individual homerooms.
 - b. SGA Officers
 - 1) Must have a petition signed by 50 students
 - 2) Elected by the student body
 - 3) All students must be approved by the faculty when running for office. Three (3) marks against the student will disqualify that student from holding office.
2. Club Elections
 - a. Nominated by individual club
 - b. Elected by individual club
3. Class Favorites
 - a. Nominated by individual class
 - b. Elected by individual class
4. Senior Superlatives
 - a. Nominated by members of the senior class
 - b. Elected by members of the senior class
5. Club Favorites
 - a. Nominated by individual clubs
 - b. Elected by the individual clubs

6. Class Officers
 - a. Must demonstrate good behavior, no offenses of level 2 or above
 - b. Must maintain a 2.5 overall average
 - c. Nominated by individual class and Elected by members of the same

****ALL STUDENTS PARTICIPATING IN ANY ELECTION MUST BE PRE-APPROVED BY THE FACULTY AND SCHOOL ADMINISTRATION.**

School Nurse

Students **MUST** have a signed agenda book from the teacher before coming to the office to see the nurse. **Students are not allowed to visit the school nurse between classes.** All student medication must be kept in the school nurse's office. A parent or guardian must obtain a medication form from the main office. No student medication may be administered by any faculty member with the exception of the school nurse.


Student Medication

A student may be assisted with taking medication, provided the parent or guardian has provided the school office with clear written and signed permission. All medications for students sent by a parent or guardian must be kept in the school office and taken only in the school office.

Visitors

Student visitors are not permitted in the classroom or on campus unless approved by administration. All visitors must report immediately to the office, sign-in and get a visitor's pass. Parents are encouraged to visit the school often and are welcome at all times. Parents may observe their student's class with prior approval from administration and the teacher.

Fayette-Ware Comprehensive School High School

	<h3>Expectations</h3>	
<p>Prepared Respectful Involved Diligent Efficient</p>	<p>Restroom</p>	<ul style="list-style-type: none"> • Restroom breaks should be taken during class change. • Students should not deface, vandalize, or damage the restroom in any manner. • Students are encouraged to wash hands properly before exiting the restroom. • Students are not allowed to go to the restroom the first 15 or last 15 minutes of the instructional period.
	<p>Hall</p>	<ul style="list-style-type: none"> • Students should be in their assigned classroom when the late bell rings. • NO PDA in the hallway. • Students should refrain from yelling or running in the hallways. • Dress code expectations should be observed in the hallway. No visible cell phone usage during class change. • Students must have a signed agenda book in order to enter the hallway during class time.
	<p>Assembly (Gym)</p>	<ul style="list-style-type: none"> • Upon arrival students are to enter to the gym orderly and sit in their grade level assigned seating area. • Students are to leave the gym for breakfast only one time. Once returning from breakfast report back to grade level sitting area and wait for dismissal to class. • All electronic devices must be powered off and stored out of sight prior to leaving the gym for dismissal to class. Earbuds must also be removed and stored properly prior to exiting the gym. • All school rules should be followed in the gym.

Classroom

- Enter the classroom orderly, on time, and prepared to work.
- Students are to remain in their classrooms until the bell rings or teacher dismisses. A signed agenda book is required to leave the classroom during class time.
- Students are expected to conduct themselves in a respectful manner and give respect to the teacher and other classmates at all times.
- No electronic devices or ear buds are allowed out and visible in the classroom.
- No food or beverage in class.
- Students are to remain seated in their assigned classroom until their hall is called for dismissal.
- Once dismissed students should report to their assigned dismissal hall.

Expectations. . . **WILDCAT P.R.I.D.E.**



Expectations

Prepared
Respectful
Involved
Diligent
Efficient

Cafeteria

- Students should enter the cafeteria in an orderly manner and only attend their assigned lunch period unless otherwise approved by administration.
- Students are not allowed to cut line and NO LOITERING in serving areas or vending areas.
- Students should keep their lunch personal identification number private, misappropriation of number will result in disciplinary action.
- Students will keep tables and surrounding areas clean by returning trays, dishes, drink containers, papers, etc., to the garbage cans provided in the cafeteria.
- Absolutely NO food or beverage item is allowed to be taken out of the cafeteria.



