

Fort Payne High School Parent/Student Handbook



2022-2023

**Fort Payne High School
201 45th Street NE
Fort Payne, Alabama 35967**

**Phone: 256-845-0535
Fax: 256-845-7868**

Mission Statement

The mission of the Fort Payne High School Community is to prepare and empower students for both college and career in a 21st century learning environment and to ensure students will become responsible and successful citizens, workers, and leaders in our community, city, state, and nation.

Vision Statement

Because today's schools shape tomorrow's workforce, our vision is to create a community of life-long learners focused on continuous improvement.

Belief Statements

- We believe students, parents, faculty, staff, and community members are accountable and responsible for advancing the school's mission.
- We believe it is important for students to develop positive character traits which promote personal responsibility and accountability.
- We believe all students can learn and must take an active and responsible role in the learning process.
- We believe it is essential for students to attend school every day in a safe, secure, and supportive learning environment.
- We believe it is essential for students to attend school every day in a safe, secure, and supportive learning environment where teachers have high expectations for all students and where students have an active role in their education through both extra-curricular and academic activities.

Fort Payne High School Contact Information

High School Office: 256-845-0535
FPHS Cafeteria: 256-845-4539

<u>Position</u>	<u>School Staff</u>	<u>E-Mail Address</u>
Principal	Patrick Barnes	pbarnes@fpcsk12.com
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Assistant Principal	Steve Sparks	ssparks@fpcsk12.com
Assistant Principal	Jackie Jennings	jjennings@fpcsk12.com
Bookkeeper	Carol Hazell	chazell@fpcsk12.com
School Secretary	Kelly Vezertzis	kvezertzis@fpcsk12.com
Guidance Counselor	Kala Kirby	kkirby@fpcsk12.com
Guidance Counselor	Amanda Varnadore	avarnadore@fpcsk12.com
Guidance Secretary	Jeri Weatherly	jweatherly@fpcsk12.com
School SRO	Patrick Jenkins	pjenkins@fpcsk12.com
Librarian	Amy Fischer	afischer@fpcsk12.com
School Nurse	Kelly Ellis	kellis@fpcsk12.com

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STUDENT GRIEVANCE PROCEDURE

A student or parent who feels the need to discuss a problem with a teacher is encouraged to do so. If the problem is not resolved, an appointment with the Principal may be requested.

AFFIRMATIVE ENROLLMENT IN VOCATIONAL CLASSES

Student enrollment in vocational courses will be determined based on student interest and career plans without regard to race, religion, sex or disability.

NON-DISCRIMINATION

It is the policy of the Fort Payne City Board of Education not to discriminate on the basis of sex, handicap, religion, creed, national origin, race, color or age in its educational programs, activities, or employment policies as required by Federal Regulation.

ACADEMIC AWARDS

Awards and Honors involving academic averages will be based on academic courses only. These awards include valedictorian, salutatorian, Junior Marshals, and National Honor Society. To be considered for these awards, juniors must have taken or be taking twelve (12) academic courses; seniors must have taken or be taking sixteen (16) academic courses. The Presidential Academic Fitness award is given to seniors with a 4.0 Grade Point Average.

Valedictorian and salutatorian are determined at the end of the first term of the senior year. If the average is within one thousandth to fifty thousandth of a point consideration may be given to number of academic courses completed and the time when the courses are completed. The end result may be that a tie will be declared. Academic courses are defined as follows: English, Social Studies, Mathematics, Science, and Foreign Language. Class standings will be computed only for the determination of awards, for admission to college, etc. Cumulative GPA will be determined at the end of each term and printed on report cards. In order to be eligible for Valedictorian or Salutatorian a student must have been enrolled at Fort Payne High School for three consecutive terms beginning their junior year. The student must have earned a minimum of 12 credits or 10 credits if enrolled in dual enrollment classes from Fort Payne High School by the end of the first term of their Senior Year. Grades earned in a Home School or school not accredited by the State Department of Education will not be considered in determining Valedictorian, Salutatorian or other academic awards.

PROVIDING INDIVIDUAL ASSESSMENT RESULTS IN A LANGUAGE THAT PARENTS CAN UNDERSTAND

Fort Payne High School will provide individual academic achievement results and interpretation of the results in a language that the parent can understand at the parent's request. For additional information regarding this subject please contact your school Guidance Counselor.

TRANSFER OF CREDIT

The Fort Payne City Board of Education wishes to provide a fair and equal method of transferring credits to the schools in the Fort Payne City System. The following procedures will be used in determining the transfer of credits from State Department accredited, non-accredited and Home school settings.

