

Fairview High School



STUDENT HANDBOOK

2018-2019

Fairview High School

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Fairview, TN 37062

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www.wcs.edu/fvhs

The purpose of the student handbook is to familiarize everyone with the policies and procedures of Fairview High School. All students are responsible for being in compliance with the rules and regulations issued by the school and Williamson County Board of Education. By enforcing these policies, we ensure that Fairview High School is a safe environment that encourages student growth and creates conditions where learning for all is evidenced by student achievement.

If you have any questions and/or concerns about items in the handbook or other situations that arise throughout the school year, you are welcome to contact us. Thank you for your support in ensuring a safe, orderly, and productive learning environment for our students.

We are looking forward to a great school year!

Kurt Jones, Principal
 Ellen Browne, Assistant Principal
 Chris Butler, Assistant Principal

MISSION

Fairview High School exists to foster Jacket Pride by modeling service to other, collaborating as a school community for the betterment of all, and relentlessly encouraging higher expectations to achieve personal excellence.

VISION

Fairview High School will cultivate prepared, lifelong learners who are positive contributors to their community.

WHERE TO GO AND WHOM TO SEE

WHAT	WHOM	WHERE
Accident Forms	Terri Lavender	Clinic
Attendance	Kandi Groves	Student Services
Technology	Brenda Randles	Media Center Specialist
Bus Schedule	Kandi Groves	Student Services
Check In/Out	Julie Farris	Front Office
College Admissions	School Counselors	Counseling Office
Discipline	Assistant Principals	Student Services
Crisis Counseling	School Counselors	Counseling Office
	Assistant Principals	Front Office
	Caverly Warren-STARS	Counseling Office
Free / Reduced Lunch	Karen Cornwell	Cafeteria
Graduation Requirements	School Counselors	Counseling Office
Letters of Compulsory Attendance for Driver's Permit	Kandi Groves	Student Services
Lockers	Kandi Groves	Student Services
Lost and Found	Kandi Groves	Student Services
Medication Forms	Terri Lavender	Clinic
Parent Conferences	Teachers	Classrooms
School Counselors		Counseling Office

Parking	Kandi Groves	Student Services
Registration	Robin Harrison	Counseling Office
College Testing	Counselors	Counseling Office
Standardized Testing (EOC, ACT, etc.)	Chris Butler	F121
Textbooks	Brenda Randles	Media Center
Transcripts	Robin Harrison	Counseling Office

PROBLEMS WITH A CLASS

When problems develop in a class, the following procedure should be followed:

1. The student should consult the teacher for ways to improve.
2. If the problem still exists, the parent should talk to the teacher. Conversation can occur over the phone or through e-mail, but the best communication is in person.
3. If the problem continues to exist, the parent can request a school meeting that includes the teacher, the student, the parent(s), the appropriate school counselor, and the grade-level assistant principal. This team will form a plan of action.

POLICIES AND STUDENT INFORMATION

ATTENDANCE

EXCUSED ABSENCES

Conditions for which a student's absence may be excused according to board policy 6.200 are:

1. Illness of the student. Principal may require a doctor's statement.
2. Illness in the immediate family which requires absence of the student from school. Principal may require a doctor's statement.
3. Death in the immediate family of the student (should not exceed 5 days).
4. Religious holidays regularly observed by persons of the student's faith.
5. Absences for other reasons may be excused if, in the judgment of the principal, the circumstances warrant.

The school will allow 4 excused absences each semester or 8 excused absences for the 2018-2019 school year. After 4 excused absences during the first semester, a formal doctor's note will be required. The same policy applies to 2nd semester.

UNEXCUSED ABSENCES

Unexcused absences accumulate when a student is not present for the school day and does not provide the school with documentation as to why the absence occurred. After 10 unexcused absences, the school will file a truancy petition in accordance to Tennessee state law and school board policy.

LUNCH and FOOD POLICIES

Lunch occurs each day for approximately 50 minutes. All students are required to stay on campus during the lunch block. Students are allowed to eat food throughout the building except in the auditorium, library, or gym.

All foods brought to school for scheduled school-wide celebrations must be pre-packaged with product ingredients listed. Food made at home may not be distributed during the school day or brought into the classroom.

Parents/guardians will not be allowed to bring outside restaurant food into the school.

No visitors are allowed. Students may use phones during lunch. However, this will be an open forum where all phones may be checked for appropriate usage and appropriate content.

EARLY DISMISSAL

Students are only allowed to be dismissed early from school when a parent/guardian comes to school to sign out the student from school. The only exceptions will be for students who have a medical appointment or are attending a funeral. In these cases only, students may be dismissed early with a note from the parent. The student must present a note from his/her parent/guardian to the student services before school. The Attendance secretary will verify the note with the parent.

