



# Fort Campbell High School

*This agenda belongs to:*

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STUDENT NO. \_\_\_\_\_



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**Fort Campbell High School**  
**1101 Bastogne Avenue**  
**Ft. Campbell, Kentucky 42223-5133**  
**270-640-1219**  
[www.am.dodea.edu/campbell/campbellhs](http://www.am.dodea.edu/campbell/campbellhs)

**Seminar Teacher:** \_\_\_\_\_

**Locker Number:** \_\_\_\_\_

**PERSONAL BLOCK SCHEDULE**

<u>PERIOD</u>	<u>CLASS</u>	<u>ROOM</u>
<b>BLUE DAY</b>		
<b>1<sup>st</sup></b>		
<b>2<sup>nd</sup></b>		
<b>3<sup>rd</sup></b>		
<b>4<sup>th</sup></b>		
<b>GRAY DAY</b>		
<b>5<sup>th</sup></b>		
<b>Seminar</b>		
<b>6<sup>th</sup></b>		
<b>7<sup>th</sup></b>		

### **ALMA MATER**

Hail, oh hail to dear Fort Campbell  
School of faith and pride;  
Loyal friends of thee forever  
Always by your side.

Proudly standing past and future  
Looking towards the sky;  
We'll remember you forever  
Dear Fort Campbell High  
-Sharon McCoy, 1962

### **MASCOT - FALCON**

### **SCHOOL COLORS – BLUE AND GRAY**

Dear Parents and Students,

Welcome to School Year 2012-2013 and to Ft. Campbell High School, home of the mighty Falcons! Incoming freshmen and other students new to our school, you will find that Ft. Campbell High School is a lively learning community with numerous opportunities for academics, sports, and social enrichment and development. We encourage all students to get involved in at least one extra-curricular activity to make a positive connection within the school. Coaches and club sponsors are anxious to work with you to ensure you have a well-rounded high school experience.

We challenge you to SOAR. SOAR stands for Success, Optimism, Ambition, and Respect. To be successful, you must set and achieve goals. Optimism allows you to stay positive through hardships so that you can achieve your goals. Ambition gives you the drive to achieve your goals. Respect is treating others the way you expect to be treated.

This handbook provides information and guidance about school policies and procedures. Please read it carefully and let us know if you have questions.

**Parents, you can help your student SOAR:**

- Notify the high school attendance line at (270) 640-1239 by 0800 on the day your child will be absent from school. In addition, please encourage your child to get to school on time and to arrive at every class on time throughout the school day.
- Work with your student to use their daily planner to record assignments. By checking the planner each night, you are able to keep informed of your student's study habits.
- Check Gradespeed on the school website to check grades and attendance daily.
- Communicate with teachers when you have a concern early.

We anticipate a very successful year at Ft. Campbell High School as we continue to provide our students a world-class education.

Sincerely,

Fort Campbell High School Administration

## **ACCREDITATION AND AWARDS**

Fort Campbell High School is accredited by AdvancED. Fort Campbell High School has been recognized by the United States Department of Education as a National Blue Ribbon School of Excellence

### **FCHS Vision Statement**

FCHS is an energetic community, igniting the imagination and inspiring a life-long passion for learning.

### **FCHS Mission Statement**

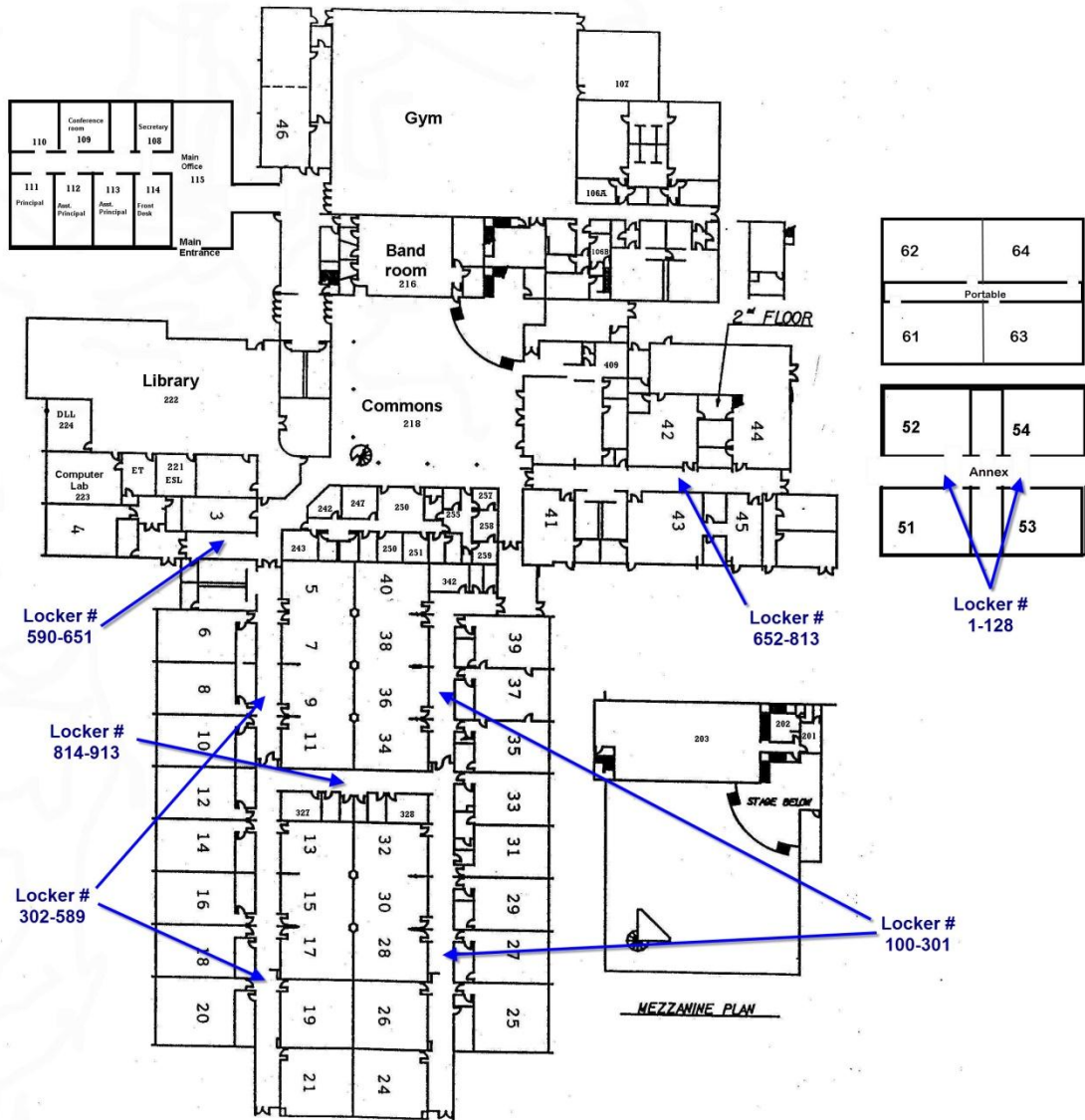
The mission of Fort Campbell High School is to prepare students for their roles in a diverse, global community by helping them to become independent learners, critical thinkers, problem solvers, collaborative workers, and responsible, positive contributors to society.

### **FCHS Belief Statements**

#### ***We Believe:***

- A safe and physically comfortable environment promotes student learning.
- Learning is a life-long process.
- Students learn best when actively engaged in the learning process.
- Successful education requires the collective effort of the student, parent, staff, and community.
- In honesty, integrity, and responsible behavior.

# SCHOOL MAP



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## **GENERAL INFORMATION**

### **ACTIVITY ELIGIBILITY**

In order for a student to be eligible for attendance and/or participation in athletics or a school activity on a school day or evening, he or she must have been in attendance at least one half of the school day (two classes) and the missed classes must have been excused. Student eligibility is reviewed and determined on a weekly basis. The coach/sponsor of a sport, club, or organization may have academic eligibility requirements that exceed school expectations. All FCHS athletes and club members must exhibit proper attitude and citizenship at all times.

### **ANNOUNCEMENTS**

It is the student's responsibility to listen and adhere to information read during the announcements. It is posted on the school website daily.