TRANSFER FROM ACCREDITED SCHOOLS

A student transferring to a school in the Fort Payne City system from a public or non-public school accredited by an accrediting agency recognized by the Alabama State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s) from the sending school.

TRANSFERS FROM NON-ACCREDITED SCHOOLS/SCHOOL SETTING(S)

Any school/school setting not accredited by an accrediting agency recognized by the Alabama State Department of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit.

To transfer credits and/or determine the appropriate class/grade placement of a student transferring to a school in the Fort Payne City School System from a non-accredited school/school setting, the following procedures shall be implemented by the receiving school:

1. Credit for all elective courses shall be transferred without validation.
2. Credit for core courses (i.e., English, mathematics, science, and social studies) shall be transferred as follows:
 - a. Using all records (i.e., official transcripts notarized statements of credits) and any nationally standardized test available, the principal or his designee shall determine the student's appropriate placement and notify the student and his parent(s)/guardians).
 - b. If the parent(s)/guardian(s) agree with the placement decision, the student shall be assigned to the

classes and/or grade agreed upon.

3. Contested credit for core courses (i.e., English, mathematics, science, and social studies) shall be transferred as follows:
 - a. If the parent(s)/guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school's most recent semester or term exam for each prerequisite core course in which the parent/guardian is requesting enrollment starting with the 9th grade exams. For each test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
 - b. For any test the student fails, his/her placement shall be as originally recommended by school officials and no credit is transferred for the pre-requisite course in that subject.
4. In the event of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the school's previous semester/term exams for core courses starting with 9th grade courses if in high school. If below the ninth grade, the test may start two grade levels below the "age appropriate" grade for the child.
5. All students will be given the opportunity to take the ACT during the spring semester of their junior year.
6. Except in case of a bona fide change of residence or other circumstances equally valid for making an exception, a student is not eligible to graduate from Fort Payne High School unless he/she has been in continuous attendance therein during the entire high school year immediately preceding the date of graduation. If enrollment is approved by the Superintendent of Education or Board of Education of a twelfth-grade student who wishes to become a candidate for graduation at the end of the year, Fort Payne High School will require approval in writing of the transfer and the student's candidacy for graduation from the principal of the school from which the student has withdrawn. The letter of approval together with any necessary memoranda should be filed with the transcript of the student's record from the discharging school. A student meeting the requirements for graduation and in good standing in the school he/she left will not be required to take additional credit(s) at Fort Payne High School, but must meet the remaining requirement for Graduation at Fort Payne High School. In case of doubt as to procedure or appropriate action in such cases, either or both of the principals of the schools concerned should discuss the matter with the SDE.
7. Grades earned in a Home School or school not accredited by the State Department of Education will not be considered in determining Valedictorian, Salutatorian or other academic awards.

ATHLETIC ELIGIBILITY

All traditional and non-traditional students at Fort Payne High School will follow the rules and regulations set forth by the Alabama High School Athletic Association, the National Federation of High Schools, local board policy and athletic handbook policies. You may refer to the following website for policies from the AHSAA: <http://www.ahsaa.com/>

HIGH SCHOOL INSTRUCTIONAL PROGRAM

Fort Payne High School provides approximately 1,000 students with the opportunities to develop academic, personal, social, and career awareness through a comprehensive curriculum. The goal of the Fort Payne City School System is to prepare each student to be college and career ready as he/she graduates from high school.

Students entering high school have the opportunity to select a course of study based on their career interests. Some restrictions may apply to the selection of a curriculum based on the academic performance and ability of a student as well as the availability of particular courses.

The College Preparatory curriculum provides students the opportunity to take advanced courses in language arts, mathematics, science, social studies, and foreign languages. This curriculum consists of Honors Classes, Advanced Placement (AP), Dual Enrollment (DE) courses, and Early College. The Early College, Dual Enrollment and AP courses allow students to complete college level studies while in high school. These students have excelled in high school, have a high interest in the subject area, and are college bound. Students are encouraged to request the academic requirements for admission from the colleges they wish to attend. This will help to provide a guide for students when choosing Dual Enrollment, Advanced Placement and Early College courses.

The Career Tech Preparatory curriculum prepares students for advanced courses required by two-year technical, community colleges, and four-year colleges through a blending of traditional academics and technical courses. This program is designed to be as academically challenging as College Prep while ensuring that students are properly prepared to meet the demands of technical schools, two or four-year colleges/universities, and/or the technical job market. Articulated college credit may be issued in many career technical classes if a student makes a grade of 85 or higher.