A complete student handbook can be found on the school's website.

District Calendar

August 2018

- 2nd-3rd** FCPS New Teacher Orientation
- 6th-10th** In-Service
- 13th** First Day for Students
- 31st** Admin. Day – Extended Day

September 2018

- 3rd** Labor Day (No School)
- 6th** Interim Reports Sent Home
- 14th** Parent/Teacher Conference (½ Day for Students)
Admin – Extended Day for Teachers
- 25th** Admin. Day – Extended Day

October 2018

- 8th-12th** Fall Break (No School)
- 23rd** Admin. Extended Day
- 25th** Report Cards

November 2018

- 6th** Election Day – Professional Development – No School for Students
- 15th** Interim Reports
- 19th-20th** Staff Development
- 21st-23rd** Thanksgiving Break (No School)

December 2018

- 21st** Admin. Extended Day
- 24th-31st** Christmas Break (No School)

January 2019

- 1st New Year's Day (No School)**
- 3rd-4th Staff Development (Students Out)**
- 7th Students Return to School**
- 10th Report Cards**
- 21st MLK Day (No School)**

February 2019

- 8th Interim Reports**
- 15th Parent/Teacher Conference (½ Day for Students)
Admin – Extended Day for Teachers**
- 18th President's Day (No School)**

March 2019

- 8th Admin. Extended Day**
- 11th-15th Spring Break (No School)**
- 28th Report Cards**

April 2019

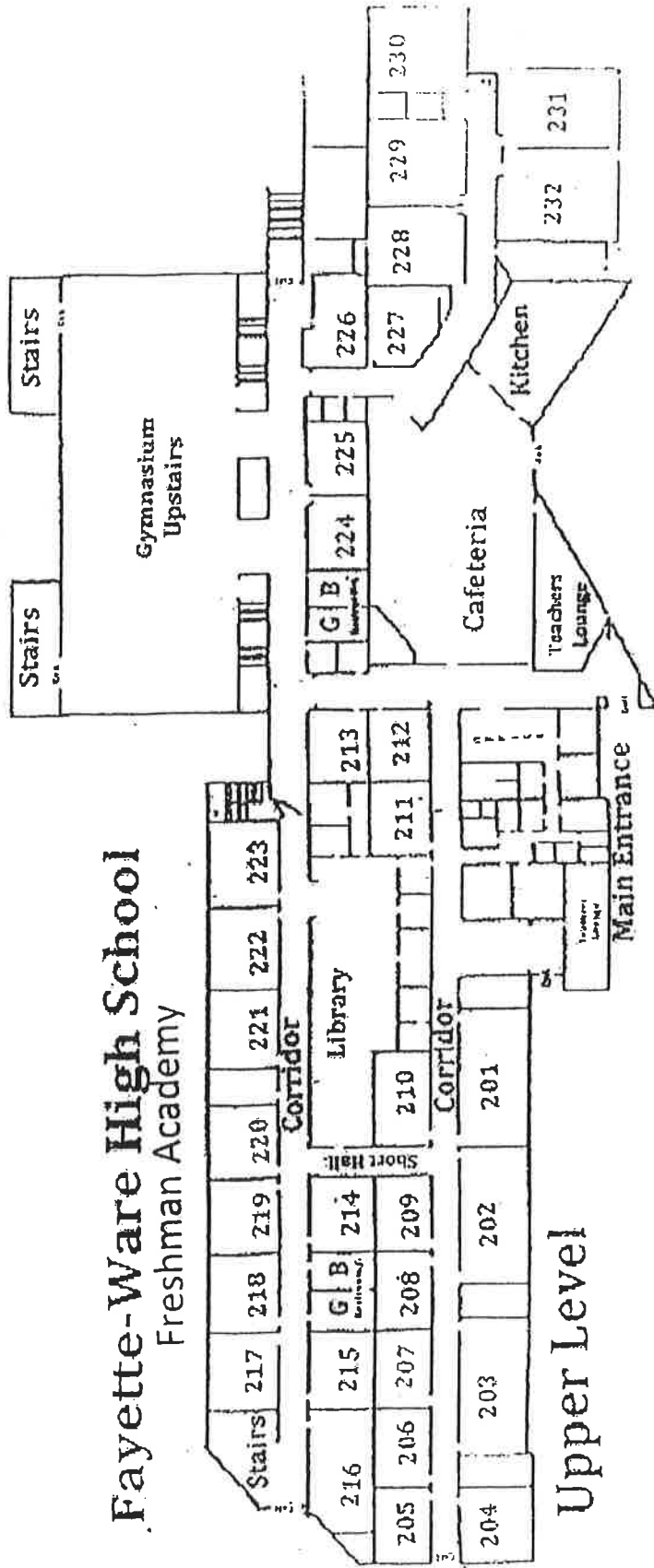
- 9th Admin. Extended Day**
- 19th Good Friday (No School)**