### **APPOINTMENTS**

Sponsors are encouraged to schedule all appointments during seminar time or on Tuesdays after the early dismissal time of 1:20.

### **ASSEMBLIES**

Throughout the year various assemblies will be held for education or entertainment purposes. Classroom teachers will inform students of seating arrangements. Appropriate behavior is expected at all times during assemblies. Students unwilling to maintain proper conduct will be disciplined and may lose the privilege of attending assemblies.

### **ATHLETICS**

The Athletic Program is governed by the Kentucky High School Athletic Association (KHSAA). The goal is to encourage all students to be a part of our athletic program. We encourage all of our athletes to excel in their academics to the best of their ability. We also provide professional leadership to promote good character, integrity, sportsmanship, and the teamwork concept. For the purpose of this development, FCHS offers a large variety of varsity sports.

#### **FALL SEASON**

Football  
Cross Country  
Cheerleading (Football)  
Soccer  
Volleyball  
Golf

#### **WINTER SEASON**

Basketball  
Wrestling  
Cheerleading (Basketball)  
Weight Training  
Indoor Track

#### **SPRING SEASON**

Tennis  
Track  
Baseball  
Softball

Eligibility rules are set by the KHSAA and FCHS. Details may be found at [www.khsaa.org](http://www.khsaa.org) and [www.am.dodea.edu/campbell/CampbellHS](http://www.am.dodea.edu/campbell/CampbellHS).

All questions should be addressed to the Athletic Director.

## ATTENDANCE POLICY

To support your child's opportunity for quality educational experiences, DoDEA's Policy addressing school attendance and truancy is stated below.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

1. Personal illness.
2. Medical, dental, or mental health appointment.
3. Serious illness in the student's immediate family.
4. A death in the student's immediate family or of a relative.
5. Religious holidays.
6. Emergency conditions such as fire, flood, or storm.
7. Unique family circumstances warranting absence and coordinated with school administration.
8. College visits that cannot be scheduled on non-school days.
9. Pandemic event.
10. Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teachers) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences.

**Important:** Absence from school or class with-out **written verification from a parent or sponsor will be unexcused.**

Parents are to call the designated school attendance line (270-640-1239) prior to 7:25 a.m. to inform the attendance personnel of their child (ren)'s absence. An email to [FCHSAttendance@am.dodea.edu](mailto:FCHSAttendance@am.dodea.edu) by 7:25 a.m. is also acceptable.

■ After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine if a meeting should occur. If a meeting will be held, a letter will be sent home. If appropriate a referral will be made to SST.

■ If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, administration with the SST will review the student's academic

and social emotional progress and if appropriate, develop or revise a previous intervention plan and to determine if a meeting with parents should occur. Command may be contacted for assistance.

- After 3 unexcused absences, a notification letter will be sent home informing the parent of the affect on grade level placement and possible loss of credit that may occur after 7 unexcused absences.
- After 7 unexcused absences, administration will meet with the sponsor/parent and student to discuss the affect on grade level placement and possible loss of credit.
- After 5 cumulative tardies **to school** (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances. If appropriate a referral will be made to SST to develop an intervention plan.

### **Possible Loss of Credit**

1. Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit.
2. Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester. The administration will verbally warn the student and parent or sponsor (via email or written notification) of possible loss of credit after 3 unexcused absences. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.

### **Notification.**

The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused absences during a semester. The school principal shall conference (in person or telephonically) with the student, together with his/her parent or sponsor, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.

### **Loss of Credit.**

The grade level placement of students and loss of credit will be considered on an individual basis. Decisions will reflect the best interests of the student.

## **AUTOMOBILES, STUDENT PARKING AND DRIVING PRIVILEGES**

1. Students who use cars for transportation to and from school are expected to comply with the regulations listed below or lose the privilege to operate a vehicle on school grounds.
2. Students must present a valid driver's license and proof of insurance to the FCHS office in order to obtain an on-campus parking permit.
3. Only students with on-campus parking permits visibly displayed in their front windshields will be permitted to park on campus.
4. Students park their cars in the designated student areas only on the south side of the building. Parking in the visitors' slots or the faculty parking lot is not permitted until after 3:00 PM.
5. Students will drive responsibly and carefully, obey all speed zone laws and safety regulations. The speed limit is 10 mph in the school zone and on school property.
6. Students who drive are expected to arrive at school on time. Failure to do so will result in suspension of driving privileges on school property. Students should leave their cars promptly upon arrival at school.
7. During the course of the day students are not to go to the parking area or cars unless special permission is granted by the office. Under no circumstances are cars to be driven during lunch without special permission of the administration.
8. Students are not to loiter in parked cars.
9. Smoking inside vehicles on campus is prohibited.
10. In compliance with Fort Campbell regulations and FCHS standards, excessively loud music should not be played. Repeated offenses will result in the removal of driving privileges on campus.

## **BUS TRANSPORTATION**

The school, parents, and bus drivers must work together to ensure safety while our students are being transported. During registration, all students are provided with a copy of the School Bus Discipline Behavior Standards. If you have any questions, please contact Taylor Motors at 931-431-6213.

### **Activity Bus**

The activity bus is a service provided by Fort Campbell Schools for students involved in after-school activities such as extra help and making up assignments, club attendance or other school sponsored activities. Students must have an activity bus pass signed by the teacher to whom they were assigned after school. All bus conduct standards for daily routine bus transportation also apply to the activity bus. **Students who stay after school for detentions are not eligible to ride the activity bus.** The activity bus will be available for student use Monday, Wednesday, Thursday, and Friday and will depart from our school at approximately 3:45 at the bus ramp entrance. Misconduct on the activity bus will cause this privilege to be removed.

**Any student who rides to an event on a school bus will also return home on the bus unless the sponsor has provided both verbal and written permission to the coach/sponsor for the student to be released to the sponsor.**

### **CAFETERIA**

Breakfast is served from 7:05-7:20 daily. All students will have an assigned lunch period and will be required to eat lunch in the commons whether they buy their lunch or bring it from home. No pizza orders or outside food deliveries are permitted. **Students are required to remain in the commons during the lunch period and may use the restrooms in the front lobby.**

Students will observe the following rules:

1. Report to 3rd/6th period class with lunch money or sack lunch and classroom materials.
2. Go directly to lunch using only the hallway in which the classroom is located.
3. Use only assigned student identification number.
4. Observe good dining room etiquette.
5. Leave the table and surrounding area clean and orderly. Return trays, utensils, and trash to the disposal area.
6. Keep all food and drink in the commons. **No food or drink is permitted in other parts of the building** (with the exception of those students with water bottle passes from the nurse).

### **COMMUNICATION PROCEDURES**

An open line of communication between school and home is extremely important. Therefore, **parents are required to report any changes in duty assignment, quarters, email address, or emergency numbers that would change our student information rosters.** Questions related to the school operation should be directed to the school office.

### **DANCES**

Each student may bring one non-FCHS guest (cannot be in elementary/middle school or over 21) to the Homecoming dance, the JROTC Military Ball, and/or Prom provided s/he receives prior administrative approval. The sponsors must come into the FCHS office and complete a dance authorization request form for the non-FCHS guest no later than 10 calendar days prior to the event.

### **EMERGENCY DRILLS**

#### **Bomb Drill**

Maps and instructions for drills are posted inside each classroom. Students must leave the building promptly and quietly by prescribed route when the signal is given. Teachers will check roll following the evacuation. Students are to move away from the building as directed by teachers and remain outside until the signal to return has been given. Students will be assembled at least 200 feet from the building.

#### **Earthquake Drill**

When notified, students who are inside will get under their chairs or tables. Students who are outside will move away from anything that will fall.

**Fire Drill**

State law requires fire drills. Maps and instructions for drills are posted inside each classroom. Students must leave the building promptly and quietly by prescribed route when the signal is given. Teachers will check roll following the evacuation. Students are to move away from the building as directed by teachers and remain outside until the signal to return has been given. Pulling the fire alarm is a federal offense. Students who do so will be prosecuted.

**Tornado Drill**

Students will take cover in classrooms or corridors in a seated position, with back to the wall/lockers, legs doubled-up, with arms resting on the knees. Students should remain calm and listen to the teacher's instructions. When there is imminent danger from a tornado, students will be held at school until it is safe to release them.