(Students may apply for articulated credit upon enrollment at a junior college.) Courses listed in our Course Catalog are included in a comprehensive list of all courses taught in the Fort Payne City School System. Additional courses may be offered through ACCESS (Alabama Connecting Classrooms, Educators, and Students Statewide), Northeast Alabama Community College or other virtual learning providers. Information about virtual learning opportunities can be obtained at the school. If a student opts to take a virtual course for which an equivalent course is available at the school, he/she will be responsible for any textbook or other fees that may be involved in the course.

BLOCK SCHEDULE

Fort Payne High School functions on a four-block day which is a schedule based on four (95 minute) classes per day along with an advisory block. The school may exercise some flexibility to accommodate certain situations with student schedules.

GRADUATION REQUIREMENTS

Alabama High School Graduation Requirements – Clarified May 2018

From **Alabama Administrative Code 290-3-1-02(8) and (8)(a)**: "Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline."

Course Requirements	
ENGLISH LANGUAGE ARTS – TOTAL OF FOUR CREDITS	
<i>Four credits to include:</i>	
English 9	1 credit
English 10	1 credit
English 11	1 credit
English 12	1 credit
English Language Arts credit eligible options may include: Advanced Placement / International Baccalaureate courses / SDE approved courses.	
MATHEMATICS – TOTAL OF FOUR CREDITS	
<i>Three credits to include:</i>	
Algebra I or its equivalent/substitute	1 credit
Geometry or its equivalent/substitute	1 credit
Algebra II w/ Trigonometry or Algebra II or its equivalent/substitute	1 credit
<i>One credit from:</i>	
Alabama Course of Study for Mathematics or equivalent/substitute courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses	
SCIENCE – TOTAL OF FOUR CREDITS	
<i>Two credits to include:</i>	
Biology	1 credit
A physical science (Chemistry, Physics, Physical Science)	1 credit
<i>Two credits from:</i>	
Alabama Course of Study for Science or equivalent/substitute courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE approved courses	
SOCIAL STUDIES – TOTAL OF FOUR CREDITS	
World History	1 credit
United States History I	1 credit
United States History II	1 credit
Government	0.5 credit
Economics	0.5 credit
Social Studies credit eligible options may include: Advanced Placement / International Baccalaureate courses / SDE approved courses.	
Civics Test Requirement - Students are required to pass the Civics Test in the United States Government class effective the 2018-2019 school year.	
Physical Education - Lifelong Individual Fitness Education (LIFE) or JROTC credit	1 credit
Health Education	0.5 credit
Career Preparedness	1 credit
Career and Technical Education and/or Foreign Language and/or Arts Education	3 credits
Electives	2.5 credits
TOTAL CREDITS	24 credits

The focus will be on the coursework taken that necessitates a clearly articulated and individualized four-year high school plan.

The Kuder and career interest assessment and middle school coursework are valuable resources when making course selections.

The following are local endorsements that go beyond the requirements for the Alabama High School Diploma

Honors Endorsement

- Pass all required course work for The Alabama High School Diploma
- Complete two credits of honors, AP or Dual Enrollment in all four core subjects
- Complete four credits of math or equivalent to include Algebra II w/Trig
- Complete two credits of foreign language in the same language

Career Technological Endorsement

- Pass all required course work for The Alabama High School Diploma
- Complete three CTE courses within the same career path

ONLINE EDUCATIONAL OPPORTUNITIES AT FPHS THROUGH THE FPVS

Fort Payne High School offers eligible students (GPA of 3.25 or greater and in grades 9-12) the option of enrolling in online (virtual) classes part-time or full-time. These classes are a part of Fort Payne's Virtual School (FPVS) program with three types of online options available:

1. **Online Local Option** - these are FPHS classes taught by FPHS teachers through the Schoology learning management system.
2. **Online Dual Enrollment Option** – these classes are offered by colleges and taught by various high school and college instructors in the region through a learning management system.
3. **ACCESS Distance Learning Option** – these classes are offered by the state and taught by various teachers throughout the state, and require physical attendance on campus to complete quizzes and exams.

Students enrolled in these classes will be required to follow FPVS guidelines found on the Fort Payne High School website.