Students must sign out through the front office. Students who have medical excuses must bring a doctor's note to the student services when the student returns to school. All early dismissals are discouraged during assemblies or special school events.

If a student becomes ill during the day, he/she must get a note from the teacher then report to the clinic. The nurse will contact the parent/guardian and refer the student to the front office for sign out. Students are not allowed to call a parent because of illness without checking into the clinic first.

When checking out early for a field trip, the student should notify his/her teacher at the beginning of the period they will be leaving. Upon leaving class, go immediately to the place the group has arranged to meet to leave the school.

COLLEGE VISITS

12th grade students are allowed to take up to 4 days to visit colleges each year that will be excused by the administration. These are excused absences. However, the absences count toward the student's total number of days absent and may impact 12th grade exam exemptions. 11th grade students are allowed 1 day to visit the college of their choice. Students will be asked to bring in proof of the college visit for record keeping purposes.

<https://www.wcs.edu/pdf/boe/policies/4302.pdf>

FIELD TRIPS

A field trip will not count as an absence, but students will be responsible for making up all work. The student will receive a form from the teacher sponsoring the field trip. This form must be signed by all of the student's current teachers. A teacher may withhold approval based on class attendance, behavior, or grades. Students must be passing all classes to go on a field trip.

CHECKING IN AFTER AN ABSENCE

Upon returning to school after an absence, a note from a parent/guardian must be presented to the student services before school. The note should include: student name, date of absence, reason for absence, and a phone number where a parent/guardian can be reached during the day.

LATE ARRIVAL TO SCHOOL

All doors will be locked at the beginning of the school day. Any student who arrives late to school will enter through the main entrance and report to the student services to receive a lunch detention for being late unless you have an excuse note. Any student over 10 minutes late without a note will receive an ISS lunch.

TARDY POLICY

Tardies will be monitored using the computer attendance system. A one minute warning bell will be utilized to provide students with notification. Students receive a lunch detention for every occasion they are tardy to class. If the lunch detention is not served within 5 days then student will be assigned to ISS lunch. Students who accrue ten or more tardies may be referred to the Williamson County juvenile court.

ATTENDANCE REQUIREMENTS

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day that school is in session.

Students are permitted 8 excused absences via parent note each year. On the 9th absence a doctor's note will be required for absences to be excused.

Students who have had five unexcused absences within a school year become subject to the truancy laws of this state. The name of any student who has accumulated five unexcused absences shall be submitted to the Attendance Department for proper disposition

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

TCA Code:

<https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/policies/4000/4.100%20School%20Attendance%20Policy%2010-20-17.pdf>

EIGHTEEN YEAR OLD COMPLIANCE

All students are expected to comply with the policies and procedures described herein. Students who are 18 years old are still required to obtain parental signature and authorization in all required circumstances.

DENIAL OF MOTOR VEHICLE LICENSE (TCA49-6-3017)

This recent state law applies to all persons 15-17 years of age and requires suspension action be taken in regards to persons that do not have a driver's license as well as those that are licensed. The law requires that students be enrolled and making "satisfactory academic progress" in a secondary school. As used in this law, "satisfactory academic progress" means making a passing grade in at least three full unit subjects or their equivalency at the conclusion of semester.

A student who fails to maintain "satisfactory academic progress," based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period. Summer school credits do not satisfy criteria for renewal of licenses revoked due to semester failures, because it is not possible to earn 3 credits in summer school

SEMESTER EXAM ABSENCE POLICY

Students are required to show medical documentation to excuse an absence that occurs during semester exams. No student will be allowed to take an exam prior to the scheduled examination time per WCS Board Policy.

SENIOR EXAM EXEMPTION POLICY

Semester exams (including CCEs) shall not be required for those high school seniors who have maintained a 91 average in that subject, who have been absent no more than 6 days (including college visits) during the semester, and who have not received ISS/OSS or been remanded to the ALC during the semester.

MAKE-UP WORK POLICY

Per board of education policy 6.200 "all missed class work or tests from absences may be made up provided the student makes the request immediately upon returning to school, and provided class time is not taken from other students."

CONDUCT

DRESS CODE

The Williamson County Board of Education approved changes to the student dress code at their February, 2017 meeting. The revised dress code policy 6.310 <http://www.wcs.edu/wp-content/pdf/BoardPolicies/6310.pdf>

ACADEMIC DISHONESTY

Policy: All Fairview students are expected to respond to academic challenges with the highest degree of integrity and honesty, which means fulfilling assignments and/or exams in the manner in which they are intended and not participating in any behavior that gains an unfair advantage for any student.

Consequences: The first time a student is caught cheating at FHS, the student will receive a grade of zero for the entire assignment. Assignments include, but are not limited to, the following-- final papers, drafts, homework, note cards, tests and quizzes. An alternative assignment will be given. The teacher will contact the parent/guardian to make them aware and report to the grade level administrator.