**EARLY DISMISSAL PROCEDURES**

In order for a student to be dismissed early, a written note must be submitted to the office by 7:25 a.m. All notes will be verified by phone prior to the student being dismissed; therefore, a phone number from parent/sponsor needs to be provided. If phone verification is not received, the student will not be dismissed early. (An email to [FCHSAttendance@am.dodea.edu](mailto:FCHSAttendance@am.dodea.edu) by 7:25 a.m. is also acceptable. If the email originates from an email address in your student's file, phone verification is not required.)

**GRADESPEED**

Parent and Teacher link is <http://dodea.gradespeed.net> for 24 hour access to student grades and attendance.

All Students will be assigned an account. Students can log in at <https://dodusa.gradespeed.net/pc/studentlogin.aspx>

**GUIDANCE SERVICES**

The guidance department has adopted a comprehensive program that focuses on three elements: career planning and exploration, knowledge of self and others, and educational and vocational development.

There are four certified school guidance counselors who are trained to serve students, teachers, parents, administrators, and the community in a variety of ways. The number one objective for the school counselor is to enable students to gain knowledge, skills, values and attitudes that lead to self-sufficient, responsible citizenship. Each counselor acts as a resource person, a coordinator, consultant, group leader and child advocate.

Counselors provide the following services:

1. Talk with students individually and in groups
2. Provide support during personal and interpersonal crisis
3. Serve as a bridge between home, school and community
4. Use tests to provide information about abilities, achievements, interests and needs
5. Share information on scholarships and financial aid
6. Lead parent and student orientations
7. Counsel students on their successful transition to adult living
8. Coordinate classroom guidance

9. Coordinate the guidance efforts of other school personnel
10. Coordinate referrals to outside agencies

### **GUM**

Gum is never permitted in the gym but it is allowed in other common areas of the building as long as the privilege is not abused. Classroom gum privileges are at individual teacher's discretion.

### **HALL PASSES**

**During classes, any student in the hallway must carry a hall pass provided by a teacher.**

### **HALL PROCEDURES**

Ample time is provided for passing between classes. Student hallway behavior should be courteous, polite and quiet. As soon as the bell rings, students are to proceed quickly from one class to the next class. Students should plan their day so they will not need to go to their lockers after every class.

### **HEALTH SERVICES**

All students require immunizations against communicable diseases. This requirement is mandated by Kentucky law. Protection is required against diphtheria, pertussis, tetanus, measles, poliomyelitis, mumps, rubella, and hepatitis B.

Kentucky certificates may be obtained by taking the student's shot record to the Immunization Clinic at Blanchfield Army Community Hospital or the assigned primary care clinic. A school physical is required on each student within 30 days of initial enrollment. Each student must have one on file in the nurse's office.

#### **Clinic/Nurse**

The school clinic has a registered nurse on duty daily to help with any health needs of students and to maintain student health records. The school clinic does not operate as a sick call clinic. If a student is ill, has had fever, vomiting, diarrhea, etc., the student should see their primary medical provider, not the school nurse.

If a student becomes ill or injured, the student must report to the clinic. An ill or injured student **will not** be allowed to go home unless the nurse or office personnel contact a parent or a person designated by parents. If a parent cannot be reached and the illness or injury is such that further care is imperative, the nurse or a person designated by the principal will take the student to Blanchfield Army Hospital.

If a student is in need of health care, a referral may be made through the school nurse to the appropriate clinic upon request.

### **Medication Prescribed by Doctor**

Administration of medication should be scheduled in order to avoid the necessity of dispensing during school hours. However, when it becomes necessary for medication to be given at school, the following rules are to be followed:

1. Only medication prescribed by a physician will be given at school. Prescribed medication will require doctor's orders.
2. No prescribed medication is given without parent or guardian permission.
3. Only the school nurse or designated office personnel are to administer medications.
4. Prescribed medication should be taken to the school nurse. A prescribed medication authorization form will be given to the student at this time. This form must be completed **and** signed, by the physician and parent, then returned to the nurse before any medication can be given.
5. Students are **not** to keep medication with them during school hours.
6. Prescribed medications must be in separate pharmacy bottles and must be labeled with the student's name, dosage, and times to be administered.
7. It is the responsibility of the student to go to the office at the time medication is to be taken. Students will **not** be called to the office to take medication.

### **Medication -- Over the Counter**

Due to DODEA regulations, over-the-counter medications will **NOT** be given at school. Over the counter medications include Tylenol, lozenges, antacids, cough syrup, etc. If a student is ill enough to require medication, the student will need to call a parent from the nurse's office and make arrangements to go home. **If a medical provider prescribes over-the-counter meds during school hours, a prescribed medication authorization form completed and signed by medical provider and parent is required.**

**Students found to be in possession of prescribed medication or over-the-counter medication are subject to disciplinary action.**

### **HOMEWORK AND MAKE-UP WORK**

Research clearly shows that homework is essential to academic success. At FCHS, part of our mission is to ensure that all of our students are academically successful. **After an absence it is the student's responsibility to obtain the make-up work and complete all assignments in a prompt and orderly manner.** With a block schedule, students must report to teachers whose classes they missed on the first day they return back to school. As a general rule, students will be given one school day to make up work for each excused absence in order to receive full credit for the assignment.



## **INCLEMENT WEATHER PROCEDURES**

The decision to close school or use an alternate schedule due to inclement weather is made by the Garrison Commander. He considers the recommendation of the Provost Marshal who tests road conditions and consults with local area weather forecasters. Four decisions are possible:

1. **School will remain open.**  
No special announcements will be made. Parents always have the right to keep their child home or personally transport them to school as an added safety precaution.
2. **School is closed for the day.**  
The Public Affairs Office will notify radio and television stations in order that the announcement can be made by 5:30 a.m.
3. **School will open on a one, two or three hour delay.**  
Buses will run two or three hours later than normal. Dismissal times will remain the same as a normal school day.
4. **Schools will close early.**  
Announcements will be made on radio and television stations as soon as possible. This decision could be any time, but is more likely to happen in the afternoon after lunch.

Parents/Guardians will receive a dial-out phone message from the school which will call work and home numbers that are on file. The following radio and TV stations will be notified:

**Radio Stations:** WABD (AM); WCVQ-Q108 (FM); WCTZ/WQZQ-102.5 (FM); WBVR-100.3 (FM); WHOP; WJZM-1400 (AM), WQKS, WKDZ

**TV Stations:** Fort Campbell Cable (Channel 9); Hopkinsville (Channel 43); and all three Nashville Stations (2, 4, and 5)

## **JROTC UNIFORMS**

Uniforms are issued to each student enrolled in JROTC. Parents and students sign for the uniforms with the agreement to maintain them in good condition and return them at the end of the school year. They also agree to pay for any damaged or missing uniform items. Failure to pay the debt for the damaged or missing uniform items within a 15 day time frame will result in a letter of indebtedness sent to the sponsor and then the sponsor's unit commander.

## **LIBRARY AND MEDIA CENTER**

The Media Center is open Monday through Friday from 7:15 to 3:00 for student use. During the school day, students may come to the Media Center from class with a hall pass from a teacher and must sign the sign-in log.

The following guidelines govern the daily operation of the Media Center:

1. Books may be checked out for three weeks and may be renewed if needed. All books should be checked out before taking them out of the media center.
2. Students may check out a maximum of three books at a time.
3. Reference materials do not circulate. Articles in magazines and reference books needed by students may be reproduced within reason.
4. Videocassettes in the media center may be used by students. The classroom teacher may secure needed items to be used by students for a classroom presentation.
5. Student computer stations with internet access are available for educational purposes and checking gaggle email accounts only. No chat rooms, personal email, diaries, instant messaging, games, etc. Guidelines governing computer use are addressed in the technology section of this handbook.
6. A student may lose media center privileges for undesirable conduct.
7. Students may have photocopies of schoolwork made in the media center.
8. Any student with an over due book will have a letter of indebtedness mailed to his/ her sponsor. Failure to eradicate the debt within a 15 day time frame will result in a second letter of indebtedness that is copied to the sponsor's unit commander.
9. Students who need to work in the media center during lunch must have a hall pass from a classroom teacher prior to the lunch period. Without a pass, students must stay in the commons area.