DEKALB COUNTY TECHNICAL SCHOOL

Fort Payne High School students may also attend the DeKalb County Technical School in Rainsville. Students attend the Technical School for two semesters and will obtain two career tech credits per year. The following courses are offered:

- Automobile Body Repair
- Automobile Mechanics
- Clothing Production/Services
- Cosmetology
- Drafting
- Healthcare Technology
- Masonry
- Refrigeration and Air Conditioning
- Welding

PROMOTION STANDARDS - REQUIREMENTS FOR GRADE PLACEMENT (HOMEROOMS)

In order for a student to be classified as a member of a particular class (i.e., Freshmen, Sophomore, Junior, or Senior) they must have earned the required number and type of units as specified below:

- SOPHOMORE CLASSIFICATION- 6
- JUNIOR CLASSIFICATION- 13
- SENIOR CLASSIFICATION- 20

This includes passing the four (4) required courses each year. (English, History, Math and Science)

DRESS CODE FOR GRADUATION EXERCISES

Graduation from high school is the culmination of many years of study and hard work. It is a time that deserves the dignity of a formal ceremony. In order to make our appearance as uniform and neat as possible, all seniors will wear the following attire to the graduation ceremony.

- **Females-** Black skirt and white blouse or black dress with black **dress** shoes.
- **Males-** White collared shirt, necktie, black dress pants, and black **dress** shoes.

The diploma, class night, cap and gown cost will be \$80.00 per student.

FEE SCHEDULE

A fee is required for certain courses to assist with the cost of equipment, maintenance, and to purchase materials. Students who are not financially able to pay fees may apply for a fee waiver. Fee waiver applications are available at the high school. (A copy of the fee schedule is located in the student handbook.)

Per Term

Class	Amount
Anatomy or Genetics	\$20.00
Agri-science Education	\$30.00
Advanced Placement Course	\$20.00
Chemistry Lab	\$15.00
Cooperative Education and Seminar	\$15.00
Driver Education	\$30.00
Health Science	\$30.00
Hospitality & Tourism, Culinary I and Culinary II	\$30.00
Law, Public Safety, Corrections and Security	\$20.00
Coordinated Studies	\$20.00
Physics Lab	\$10.00
Commerce and Information Technology	\$25.00
Career Preparedness	\$15.00
Art Lab	\$10.00
Dance	\$5.00
Teaching Careers	\$15.00

GRADING PROCEDURES

There are four grading sessions per school year, two each semester. A mid-session grade is given to each student in the middle of each grading period. Grade Reports are given to students by the second Monday following the end of the grading period.

Grades for each grading period shall be based on five or more evaluations. These grades are divided into the categories of major and minor which reflect their weight on the average. All core classes are weighted as follows:

- Honors core classes = Major categories 70% and minor categories 30% total weight of the semester average.
- Core Classes (non-honors) = Major categories 60% and minor categories 40% total weight of the semester average.

In grades 9 - 12, a final course examination will be given in each core subject. This examination will count 15% of the final course grade. Only term numerical grades will be recorded on a student's permanent record. All grades will be recorded numerically and will correspond to the following scale:

90 - 100 . . .A	60 – 69...D	WF-Withdrawal Failing
80 - 89 . . .B	Below 60...F	
70 - 79 . . .C	INC – Incomplete	

SEMESTER EXAMINATION POLICY

The policy of the Ft. Payne City Board of Education shall be as follows concerning Semester Examinations.

Students in grades nine through twelve will be required to take semester exams in all English Language Arts, Math, Science, Social Studies and Foreign Language courses. An exception to this rule will be for seniors during the second term. During the second term, seniors who have a "B" average or higher may elect to exempt all semester exams in the courses listed.

All students in grades 9-12 have the opportunity to exempt the final exam in their courses if all of the following criteria has been met by the end of the course:

- Holding a 90 average or above for the course and 3 or less excused absences.
- Holding an 80 average or above for the course and 2 or less excused absences.
- Holding a 70 average or above for the course and 1 or less excused absences.
- Holding any unexcused absences will disqualify the student from exemption.
 - Field trips and quarantines will be excluded from the absent count calculation.

Semester exams will not be given in any course not listed above. An exception to this rule may occur in college/high school dual enrollment courses. College course requirements may require semester exams.

Semester exams will count as 15% of the total grade in the courses in which a semester exam is required.

GUIDANCE OFFICE

The Guidance Office is open to all students. You are encouraged to come by for information concerning courses to take in high school that will prepare you for college, technical school, or work. Vocational information is available and you are invited to study any fields related to your interests.

Each student is responsible for knowing how many credits he/she has earned and for clearing any deficiencies required for graduation. The guidance counselors are available to help students with these responsibilities.