HARRASSMENT AND BULLYING

Fairview High School follow the bullying and anti-harassment policies set forth by the WCS Board of Education.

Bullying- <https://www.wcs.edu/wp-content/pdf/BoardPolicies/63032.pdf>

Anti-Harrassment- <https://www.wcs.edu/wp-content/pdf/BoardPolicies/6304.pdf>

ZERO TOLERANCE and REASON JUDGEMENT OFFENSES

Williamson County Schools has a zero tolerance policy for alcohol, drugs, drug paraphernalia, weapons, and assault.

<https://www.wcs.edu/wp-content/pdf/BoardPolicies/6309.pdf>

OUT OF SCHOOL SUSPENSION

Students can be suspended from school by any administrator for good and sufficient reason. Per school board decision, students who complete community service assigned through the school may have the opportunity to make up work missed for grade credit. Students who are suspended during the last ten (10) days of any term will not be permitted to take any final examinations or submit any required work as is necessary to complete the course of instruction for that semester without the prior written approval of the principal. Students who are suspended for ten or more days may request that a disciplinary hearing authority review the suspension. This request must occur within five days of the suspension and is arranged by calling 472-4000.

LUNCH DETENTION

Detention is served during the lunch block on designated days. Students serving detentions must report on time. Students who are tardy will not be allowed to enter and must serve on the next available detention time. Students will bring textbooks and/or schoolwork to study or assignments will be given. If students refuse to study or follow the detention supervisor's instruction, they will be referred for administrative action. No sleeping or talking is allowed in the detention session. If a student misses detention, he/she is subject to additional disciplinary action.

PUBLIC DISPLAY OF AFFECTION

It is inappropriate for students to engage in public displays of affection beyond holding hands/ hugging goodbye. Students who kiss, inappropriately touch one another, etc., will be warned. On second offense, students will receive additional disciplinary action.

FIGHTING POLICY

Students involved in a fight will be disciplined up to an arrest and potential remand to the Alternative Learning Center and a petition could be filed in Juvenile Court. If a student is remanded to the ALC, neither the school nor the county provides transportation services for the student. Students are **encouraged** to seek conflict resolution from school principals, school counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting. In most instances situations leading to fights can be resolved if pre-fight intervention occurs. Students found to be inciting, setting up, or causing a fight may also be suspended.

SMOKING POLICY

Per Tennessee state law there is no smoking allowed on school property by anyone, at any time. Students who are caught smoking, in possession of tobacco products, or smoking paraphernalia will be referred to juvenile court in accordance with state law, and be subject to school consequences.

PROFANITY

Students using profanity will be subject to disciplinary consequences and will be sent to the office. Profanity is not tolerated in classrooms, hallways, while talking on cell phones, or any additional locations on campus.

CELL PHONES, SMART PHONES, & ELECTRONIC DEVICES

Fairview High School is excited to be a part of the Williamson County Schools Bring Your Own Technology (BYOT) initiative. While students are not required to bring devices from home, they will be able to bring laptop computers, smart phones, tablet devices, and e-readers. Of course new technology emerges quickly, and as new kinds of devices become available, we may expand the list of allowable devices. WCS is committed to helping students and teachers maximize learning by taking advantage of relevant technology, while at the same time ensuring that we help students become good consumers of information, achieve media and technology literacy, and maintain a safe and ethical digital environment. The faculty of Fairview High will have the final say on activities and procedures in the classroom related to technology use. Students will be expected to comply with all teacher directions regarding digital devices. If students are not engaging appropriately with technology they will receive school consequences. Devices used during class time (unless part of a teacher-led activity) will be confiscated and returned only to a parent.

Phones and other devices out during lunch or passing time are considered part of an open forum and can be checked for appropriate communication. Any phones used for purposes of harassment, profanity, or other inappropriate purposes will dictate consequences for the student. No device used or brought to school may have any inappropriate content. Inappropriate content on devices will result in consequences ranging from lunch detention to ISS to remandment in ALC, and are also subject to court petitions. Cell phone usage is not a valid reason for students being tardy to class.

PROCEDURES

VISITOR POLICY

All visitors, including parents, must check in to the office upon arrival to school and present a valid photo ID. Visitors must affix a visitor pass to their outermost layer of clothing. This helps to maintain student safety. An administrator may refuse to issue a visitor's pass anytime it is deemed to be in the best interest of the school.

PARENT CONFERENCES

Parents wishing to schedule a conference at any time of the year should call or e-mail the teacher. Each teacher has a planning period that allows the teacher to meet with parents upon request. Please make an appointment ahead of time to see a teacher, counselor or administrator.

MOTOR VEHICLE REGULATIONS

There is a \$15.00 parking permit fee that must be paid for any student to park his/her car on the school grounds. Driving to school is a privilege that can be revoked at any time by a school administrator. No student may be in the parking lot, sit in his/her car, or use his/her vehicle during the day without permission this includes arrival at school before 7:50.