### **LOCKERS**

A locker and a combination are assigned to each student at the beginning of the school year. It is each student's responsibility to keep lockers clean, neat, and locked at all times. The school is not responsible for lost or stolen articles. **Students are prohibited from sharing lockers and combinations; this includes lockers in the gym.**

The Fort Campbell School Policy Manual 3190 states: Pupil lockers are property of the Fort Campbell School System and are intended for the storage of a student's personal clothing, physical education equipment, books, and instructional materials. The storage of illegal or dangerous items is prohibited. **School personnel may examine lockers at any time if they have reason to believe that said items are present.**

**DoDEA Policy 15.15.4 states:** The principal or his/her designee may conduct an inspection of an individual student's desk, locker, or storage space when there are reasonable grounds to believe it contains illegal drugs, weapons, stolen property, or other contraband provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student should be made prior to

conducting the search. The search should be conducted in the presence of a witness.

#### **LOST AND FOUND**

Items found on campus or in the building will be kept in the main office or the gymnasium storage area. Students who find items should immediately turn them in to the office. Students who have lost items should check with the main office and/or the physical education staff. Articles that are not claimed will be disposed of in a suitable manner.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences may be scheduled by calling the guidance office and asking for an appointment. Conferences may be scheduled before school, after school, or during the teacher's instructional support period. There are conference days scheduled throughout the school year.

#### **PROGRESS REPORTS**

Progress reports will be emailed to sponsors after the third and sixth week of each quarter. Sponsors without internet access may request a hard copy of the progress report mailed home.

#### **PUBLIC CONCERNS**

Concerns are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of concerns involving activities, instruction, discipline, or learning materials will be as follows:

1. Teacher/Coach
2. Assistant Principal
3. Principal
4. Assistant Superintendent
5. Superintendent

#### **REPORT CARDS**

Report cards will be mailed to sponsors at the end of each quarter (nine weeks).

#### **SEMINAR**

All students are enrolled in a seminar period which serves as academic contact time. It provides time within the school day to provide additional academic assistance and support services to students. Examples of assistance and services include but are not limited to re-teaching, make-up work, completing work not finished during class, retesting, conducting group counseling sessions and/or guidance activities, providing time for research activities and computer work, and conducting assemblies.

An important aspect of the seminar period is the freedom of the student to work with teachers. Students are expected to use their time wisely. Students who have passes are allowed to sign out of their seminar class to report to the requesting teacher. Passes to the computer lab and the information center are distributed by the information specialist. Students may not leave seminar to get a pass. Students remaining in the assigned seminar class should be engaged in study/learning activity. Normal attendance and tardy procedures apply during the period. In addition, seminar passing privileges can be restricted.

Students are to adhere to the following conditions during seminar time:

- Students must report to their assigned class on time.
- Students need to bring study material/work to the class.
- Students are not allowed to sleep, listen to music, eat, or consume beverages.
- Students may not be engaged in computer usage of chat lines or computer games.
- Once the class begins, students will not be allowed to go to their lockers.
- Students going to another teacher must present their pass and sign out before leaving at the designated passing time.

### **STUDY TRIP**

Written parent permission, emergency contact information, and consent for emergency medical treatment must be received for students to participate in field/study trips. Permission forms will be sent home and must be returned by the designated date. Students who have exhibited chronic misconduct will not be allowed to participate in study trips unless accompanied by their parent/sponsor. As necessary, the cafeteria will provide sack lunches or students may bring lunches from home. Students are responsible for all missed work. Students are responsible for admission fees. Funding may be provided for students who cannot afford to attend.

### **TECHNOLOGY**

School use of computers, software, networks and telecommunication resources to include the Internet is governed by guidelines published by the Department of Defense Education Activity (DoDEA). Both students and parents must sign a consent letter agreeing to abide by all DoDEA guidelines upon registration.

**Failure to adhere to these rules will result in disciplinary action.**

The following list contains the most pertinent guidelines:

1. All use of technology must be in support of educational and research goals.

2. Use of another's login ID or password is prohibited.
3. Hardware or software shall not be destroyed, modified or abused in any way.
4. Deliberate attempts to degrade or disrupt system performance are prohibited.
5. Users must abide by all copyright laws.
6. Personal software is not to be installed on school-owned equipment.
7. Accessing chat rooms, and/or instant messaging is prohibited.

#### **TELEPHONE USE**

Students have access to a telephone in the front office. In order to use the phone during class, a note from the teacher is required. Parents/guardians are strongly encouraged to use restraint in calling students at school. **Parents should not call/text students on their cell phones during school hours, as cell phones should be in students' lockers.**

Students are engaged in the business of learning and should be interrupted only for serious reasons. The office will call students to pick up items or messages during class change only. In case of an emergency, school personnel will go directly to the classroom to deliver the message.

#### **TEXTBOOKS**

All textbooks are furnished at no cost to the student. Each teacher will record a number for each book issued to a student; those numbers must correspond when the student returns the book at the end of the school year or when he or she withdraws from school. The student must pay for any lost book or any book without a matching registration number, or order the book online as a replacement. Ordering sites can be provided by the school's supply clerk. Damaged books will require a fee that corresponds to the extent of the damage. Any student owing for a missing or damaged textbook will have a letter of indebtedness mailed to his/ her sponsor. Failure to eradicate the debt within a 15 day time frame will result in a second letter of indebtedness that is copied to the sponsor's unit commander.

In addition, the student will pay full replacement value for library books and workbooks that are lost or stolen. Replacement cost for items that are only slightly damaged will be assessed by the administration based on condition at issuance to the student. If the book is found after the 15 day period, no reimbursements will be issued.

#### **TRANSFER STUDENTS**

A transfer student is one who enters or leaves the school after the regular school term has begun.

Any student who meets the legal qualifications for admission to Fort Campbell Schools will be enrolled, provided the student has transferred in time to ensure normal scholastic progress. A counselor will assign the student to the appropriate grade and classes. Students entering after school begins must bring a report card, grade sheet, or some other type of official information that shows his or her status in the previous school. A transfer student will be permitted to make up missed work.

## **VISITORS**

All visitors to the school must report to the main office to receive authorization before visiting. After clearance has been made, a visitor's pass will be issued. The pass must be worn on the person in plain sight. Students are not to bring friends, relatives, or small children to visit classes.

## **WITHDRAWAL FROM SCHOOL**

As soon as a parent knows of imminent departure from Fort Campbell, he or she should bring in the School Notification Letter and the In/Out Processing through Schools DA form 137-2-R, issued by the ACS Relocation Office for proper signatures. This will serve as an official notification to the principal and the school. This notification should occur at least five days before departure in order to prepare records/transcripts to ensure the transition to the new school is smooth. Student records will be mailed to the new school upon receipt of an official request.

Prior to departure, the following steps must be completed:

1. Parent or guardian must sign withdrawal papers a week in advance of students intended last day.
2. Student must return all books and school equipment.
3. Student is required to obtain all proper personnel signatures on withdrawal/clearance form.
4. Student must pay for lost or damaged books, equipment and any other debts incurred.

## **EARLY WITHDRAWAL FROM SCHOOL**

A student may withdraw from school as early as the Friday prior to the end of the 1<sup>st</sup> semester or 20 school days prior to the end of the semester in order to receive semester credit. **A student who is withdrawing early must present a copy of the sponsor's PCS orders and complete semester exams prior to departure.**

## **STUDENT CONDUCT**

### **CODE OF CONDUCT**

The purposes of the Student Code of Conduct are to provide uniform guidelines to help assure a stable learning environment, provide a clear set of regulations governing the behavior of students, establish guidelines for certain infractions of the regulations, and clarify formal and informal procedural due process rights. This document recites many offenses and related disciplinary actions. Disciplinary action for offenses has been and continues to be used only in an attempt to correct unacceptable behavior.

The Fort Campbell High School faculty and administrators operate on the premise that students will behave in a manner appropriate for good citizens.

Students will be expected to adhere to the standards of good school behavior. The faculty and staff are charged with the responsibility of maintaining good school conduct; therefore, it is essential that requests made to improve behavior be honored. It is a teacher's responsibility to correct an inappropriate behavior whether in the building, on campus, or at any school-related event. It is our goal for students to develop self-respect, an understanding of and respect for others, and an acceptance of and adherence to the rules governing our school and society. High standards of conduct are expected at Fort Campbell High School.