The counselors are available to help students interpret test results, apply for admission to college, register for college admission tests (ACT and SAT), and register for financial aid. The Guidance Office is also the place to go when you have problems that you want to talk over. Making an appointment is helpful, but not necessary.

HONORS/DUAL ENROLLMENT/ADVANCED PLACEMENT PROGRAMS

Because of the difficult curriculum of the honors/dual enrollment/advanced placement programs it is more equitable for the honors students' grades to be weighted when computing class rank, determining eligibility for National Honor Society membership, computing Grade Point Average (GPA) and determining the Honor Roll. All dual enrollment core classes will be considered honors classes. The following system will be used: (1) Numerical Average: Before computing the total numerical average, ten (10) points will be added to each term honors/advanced placement grade, except for grades below 60. (2) GPA: For computing the students' GPA, the following scale will be used:

Honors/DE/AP	Regular
90 - 100 - 5	90 - 100 - 4
80 - 89 - 4	80 - 89 - 3
70 - 79 - 3	70 - 79 - 2
Below 60 - 0	60 - 69 - 1

The Honor Roll for each grading period will be determined using the following GPAs.

Honors/DE/AP	Regular
4.0 - A Average	4.0 - A Average
3.0+ - B Average	3.0+ - B Average

The grades recorded on mid-term reports, grade sheets or disks, grade reports and permanent records will be those **ACTUALLY EARNED** in the honors/advanced placement courses. They are to be noted as "Honors" or "AP" courses on all records. This system will reward the above average students who accept the challenge of advanced courses while preventing the appearance of inflated grades on mid-term reports or grade reports. The following will be stamped in red on the permanent records of all students enrolled in Honors/Advanced placement courses:

Before computing scholastic averages add 10 points for each semester honors/advanced placement grade to the numerical average. The GPA will be computed as: A=5, B=4, C=3, D=2, F=0."

ACCESS DISTANCE LEARNING AND WEB-BASED COURSES

ACCESS Distance Learning (Alabama Connecting Classrooms, Educators, and Students Statewide) an education initiative of the Alabama State Department of Education, provides opportunities and options for Alabama high school students to engage in Advanced Placement (AP), elective, and other courses to which they may not otherwise have access. Fort Payne High School will offer both the Distance Learning and the Web Based component of Access Learning. Students must be at least a freshman and be independent learners, possess good computer skills, and have at least a 3.25 GPA. Credit restrictions apply.

DUAL ENROLLMENT

Fort Payne High School and Northeast State Community College are in a partnership to offer FPHS sophomores, juniors and seniors courses for college credit. Select courses are taught on the high school campus. Information is provided to all juniors and seniors at the time of the high school's course registration.

INSTRUCTIONAL MEDIA CENTER--LIBRARY

Fort Payne High School Library has an excellent collection of books, e-books, and magazines. Please follow these rules

when using the library:

1. Students are free to come to the library before school and at break.
2. A student MUST have a key card from a teacher in order to use the library during class time.
3. Any library material must be signed for in order to be taken from the library.
4. Books may be checked out for 14 days and may be renewed for an additional 14 days if needed. It is the student's responsibility to renew books before they are late. The maximum book limit is 2 books per student.
5. A fine of .10 cents per school day per book will be charged for overdue books.
6. E-books may be checked out for 7 days and may be renewed for an additional 7 days if needed.
7. Students must pay for lost or damaged books and materials for which they are responsible.
- 8.

The library software program, *Destiny Quest*, allows students to have their own personal accounts.

To access FPHS Library's website, type destiny.fpsk12.com in the address bar on your screen. At the "Welcome to Fort Payne City School District" page, select the Fort Payne High School Link to open up the card catalog. In order to access your personal account and to recommend and review books, check out e-books, and renew the books that you have on loan, you will be required to enter your username and password:

Username: First and Last name initial with student #

Password: School-assigned Google password

8. The library will be closed the last week of school for the annual inventory.

SUMMER SCHOOL/CREDIT RECOVERY

Summer school credit recovery is based upon the board approved high school credit recovery plan. Summer Credit Recovery consists of 20 instructional days in which any student may recover as many as two core instructional credits. Excessive absences will result in dismissal from the credit recovery program. The student must meet all requirements based on the Alabama Course of Study and any requirement(s) designated by the teacher that assigned the failing grade.

TRANSCRIPTS

Transcripts given to students will be stamped UNOFFICIAL. Fort Payne High School is careful to abide by the requirements of the Buckley Amendment, concerning confidentiality. Transcripts will be mailed at no charge.