Any student who relinquishes their parking pass and is found to be parking on campus will face further school discipline.

STUDENT FEES

Some courses charge fees for consumable supplies the student will use over the course of the semester. Fees vary among classes.

AFTER HOURS BUILDING USE

Students may not be in the building before 7:00 am or after 3:30 pm unless under the direct supervision of a faculty member.

MESSAGES FOR STUDENTS

We are unable to deliver messages to students, except in cases of extreme emergency that are approved by a school administrator. All transportation arrangements should be made prior to the student arriving at school.

MEDICATION

By law, no one other than a physician may prescribe or give medication. Any medication which is to be taken while in school must be given to the school nurse where the medication can be secured. Teachers or other school personnel may not administer or make available any medication, including over the counter medications.

ACADEMICS

REPORT CARDS AND GRADING SYSTEMS

Information from WCS School Board Policy 4.600

Grades 3 –12 NUMERICAL GRADING SCALE:

Grade Grade Range

A 91 – 100

B 81 – 90

C 72 – 80

D 70 – 71

F 0 – 69

I Incomplete (must be removed during the next grading period)

P/F Credit by Examination Numerical grades may be used for tests and other daily or weekly work that is readily quantifiable and shall be used on report cards. Only LETTER GRADES (A, B, C, etc.) will be used on high school transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

WEIGHTED GRADES: For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses teachers will add five (5) points to each semester period grade. For Honors courses and courses resulting in national industry certification, including middle school courses taught at high school honors level, teachers will add three (3) points to each semester period grade. I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting purposes.

High School courses taken by middle school students will receive honors credit only if taught at the honors level. Such courses, courses taken for college credit, correspondence courses, e-courses, and other courses

specifically designated as Pass/Fail in the high school course approved list will be recorded on the high school transcript as Credit or No Credit with no GPA value.

GPA CALCULATION FOR HIGH SCHOOL COURSES:

Grade Value Regular Honors AP/IB

A	91 – 100	4	4.5	5
B	81 – 90	3	3.5	4
C	72 – 80	2	2.5	3
D	70 – 71	1	1.5	2
F	0 – 69	0	0	0

This weighted grading scale shall be used for all official purposes including report cards, GPA, class rank, honor roll, etc., except the Lottery /Hope Scholarship described below. **TENNESSEE UNIFORM GRADING SCALE FOR LOTTERY/HOPE SCHOLARSHIP:** State law requires that students applying for lottery scholarships and other state scholarship funds be evaluated utilizing the State’s uniform grading scale, listed below:

- A 93 -- 100
- B 85 -- 92
- C 75 -- 84
- D 70 -- 74

COLLEGE ADMISSIONS:

For purposes of communicating with college admissions offices and scholarship granting agencies, grade point averages (GPA) will be calculated. Graduating seniors will be ranked according to the cumulative average calculated at the end of the last completed semester through the class of 2019.

CLASS RANKING AND HONORS RECOGNITION:

For the graduating classes through 2019 For purposes of determining honor graduates (e.g., top 10, top 10%, top 20, valedictorian, salutatorian, etc.), ranking in senior class will be used and will be calculated on ALL high school course work. For high school transfer students, the cumulative GPA on the transcript for transferred work will be used without any recalculation other than conversion to a 4-point scale except that honors and Advanced Placement courses will be re-calculated to match the Williamson County Schools scale.

All students who are enrolled for the entire final semester of the senior year will be included in class ranking and in determination of honor graduates and honor recognition as graduating seniors. The schools will calculate the class rank for only the top 10% of the graduating class. For the graduating class of 2020 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale. GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on the transcript. Williamson County Schools will not rank students numerically.

For the purposes of honors recognition WCS will use the following Latin System:

- Summa Cum Laude 4.25 and above
- Magna Cum Laude 4.00-4.24
- Cum Laude 3.75-3.99

Valedictorian and Salutatorian will be chosen using the following criteria: (Starts with class of 2020)

1. Student must qualify for the highest Latin System honor awarded in the respective school.
2. Student must sit for the AP exam for every course in which enrolled and must achieve a score of 3 or above on 75% of AP exams taken.
3. Student will participate in at least 20 hours of community service above and beyond any other community service required by other organizations. Students must provide documentation of the completed community service hours and documentation of the completed community service hours required by other organizations to their counselor.

4. In the event multiple students meet the aforementioned criteria, then the highest achieved ACT composite controls.

FAIRVIEW FOCUS TIME

Students may get assigned to focus time the 1st half of lunch depending on the needs of the student in certain classes. Teachers assign students to Focus to help in their academic success. Students who miss an assigned Fairview Focus will be assigned an ISS Lunch.