#### **STUDENT RESPONSIBILITIES**

Students have an obligation to help provide and maintain a suitable environment for learning. To help achieve this goal, students must participate in the learning process, avoid any behavior that is detrimental to their own or other students' achievement or educational goals, show respect for the knowledge and authority of faculty and staff, and recognize the rights and human dignity of all students. Students must accept the consequences of their actions; recognize the limits of their freedom, and show concern and consideration for the rights of others.

The following specific expectations are listed to help achieve this broad framework of desirable student conduct. Students are expected to:

1. Report to school and all classes regularly and on time with proper materials.
2. Remain in class until excused.
3. Complete assignments on time.
4. Cooperate in maintaining orderliness.
5. Take responsible care of books and other instructional materials.
6. Obey directions.
7. Use acceptable and courteous language and behavior.
8. Pay \$5.00 replacement fee if the handbook/planner is lost.

#### **GUIDELINES FOR CORRECTIVE MEASURES:**

##### **Progressive Discipline Policy for Inappropriate Classroom Behaviors (school wide):**

1. Except for the most egregious offenses, most behavior problems within the classroom will be addressed by the individual teacher's classroom management plan.
2. Repeated aberrant behavior within the classroom will result in administration intervention and more severe consequences.

**Detention Hall**

1. It is a closed study period supervised by a staff member.
2. Afternoon detention hall: Mon/Wed/Thurs/Fri each week.
3. Prior transportation arrangements must be made, as students assigned to detention are not allowed to ride the activity bus.
4. Parents will be notified of the student's detention by a referral form, telephone call, or email.
5. If a family conflict arises that will prevent the student from attending on the assigned date/time, the sponsor must contact the school administration in advance to request that the detention be rescheduled. Failure to do so will be documented as a no show.
6. Students must arrive on time and in compliance with Dress Code. Students who arrive late will not be admitted.
7. Students are to remain seated, refrain from talking, and quietly stay engaged in assigned coursework. When assigned coursework is completed, students must engage in another educational activity that meets the supervisor's approval. Failure to do so will result in the student being asked to leave and the time served will not count.

If the student has an excused absence on the day the detention is to be served, he or she should report to the front office to reschedule. If an unexpected situation should arise which would require the student to miss his or her detention, the student may be excused from the detention by an administrator at the parents' request. A new detention date will be set. Failure to serve detention will result in additional disciplinary action.

**Saturday School**

1. It is a closed study period supervised by a staff member.
2. Saturday school is a three-hour detention from 8:00 am until 11:00 pm.
3. Students must arrive on time and in compliance with Dress Code. Students will enter the library door to the right of the front entrance of the school. You may enter from 0745 and 0800. Students who arrive late will not be admitted.
4. You must bring work to do. Bring your books, papers, and notebooks. You will not be allowed to go to your locker. If you don't have work to do, work will be assigned to you.
5. You will not be allowed to use computers or laptops unless you have an assignment from a teacher directing you to do so.
6. Electronic devices are not allowed in school. Cell phones must not be seen and must be turned off.
7. Sleeping or resting your head is not permitted.
8. Students are to remain in their seats at all times and cannot talk to others.
9. When Saturday School is over you must leave the building immediately.



Parents may opt to shadow their son or daughter for one complete school day in lieu of Saturday School. Arrangements for shadowing should be made prior to the actual date that the Saturday School must be served. **Failure to serve Saturday School will result in an out-of-school suspension.**

#### **Out-Of-School Suspension**

1. Students are assigned suspension at the discretion of the administration because of serious infractions or for habitual minor offenses.
2. It is the student's responsibility to make up missed work.
3. A parental conference is required for student readmission.
4. Students are not to be on school grounds or at school activities during the suspension period (until 7:05 on the morning they return). This includes extracurricular activities.
5. A suspended student will be ineligible for participation in or attendance at extracurricular activities. Serious offenses or chronic misconduct will result in the student being ineligible for all extracurricular activities.
6. Some privileges may be restored if there is significant evidence of improved behavior.

#### **Expulsion**

1. Expulsion is extremely serious.
2. It is used only when other measures have failed or when the student's behavior is deemed a detriment to the program.
3. The principal will recommend to the superintendent and District Student Disciplinary Committee that the student be expelled.
4. A student will not be allowed to attend school or any school function during the expulsion period assigned by the school board.

#### **Removal of Privileges**

Serious disciplinary offenses or habitual minor offenses may result in the removal of the following privileges:

1. Membership in honor organizations
2. Officer or leadership positions in school organizations
3. Participation in extracurricular or co-curricular activities

## **DUE PROCESS**

### **Student Rights**

The principal or teacher will advise the student why disciplinary action is being taken against the student; summarize the information on which the teacher or principal is relying to conclude that the accused student committed an inappropriate act; and afford the student an opportunity to explain the offensive behavior and, especially when the consequence is to be suspension, present evidence which supports the student's explanation or establishes that the student has not committed said act.

### **Appeals**

A student disciplined at FCHS may appeal the disciplinary action by making a written request to the next higher level authority within 5 days of the imposition of the discipline. The written request should describe in full detail why the discipline assessed is unjust and/or inappropriate. If the disciplinary action was initiated by a teacher, the appeal should be addressed to the assistant principal. If the disciplinary action was initiated by the assistant principal, the appeal should be addressed to the principal. If the disciplinary action was initiated by the principal, the appeal should be addressed to the community superintendent. The next higher level (appellate) authority will review the materials and render a decision within 10 days of receiving the appeal. The parties may submit any new evidence for consideration, but the appeal is a paper review; therefore, neither party will be allowed to present an oral argument. In appeal cases involving suspension, the community superintendent will issue a final decision in writing. The school need not defer the imposition of any disciplinary consequence pending an appeal, particularly when the discipline is being taken to protect students or to prevent disruption of the classroom or learning process. If the basis for the disciplinary consequence is reversed on appeal, all records of a student having been disciplined will be removed from the student's disciplinary file.

### **Notice of Proposed Expulsion/Suspension over 10 days**

An administrator will notify the student's sponsor in writing of the proposed discipline that seeks an expulsion or suspension of the student in excess of 10 days. The notice will inform the sponsor of the reasons for the proposed discipline; the specific proposed punishment; the right to a prompt hearing and/or the date of that hearing; the right of the sponsor or child over 18 to waive a hearing; the recipient's right to present witnesses and documentary evidence at the hearing; the recipient's right to be represented by a parent or legal counsel; and the administration's right to present evidence, call witnesses, and/or be represented by legal counsel. Unless otherwise indicated, however, a suspension or expulsion is effective immediately upon the Principal's determination that such action is appropriate.

## HIGH SCHOOL BEHAVIOR CHART

<i>Behavior Violation</i>	<i>First Occurrence</i>		<i>Repeated Occurrences</i>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
Classroom Disruptions	Conference	1-3 Days Suspension	1-3 Days Detention	Expulsion
Conduct, Dress, Appearance	Conference	Administrative Referral	Administrative Referral	1-3 Days Detention
Loitering	Conference	1-3 Days Detention	Administrative Referral	1-3 Days Suspension
Truancy/Cutting Class	Conference	1-3 Days Detention	1-3 Days Suspension	Expulsion
Vehicle operating/parking violations	Conference	1-3 Days Suspension of Driving Privileges	5- Days Suspension of Driving Privileges	Revocation of Campus Driving Privileges
Disobedience (Insubordination)	Conference	1-3 Days Suspension	Administrative Referral	5-Days Suspension
Verbal Abuse of Student(s)	Conference	1-3 Days Detention	1-3 Days Suspension	Expulsion
Conduct at Off-campus School Events	Conference	1-3 Days Suspension	1-5 Days Suspension	Expulsion
Public Display of Affection	Conference	1-3 Days Detention	1-3 Days Suspension	Expulsion
Computer Violation	Conference	1-3 Days Detention	1-3 Days Suspension	Expulsion
Possession/use of Electronic Device	Confiscation and Conference	Confiscation and 1-3 Days Detention	Confiscation and 1-3 Days Suspension	Expulsion
Sexual Misconduct	5 Days Suspension	Expulsion	5-10 Days Suspension	Expulsion
Academic Dishonesty	Conference and 0 on Assignment	1-3 Days Detention	Conference and F for Course and 1-3 Days Suspension	Expulsion
Destruction/Theft of School Property	Conference and Restitution	1-3 Days Suspension and Restitution	1-5 Days Suspension and Restitution	Expulsion and Restitution
Forgery	Conference	1-3 Days Detention	1-3 Days Suspension	Expulsion
Leaving School Without Permission	1-3 Days Detention	1 Day Suspension	1-3 Days Suspension	Expulsion
Gambling	1-3 Days Detention	1-3 Days Suspension	1-5 Days Suspension	Expulsion