BELL SCHEDULE

The bells signify the beginning and end of a block. Students are expected to be in class at the beginning of the block. The door to each teacher's room will be closed when the bell rings to begin class. Any student still in the hall when the bell rings without a permissible excuse is to be considered tardy and will be sent to the Assistant Principal's office.

BLOCK	TIME
0 (Advisory)	7:45 – 8:10
1 st	8:15 – 9:50
2 nd	9:55 – 11:30
3 rd (Lunch)	11:35 – 1:35
4 th	1:40 – 3:15

CAFETERIA

The cafeteria staff works hard to provide you with good lunches. The cafeteria is full self-serve. The following rules make lunch more enjoyable for everyone.

1. All students are required to report to the cafeteria during their assigned lunch period and to remain in the cafeteria until the end of the lunch period.
2. Do not cut line (there are two serving lines).
3. Do not take more than one serving of each item (extra servings=extra charges).
4. Sit one person per seat.

5. Do not eat or drink from another student's tray.
6. Return trays to designated area.
7. Do not take any food or drinks outside the cafeteria.
8. Keep the cafeteria as clean as possible.
9. No throwing of food.
10. Do not use another student's I.D. number.
11. Visit restroom and lockers promptly on the way to the cafeteria or on the way back to class in order not to be tardy for lunch or class.

The price of lunch is determined by the Board of Education. Students may purchase extra items anytime during lunch at the posted prices.

Our cafeteria supports the concept of Offer vs. Serve. A "Type A" lunch includes a bread item, milk, a meat and two different vegetables and/or fruits. Students are to choose a minimum of three items from the offering. Normally, the cafeteria staff tries to offer two meat items and several vegetables and fruit items in addition to a salad bar and a potato bar.

Ft. Payne City Schools participates in the National Child Nutrition Program. Students interested in applying for free or reduced lunches will receive an application the first day of school.

CHECK OUT PROCEDURES

Students will not be permitted to leave school before the dismissal of school without permission of the Principal or Assistant Principal. Parents, guardians or a member of the immediate family must come into the office and sign the student out. Students are to come to the office before homeroom in the morning with a note from their parent or guardian stating the time and the specific reason for checking out. Students will report to the office at the checkout time and sign the Checkout Book (blue). A listing of all students checking out will be published in the morning Wildcat Report. **The Administration reserves the right to require parent/legal guardian to come to campus for student check-out.**

Students who drive will have their parents call the school office between 7:30 am and 8:30 am to verify checkouts for that day. We require a doctor's appointment card or note from the doctor's office for all medical and dental appointments. The Principal or Assistant Principal shall determine whether the absence from that part of the school day shall be "excused" or "unexcused." It is important to remember that make-up work will only be permitted for "excused" checkouts, and the student will still be considered absent from the classes missed. Students scheduled for participation in school activities or events (athletics, band, cheerleading, prom, beauty pageants, club trips or any other school event) **CANNOT CHECK OUT THE DAY OF THE EVENT AND STILL PARTICIPATE.**

EMERGENCY CHECK OUT

We realize that it is sometimes necessary for students to check out of school because of illness. Any disease or condition that a student has should be noted on the student's registration form. If a student becomes too ill to go to class, a parent or guardian will be called to come for the student. **A SICK STUDENT IS TO COME TO THE OFFICE IMMEDIATELY UPON BECOMING ILL. STUDENTS ARE NOT TO STAY IN THE RESTROOM WHEN ILL (this will be considered skipping). Students are not to call home and tell parents to pick them up. The Principal or Assistant Principal will contact the parent or guardian. Any student who leaves without permission of the Principal or Assistant Principal will be considered as "skipping" class.** The emergency checkouts will be published 4th block each day. It will be the responsibility of the student to make up missed assignments when they return to school.

TEMPORARY CLOSING AND EARLY DISMISSAL OF SCHOOLS

The superintendent of schools has the authority to temporarily close schools or dismiss early in the event of severe weather, inadequate heat or other conditions which threaten the safety and well-being of the children.

When the decision is made to close schools, an announcement will be made on the local radio stations and TV stations as early as possible. If early dismissal of school is necessary, the local radio and TV stations will be notified. The superintendent will also use the School Notification System (SNS) to notify parents. The School Notification System (SNS) will contact all guardians by phone to notify them of an early dismissal. It is imperative that you keep your SNS accounts up-to-date with current phone numbers at all times. Parents should have an alternate plan in the event schools do close early.