May 2019

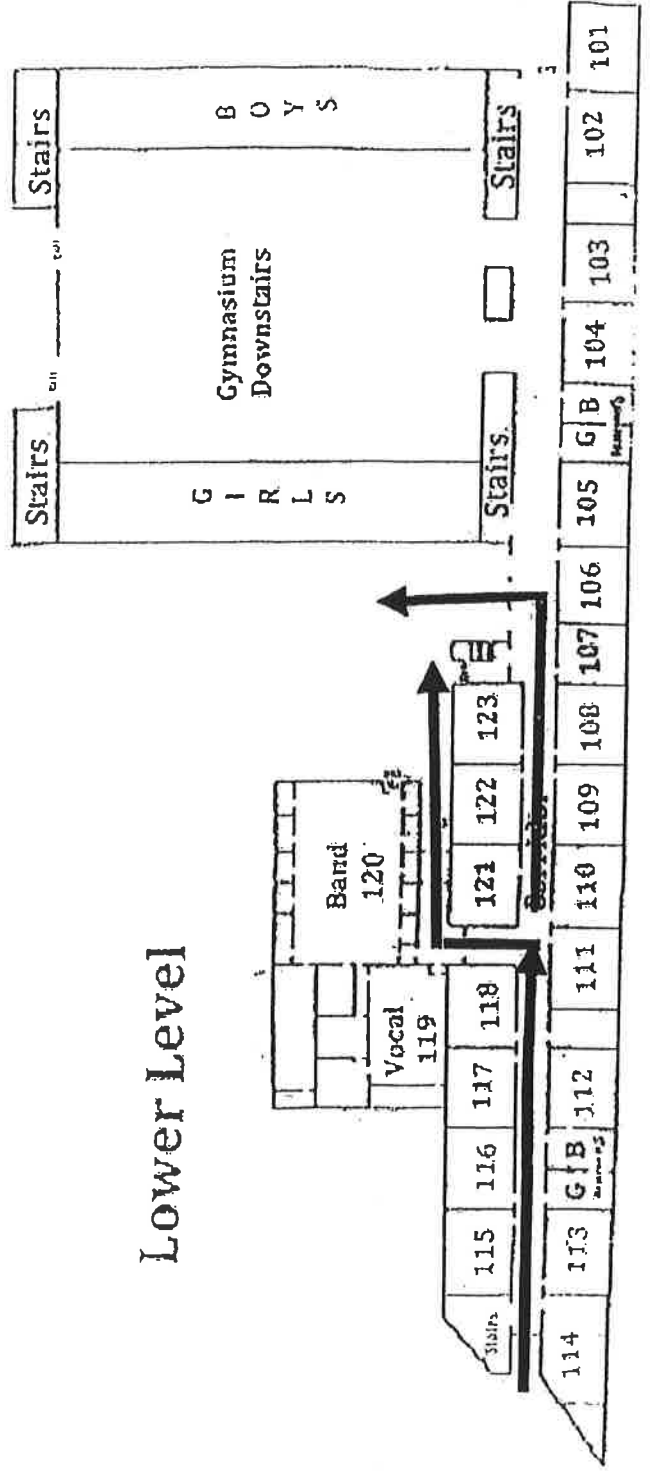
- 23rd Admin. Extended Day**
- 24th Last Day for Students – Report Cards Mailed Home
(½ Day for Students, ½ Admin Day)**

Fayette-Ware High School

Freshman Academy



Upper Level



Lower Level