<i>Behavior Violation</i>	<i>First Occurrence</i>		<i>Repeated Occurrences</i>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
Possession/Use of Tobacco/Tobacco Products	1-3 Days Suspension	1-3 Days Suspension	1-5 Days Suspension	5-10 Days Suspension
Fighting	5 Days Suspension	Expulsion	5-10 Days Suspension	Expulsion
Inciting a Riot or Demonstration	1-3 Days Suspension	Expulsion	1-5 Days Suspension	Expulsion
Verbal Abuse of Staff	5 Days Suspension	Expulsion	1-5 Days Suspension	Expulsion
Fireworks/Explosive Devices	5 Days Suspension	Expulsion	1-5 Days Suspension	Expulsion
Threat to do Bodily Harm	1-3 Days Suspension	Expulsion	1-5 Days Suspension	Expulsion
Possession/Use/Sale of Alcohol/Drugs/Drug Paraphernalia or other illegal substance	5 Days Suspension and Pending Review Board	Expulsion	1-5 Days Suspension	Expulsion
Activating False Fire Alarm	1-3 Days Suspension	Expulsion	5-10 Days Suspension	Expulsion
Physical Abuse of Staff	5-10 Days Suspension/ Pending Review Board	Expulsion	Expulsion	Expulsion
Possession/use of Weapon	Expulsion	Expulsion	Expulsion	Expulsion
Discrimination	5 Days Suspension	Expulsion	5-10 Days Suspension	Expulsion
Sexual Harassment	5 Days Suspension	Expulsion	5-10 Days Suspension	Expulsion
Assault	5 Days Suspension	Expulsion	5-10 Days Suspension	Expulsion

Notes: This list should neither be considered inclusive nor restrictive; MPI will be informed of all violations of the law

### **DRESS CODE**

The Fort Campbell Community Schools maintains a dress code to foster a safe, orderly, and professional learning environment for our youth and to align with the DoDEA Vision Statement of “Communities Committed to Success for All Students.” Proper appearance not only makes a good impression to others but also has shown to have a correlation to positive student behavior and increased student achievement. The students represent the United States, our military, and Fort Campbell, and their dress should demonstrate that representation appropriately.

The FCSS dress code is as follows:	Which means:
<p><b>LEG WEAR</b> Approved Solid Colors: <b>KHAKI, NAVY, BLUE, BROWN, GRAY, and BLACK.</b> Slacks and shorts must be chino or docker style made from cotton/polyester/corduroy must be the proper size and worn at the waist. Naturally occurring logos and designs of less than two inches are acceptable.</p> <p>*Belts are required if pants have belt loops.</p> <p>*Dresses, Shorts, Skirts, Skorts, and Capri pants must clearly exceed the length of students' fingertips when extended.</p>	<p>*NO Excessively tight or revealing clothing</p> <p>*NO Jeans (denim) or athletic shorts</p> <p>*NO Nylon material, spandex, or jeggins</p> <p>*NO Zip-Apart pants or snap to the leg</p> <p>*NO Sagging or baggy pants</p> <p>*NO Intentional ripped, frayed or with holes</p> <p>*NO Studded belts or large belt buckles</p> <p>*NO Cargo style pants or shorts</p>
<p><b>SHIRTS/TOPS/DRESSES</b> <b>Tops may be any solid color.</b> Must be pullover polo style or dress shirts with a collar in short/long sleeves of the correct size.</p> <p>*Must be tucked in at all times with a visible waistband.</p> <p>*May have natural logo that is no larger than two inches square.</p> <p>*Undershirts of a solid color with long or short sleeves may be worn underneath another approved shirt.</p>	<p>*NO Graphics, pictures, numerals, or slogans</p> <p>*NO See-through materials</p> <p>*NO Excessively tight or revealing clothing</p> <p>*NO Cleavage-exposing clothing</p> <p>*NO Sleeveless, Spaghetti strap shirts or tank tops</p>
<p><b>SHOES</b> Only shoes that are comfortable for walking should be worn.</p> <p>*If with laces, must be appropriately tied.</p>	<p>*NO Slippers, Shower or House Shoes</p>
<p><b>SWEATERS/SWEATSHIRTS/VESTS</b> These items must not have a hood and may only be worn over approved shirts and must follow shirt and logo guidelines. Fleece pullovers with partial zippers are acceptable, but must follow shirt and logo guidelines.</p> <p>*Must come down to the waist, but may not be excessively long.</p>	<p>*NO Hoodies</p> <p>*NO Clothing with full zippers</p>
<p><b>COATS, LIGHT JACKETS, RAINCOATS</b></p> <p><b>These items may have hoods and may be in any color combination with logos; however, they are only to be worn to and from school.</b></p>	<p>*NO Coats/Jackets/Raincoats will be worn in the classroom.</p>
<p><b>Accessories</b> must maintain the spirit and intent of the dress code and must not be distracting to the learning environment.</p> <p>* Hairstyle will be with natural hair color, appropriate and consistent with good grooming practices.</p>	<p>*NO Indication of membership in a gang</p> <p>*NO Hats, caps, sweatbands, bandannas, winter scarves inside the school</p> <p>*NO Studded accessories</p>

<p>*Small piercings are allowed in the ear or other commonly pierced areas and must be appropriate for the school environment.</p> <p>*Inappropriate tattoos must be covered.</p>	<p>*<b>NO</b> Unnatural hair colors: blue, pink, green, etc.</p> <p>*<b>NO</b> Extreme hair: Mohawks, shaved designs, excessive gel, spikes or ornamentation.</p>
<p><b>Spirit Wear (Promoting FCSS)</b> is highly encouraged but will remain within the intent of the Dress Code.</p> <p>*Approved respective school athletic uniforms are permitted when approved by the administration.</p>	<p>*<b>NO</b> College/professional sport spirit wear that does not fall into the parameters of the Dress Code above.</p> <p>*<b>NO</b> Hoodies</p>

**The Dress Code or appropriate school issued uniform is in effect for all students when they are representing the FCSS.** The Dress Code is not as structured for activities after the school day. However, the administration always expects clothes to be appropriate and properly worn. Each building administrator reserves the right to prohibit a particular item of clothing or accessory if he or she determines that the item presents a safety concern or that the item is materially and substantively disruptive to the learning environment. Each principal has the authority to declare special dress days at his or her discretion and may approve student clothing that exceeds the dress code standards described above (such as suit coats, argyle sweater vests and similar high standard dress items) on a case by case basis. Students wishing to dress in a fashion that they consider to be in excess of the FCSS dress code standards should consult with a school administrator and get permission for the item/s before wearing them to school. The Board of Education retains the right to quickly recommend additional restrictions for the safety of the students and school system. An example would be if there is a concern about possible gang affiliation.

Absent major challenges in the existing dress code, this policy will not be considered for review or changes until Academic Year 2013-14.

**Dress Code Enforcement**

Students are expected to arrive at school in proper school attire. If they do not, they may be sent back home or subject to other administrative action. If during the school day, a student is advised by a teacher or staff member to adjust his or her attire to comply with dress code standards, he or she is expected to do so immediately and in the presence of the adult who made the request. If the student fails to make the adjustment on the spot, that student will be considered **insubordinate and will be disciplined accordingly**. The school has a limited supply of clothing items that will be provided to students in case of an emergency.

### **Additional Dress Code Information**

- Coats, jackets, book bags, gym bags, purses, sunglasses, and musical instruments are to be stored in the students' lockers or appropriate classrooms during school hours.