CLASSROOM BEHAVIOR-CLASSROOM COURTESIES

Students are to practice good behavior in the classroom, keep noise down, not sit on top of furniture and refrain from

defacing or abusing classroom furniture. Continual violations of classroom courtesies will result in strong disciplinary action (ISS, A-School, and suspension).

ELECTIONS

The student council will conduct student elections for class officer, homecoming and student council. Each club will hold club elections. Senior Who's Who will be conducted by the senior class officers. This election is different from others in that a student is only allowed to choose one position (if they win more than one). Also, this election is determined by plurality.

CLUBS

A student is only permitted to be president of one club. A student is only permitted to be an officer of two clubs (presidency counting as one of these offices). A club sponsor has the authority to remove any officer from their position if they do not fulfill their duties.

GYMNASIUM

Students are not to use the gym unless a teacher is present to supervise the activity. Students found in the gym during activity period will be considered "skipping class" as there is not a teacher assigned to the gym during activity period. All students are encouraged to keep all areas of the gym neat and clean. As the gym must be used for functions other than PE and athletics, the following rules apply:

1. Students are to be respectful in assembly programs, failure to do so will result in disciplinary action.
2. Students are required to attend all assembly programs for which there is no charge.

HALL AND SIDEWALK BEHAVIOR

Behavior in the halls and on the sidewalks should always be in good taste. Students are not to block passage in the halls or on the sidewalks. Students are not to be in the halls during class periods unless they have a proper pass. Students are not to run in the halls or on the sidewalks. Students are also reminded to watch what they say in the halls and on the sidewalks.

LOCKERS

Students are not required to rent an individual locker. Lockers are available to students for a charge of \$5.00 per year and can be rented when students pick up their schedules or enroll. All books and personal articles should be placed in the lockers when not in use. **IT IS UNWISE TO TELL ANYONE YOUR LOCKER COMBINATION.** Mechanical problems with any locker are to be reported to the Assistant Principal immediately. Students are to visit lockers before school, during break, between class (if necessary) and after school. **VISITING A LOCKER IS NOT AN EXCUSE FOR BEING TARDY TO CLASS. UNDER NO CIRCUMSTANCE SHOULD STUDENTS LEAVE VALUABLE ITEMS IN THEIR LOCKER.**

School officials may inspect or search desks and/or lockers when there is reasonable cause to believe that articles kept there may endanger other individuals in the school or those articles are in violation of the law or regulations of the Board of Education or school.

It is not necessary to visit lockers between every class change. Plan ahead; get books for your first two classes, at break get books for periods three and four, etc. Students who "jam" their locks are subject to disciplinary action. All combinations are changed each summer, repairs made and all lockers are inspected by the Principal or Assistant Principal before school begins in the fall.

ON CAMPUS STUDENT PARKING

1. Only licensed drivers are permitted to drive a vehicle on campus. **Students must have a Fort Payne City Schools Drug Testing Consent and Release form signed by parents and the student on file before a parking decal will be issued.**
2. Drivers must present a valid driver's license and information about their vehicle to obtain a parking permit. All vehicles a student may drive need to be listed.
3. Each student is required to purchase a parking decal if a vehicle is to be parked on campus. The price of the parking decal is \$5.00. The decal must be placed on the designated area of the vehicle.
4. Decals will be issued to licensed drivers only. If a licensed driver buys a permit for another student, both students shall be subject to disciplinary action. Students driving in violation of the law may be reported to the police.
5. **Immediately on entering the campus, students are to park, lock and leave their vehicles. The parking lot is off limits to students during the school day, including break, lunch and activity period. Students leaving for work should do so promptly at the end of their last class.**
6. If a student must go to his/her car during the school day, he/she must receive a pass from the Principal, not a teacher.

7. A student may drive a motorcycle on campus providing he is a licensed operator. Motorcycles must be registered but are not required to have a parking decal.
8. Students must park in the numbered space that corresponds with the decal number issued through the office. (Student vehicles must be parked in the assigned parking space and remain there the entire school day) Any exceptions to this must be approved by the principal. Parking will be restricted behind the gym. There is to be no parking behind the lunchroom, third building, between the cafeteria and the gym or double parking behind the gym.
9. Students may not park in one lot for part of the school day then move to another lot.
10. Vehicles without decals will be fined \$5.00.
11. Parking in unspecified spaces is a violation and subject to a \$5.00 fine.
12. Speeding or reckless driving will result in disciplinary action. A student will be denied campus driving privileges.
13. All fines are to be paid within one week of the violation or the driver faces suspension of campus driving privileges.
14. All drivers must obey the **STOP** sign behind the gym. Failure to do so will result in disciplinary action, including a \$5.00 fine and/or suspension of campus driving privileges.
15. The Principal or his designee may search student vehicles while on school property when there is reasonable cause to believe that a specific vehicle(s) contains articles that may endanger other individuals or are contrary to law or regulations of the school or Board.