### **ELECTRONIC DEVICES/GAMES**

We strongly encourage students not to bring electronic devices such as cell phones, iPods, MP3 Players, hand-held games, digital cameras, etc. to school. **Students who choose to bring these items to school do so at their own risk, as the school assumes no responsibility for these lost or stolen high-value items.** All electronic devices should be secured in the student's locker. E-readers may be used with teacher permission. E-readers should not be used for email or text. **Cell phones may only be used before and after school hours and only in open areas of the school. Cell phones may never be out or used in restrooms or locker rooms. When a staff member is made aware of a student using an electronic device during school hours, it will be confiscated and turned into the office. The following**

1. First Offense: Confiscated and returned to student at the end of the school day – Administrative Warning.
2. Second Offense: Confiscated and returned to student immediately **after** 1 day of after school detention is served .
3. Third Offense: Confiscated and returned to sponsor immediately **after** student serves 2 days of after school detention.
4. Fourth Offense: Confiscated and returned to sponsor immediately **after** student serves 1 day of Saturday detention. Student's hall passing privileges are suspended.

### **GAMBLING**

Students are not to have gambling devices (dice, playing cards, etc.) at school. Possession will result in ISS placement. Students caught gambling will be suspended.

### **HARASSMENT - Bullying**

Bullying/Harassment is defined as the conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive environment. A student, as a part of the group, must not harass or bully others. Bullying/Harassment includes, but is not limited to, physical intimidation, taunting, name calling, insults, negative comments regarding race, national origin, marital status, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person. All complaints will be investigated and any student who is involved in harassing others will be subject to disciplinary action.

### **HARASSMENT – Sexual**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 as amended 42 U.S.C. 200e, et seq.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. All sexual harassment complaints will be taken seriously, promptly investigated, and resolved. Confidentiality about all aspects of the complaint will be maintained to the maximum extent possible. Students shall be protected from reprisal for reporting an incident of sexual harassment, making a good faith complaint, or participating in the investigation of sexual harassment.

#### **LASER POINTER**

**DoDEA Policy 15.14.1 and 15.14.2 Laser Pointers states:** Students are prohibited from possessing or using laser pointers anywhere on school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action.

#### **PLAGIARISM/CHEATING/LYING AND FORGERY**

**Plagiarism includes, but is not limited to:**

- presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment.
- borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

**Cheating includes, but is not limited to:**

- communicating with another student during a test, quiz, or any other form of evaluation.
- copying or allowing copying in any testing situation.
- copying or allowing copying of homework, class work, projects, or other material unless allowed by the teacher.
- using unauthorized notes or devices, i.e. cell phones or iPods.
- submitting falsified information for grading purposes.
- obtaining a copy of and/or information about an examination or giving information about such examinations without the knowledge of the teacher.

**Lying and Forgery includes, but is not limited to:**

- willfully telling a falsehood.
- any form of deceit, attempted deception or fraud.
- lying to administrators, faculty members, and other staff.
- falsifying any school document.
- signing any signature that is not one's own.

**Consequences for plagiarism, cheating, lying and forgery could be any or all of the following:**

- Loss of credit for the academic work in question
- Contact with military sponsor
- Loss of eligibility for academic honors



- Removal from organizations that have honesty, citizenship and integrity as requirements for office or membership
- Detention, Saturday School, or Suspension

**PUBLIC DISPLAY OF AFFECTION**

Excessive display of affection will not be condoned and is subject to disciplinary action.

**SEARCH AND SEIZURE**

DoDEA Policy 15.15.4 states: The principal or his/her designee may conduct an inspection of an individual student’s desk, locker, or storage space when there are reasonable grounds to believe it contains illegal drugs, weapons, stolen property, or other contraband provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student should be made prior to conducting the search. The search should be conducted in the presence of a witness.

**TARDY TO SCHOOL (DODEA ATTENDANCE POLICY)**

(see page 2 for more information on Attendance)

School administration shall monitor daily attendance data to identify students who frequently arrive late **to school**. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

After 5 cumulative tardies to school (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances

As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

**Additional school policy regarding late arrivals to school:**

Students who drive and have been excessively tardy will have their on-campus driving privileges suspended.

**TARDY TO CLASS POLICY**

Please see below for the discipline action regarding tardies to class:

3<sup>rd</sup> tardy: Warning to student and parent via email

4<sup>th</sup> tardy: Student receives 1 detention

5<sup>th</sup> tardy: Student receives 2 detentions

6<sup>th</sup> tardy: Student receives 1 Saturday School

- 7<sup>th</sup> tardy: Loss of extracurricular school activities (to include prom, participation in sports and sporting events)/hallway privileges revoked
- 8<sup>th</sup> tardy: Student receives 3 detentions
- 9<sup>th</sup> tardy: Student receives 4 detentions
- 10<sup>th</sup> tardy: Student receives 2 Saturday Schools
- 11<sup>th</sup> tardy: Student receives 1 day out of school suspension
- 12<sup>th</sup> tardy: Command and parent meeting with Assistant Principal
- 13<sup>th</sup> tardy: Student receives 2 days out of school suspension
- 14<sup>th</sup> tardy: Student serves 3 weekly lunch detentions for the remainder of the year (Mondays- Wednesdays)
- 15<sup>th</sup> tardy: Student receives 3 days out of school suspension

\*Anything above 15 tardies will be handled directed by the school administration

Note that under our new policy first block tardies are treated differently than all of the other blocks. You may notice more tardy counts than is indicated and this is because they are counted separately. Also, please be aware that the tardy count restarts at the beginning of each semester.

#### **TRUANCY**

Truancy at FCHS is defined as missing class without parent permission/school authorization. When truancy is documented, the student will serve one detention for each period he/she was truant. A full day of truancy will result in one day of Saturday School.

#### **WEAPONS**

Fort Campbell Schools has a zero tolerance policy in regard to weapons. It is a criminal violation for anyone to bring a weapon on school premises. Any weapon, and any item that could be used to cause injury or used as a weapon, or any item designed to look like a weapon found on a person or in any other manner on school property will be confiscated. All incidents will be reported to post authorities. A student found to be responsible for bringing a weapon on school property will be suspended for a period not to exceed ten days pending an investigation and Disciplinary Council hearing. Other students who have handled the weapon or have knowledge of a weapon on school property will be considered an accessory and will be subject to disciplinary action. The student(s) will appear before the Disciplinary Council and can be expelled for the remainder of the school year or longer.

#### **ACADEMICS**

##### **ADVANCED PLACEMENT CLASSES**

Advanced Placement (AP) classes are designed to be taught on a college level and to prepare students to take the Advanced Placement tests. These tests permit students to receive college credit provided the exam scores meet

minimum requirements established by the individual colleges. DoDEA will pay the fee for the AP examination.

In order to receive the weighted grade in the AP course all students must take the AP exam. Failure to take the exam results in the removal of the weighted grade and replacement with a standard grade on the student's transcript. Students and sponsor will sign an Advanced Placement contract for all AP classes, including those taken by distance learning, in order to ensure their awareness of requirements necessary to receive a weighted grade. FCHS offers AP classes in American history, biology, calculus, chemistry, English, physics, European history, world history, Spanish, German and AP Government. Information about these courses may be obtained from the guidance counselors or the teacher of the class.

DoDEA Policy 1.8.6.2 states: Students and sponsor will sign an Advanced Placement contract for all AP classes, including those taken by distance learning, in order to ensure their awareness of requirements necessary to receive a weighted grade.

DoDEA Policy 1.8.6.3 states: All AP exams will be provided by DoDEA at no cost to the student or sponsor as long as the student is currently enrolled in the corresponding AP course. School assessment coordinators will order the AP exams, and DoDEA will pay the College Board for the cost of the exams.

#### **CLASSIFICATION REQUIREMENTS**

These requirements are necessary to enter the following grade levels:

9<sup>th</sup> grade - 8<sup>th</sup> grade diploma

10<sup>th</sup> grade – a minimum of 6 credits

11<sup>th</sup> grade – a minimum of 12 credits

12<sup>th</sup> grade – a minimum of 19 credits

#### **CLASS RANK**

Final class rank is computed beginning with grade nine through the second semester of twelfth (8 semesters). All students are included in the ranking. The grade point average used to determine rank in class is determined by dividing the number of quality points by the number of units of credit attempted. Rank is based on cumulative grades. Several students may have the same rank.

Class ranking for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades for eight semesters in grades 9-12 will be averaged to determine class rankings for graduation honors.

The determination of grade point average for class Valedictorian will be based on student grades attained at the end of the second semester of the graduating

year. Students who are graduating early, i.e., after completing six semesters of high school, are eligible to compete for this honor. However, students must have been enrolled in a DoDEA school during the first semester of the graduating year to be eligible.

### **COLLEGE REQUIREMENTS**

Graduation from an accredited high school, such as Fort Campbell High School, does not in itself ensure admittance to a college. Some of the additional requirements follow:

1. Most colleges require or recommend some form of entrance examination and aptitude test. The Scholastic Aptitude Test (SAT) or the American College Test (ACT) is generally accepted. Testing schedules and registration packets are available in the guidance office.
2. The pre-college curriculum is required for four-year college admission if pursuing a baccalaureate degree.
3. Most colleges require a physical examination or a health certificate.
4. Some colleges require recommendations from the school personnel.
5. Many colleges require a resume of extracurricular activities.
6. Several colleges require a personal interview by a representative of the college.
7. Most colleges have admission deadlines which may be as early as December 1.

### **Curriculum Pre-college (PCC)**

See guidance counselors for specific requirements for the college of your interest.

### **GRADUATION REQUIREMENTS**

**Two diplomas are offered at FCHS: the Regular Diploma and the DoDEA Honors Diploma.**

#### **Regular Diploma – 26 Credits**

1. Language Arts - 4 credits
2. Math - 3 credits ( 4 credits incoming 9<sup>th</sup> graders) –Algebra I and Geometry are required. The third credit must have a course code of 400 or above, excluding lab classes.
3. Science - 3 credits – Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirement
4. Social Studies - 3 credits – 1credit of U. S. history, 1 credit of either world regions or world history, and 1/2 credit in U. S. government & 1/2 economics required
5. Physical Education – 1 ½ credits – must take 1 ½ credit in PE.
6. Professional/Technical Studies - 2 credits (1 of which must be in a computer technology)
7. Fine Arts - 1 credit
8. Health - ½ credit

9. Foreign Language – 2 credits (a total of 2 credits in the same foreign language is required)

10. 6 Electives

*Note: all DoDEA students must have a 2.0 cumulative GPA in order to obtain a high school diploma.*

### **B. DoDEA Honors Diploma**

Students graduating from DoDEA schools will earn an Honors diploma by meeting all the following criteria:

1. Completion of all “Regular Diploma” graduation requirements
2. Earn a passing grade and take the requisite examinations in a minimum of 4 Advanced Placement courses
3. Earn a grade point average of 3.8 or higher, based on grades received through the end of the second semester of the graduating year.

### **EXAMINATIONS**

Semester exams will be administrated each semester. This exam will count 20% of the semester grade. Semester grades are posted on the student’s permanent record. Our exemption policy follows:

1. **ALL** students will take first-semester exams in all classes.
2. **ALL** students **must** take the semester exam in a semester class.
3. Students may be exempt in year-long courses for the second semester final exams at individual teacher discretion. To be eligible for the exemption, a student must have a second semester average of 90% or better and no suspensions (to include in-school-suspension) for the entire school year.

### **GRADING SYSTEM**

<u>Grade</u>	<u>Achievement Level</u>	<u>Grade Point</u>	<u>Grade Point in AP Courses</u>
A 90 – 100	Superior	4	5
B 80 - 89	Above Average	3	4
C 70 - 79	Average	2	3
D 60 - 69	Below Average	1	2
F below 60	Failure	0	0
I	Incomplete		

If a student withdraws from a course within the first two weeks a “WP” (Withdrawn Passing) will be noted on the transcript. A “WP” notation may be removed from the student’s permanent record by repeating the entire course. A “WP” is not used in GPA computations. If a student withdraws between the period beginning with Week 2 and prior to Week 6 of the semester the grade of “WP” or “WF” will be given depending on the academic status of the student at the time of withdrawal. If a student withdraws after Week 6 of the semester, a

grade of “WF” (Withdrawn Failing) is given. A “WF” notation may be removed from the student’s permanent record by repeating the entire course. A “WF” is counted as an “F” in GPA computation. Withdrawing from a class does not guarantee placement in another credited class.

## **AWARDS, HONORS, AND SCHOLARSHIPS**

The following list of awards, honor activities, and scholarships is a sample of what is available by grade level at Fort Campbell High School. More detailed information may be obtained through the guidance office.

### **AWARDS** **Year(s) Available**

#### **Academic**

- |                  |        |
|------------------|--------|
| a. Valedictorian | Senior |
| b. Salutatorian  | Senior |

#### **Special Awards**

- |  |            |
|--|------------|
| Kentucky New Era Rotary Regional Academic All-Star | All Grades |
| Outstanding Class Member                           | All Grades |
| Character Trait of the Month                       | All Grades |
| U.S. Air Force Math and Science Award              | Senior     |
| U.S. Army Reserve National Scholar Athlete Award   | Senior     |

#### **Letters**

- |              |            |
|--------------|------------|
| a. Academic  | All Grades |
| b. Fine Arts | All Grades |
| c. Service   | All Grades |

### **HONOR ACTIVITIES**

- |                                |                      |
|--------------------------------|----------------------|
| American Private Enterprise    | Junior               |
| Governor's Scholars Program    | Junior               |
| Governor's School for the Arts | Sophomore/Junior     |
| Hugh O'Brien Youth Leadership  | Sophomore            |
| Kentucky Boys' State           | Junior               |
| Kentucky Girls' State          | Junior               |
| Youth Leadership Clarksville   | Rising Junior/Senior |
| Youth Leadership Hopkinsville  | Rising Junior/Senior |

## **SCHOLARSHIPS**

(Listings are available through Guidance)

## **CLUBS AND ORGANIZATIONS**

All students are encouraged to participate in extracurricular activities. Any student who stays after school for a club or organizational meeting/function must have parental permission but will be allowed to ride the activity bus with a sponsor-approved activity bus pass.

## **CLASS MEETINGS AND OFFICERS**

During the first few weeks of school, each class will elect its officers: president, vice-president, secretary, and treasurer by majority vote. All class officers are required to have and maintain a 2.5 average and to be in good standing with the school administration. All students seeking office will be self-nominated and elections will be held in the fall of the current school year. Class meetings will be held as needed. Meetings are held only when a sponsor is present.

## **NATIONAL HONOR SOCIETY**

The following procedures are used by the Fort Campbell High School Chapter of the National Honor Society election committee in accordance with article II and III of its constitution to select its members. A requirement for membership is that the student shall have been enrolled at least one semester at Fort Campbell High School. The candidates' eligibility shall be based on their record of service, leadership, character, and scholarship.

1. Service and Leadership:
  - a. Participation in at least three NHS service projects.
  - b. Compliance with the FCHS dress code.
2. Character:
  - a. Must not have been suspended or must not have unfavorable disciplinary record during the school year.
  - b. Must receive favorable evaluation by their current classroom teachers.
3. Scholarship requirements:
  - a. Seniors must have at least a 3.2 GPA
  - b. Juniors must have at least a 3.3 GPA
  - c. Sophomores must have at least a 3.4 GPA

All students meeting these standards will be admitted to candidacy for election to membership. Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

#### **ORGANIZATIONS**

Black History Academic Team	Mock Trial Team
Computer Club	Model United Nations
Drama Club	National Art Honor Society
Fellowship of Christian Athletes	National German Honor Society
Future Educators of America	National Honor Society
First Priority	National Spanish Honor Society
German Club	Spanish Club
Green Party Club	Student Council
JROTC Drill Team/Color Guard	Student to Student
JROTC Rifle Team/Raider Team	Teens, Crime, and the Community

#### **STUDENT COUNCIL**

The student council has been designed to facilitate communication between the students, teachers, administrators, and the Board of Education. Through representatives of classes, organizations, and clubs, each student will have a voice in decisions concerning curriculum, school policy, activities, social events, student welfare, student conduct, and many other factors of school life. The council will serve as a tool through which students, teachers, and administrators can express concern over the things that affect the school. The student body elects student Council officers in the Spring of the previous school year.