REVOKING CAMPUS DRIVING AND PARKING PRIVILEGE

Student parking for students who drive to campus is considered a privilege. This privilege can be revoked if students have excessive "Unexcused Absences." Any student who has 5 unexcused absences will be considered to have their parking privileges revoked.

If a student's parking privileges are revoked and the student continues to park on campus, their vehicle will be subject to be towed at the recommendation of the school resource officer or designated school administrator.

RESTROOMS

Students may use restrooms between class changes if they can do so without being late to class. Otherwise, they should be used at break, before and after school. During class, students may go to the restroom only if they have the proper emergency pass. ***STUDENTS ARE NOT TO STAY IN THE RESTROOM WHEN SICK, BUT ARE TO REPORT TO THE OFFICE IMMEDIATELY.***

SCHOOL RELATED TRIPS

All school related trips must be cleared by the Principal at least one week in advance. Students are subject to all school rules and regulations and the code of conduct while on school related trips and will not be allowed to check out until the proper time approved by the Principal. Permission forms must be signed by a parent/guardian and returned to the teacher prior to the trip.

SCHOOL SUPPLIES

School supplies (pens, pencils, paper, poster board, etc.) are sold by the Science Club in Room 208 before school and after school. Many faculty members also sell pens and pencils for the Science Club.

SELLING ITEMS ON CAMPUS/BUSES

Students are not permitted to sell unapproved items on campus or school buses. All items are subject to confiscation and the student is subject to disciplinary action.

TELEPHONE

Students are to use the phone only for emergencies. It is not to be used during class, study hall, lunch and activity periods. Those students who violate this privilege will be subject to disciplinary action.

YEARBOOK PICTURES

The yearbook staff will be responsible for planning club pictures with each club responsible for the behavior of its members. The club sponsor should be present at the time of taking the picture to assist in supervision. Students are reminded to conduct themselves in an honorable manner. No obscene gestures or intentionally distracting movements by a student will be allowed. Proper attire is to be worn. Students are expected to cooperate with the yearbook photographer by being attentive and facing the camera.

Violations of this policy will lead to disciplinary action for the individual student. If no acceptable copy of the group picture is available because of a student's violation of this policy, that club will forfeit its picture position in the yearbook.

The yearbook staff is not obligated to remake any club or group photograph. If a remake is taken, the offending student

will not be included in the photograph and will be required to pay any charges incurred.

SCHOOL INSURANCE

A school accident insurance policy is available for all students. Students can sign up for the policy at the beginning of the school year. Students have an option of two forms of school insurance. They are as follows:

1. School-time coverage
2. Round the clock coverage

If you wish to purchase the insurance, checks should be made payable to the insurance company. Please read the policy benefits carefully. If you do not have family health coverage, you may want to consider this service.

TORNADO, FIRE and INTRUDER DRILLS

Tornado and fire drills are held regularly to develop safety practices that will help students move quickly and in an orderly manner to pre-designated safety areas during an emergency. The procedure for tornado and fire drills will be posted in each classroom. Teachers will review these procedures with the students during the year. Intruder drills will also be held at least once a year.

Acknowledgment Forms Section – Requiring Signatures

Annual Notification Regarding School Provided or Sponsored Mental Health Services

Mental Health Services

The school system provides or sponsors the following mental health services.

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
3. **Mentoring** - Peer Helpers work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. **Note:** Parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

Review of Materials

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services

Under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

Parent of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

OPT-IN FOR MENTAL HEALTH SERVICES

As of the date of my signature below, my child, _____, is under the age of 14 years old:

- ☐ Yes
☐ No

If No, stop here.

If Yes, continue below.

I hereby give my permission for my child to participate in the following mental health services:

[Check the box for each mental health service you want to be available to your child]

- ☐ **Check this one box to include all services listed below** or check individual services.
- ☐ **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- ☐ **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- ☐ **Mentoring** - Peer Helpers work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
- ☐ **Assessments/Surveys** – includes questionnaires provided to students related to social behaviors, feelings, etc.
- ☐ **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
- ☐ **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. **Note:** Parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

You may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration

Parent/Guardian Name (Printed)

Parent/Guardian Name (Signature)

Date: _____

FPMS & FPHS Digital Device Release Form

*Only Fort Payne Middle School and Fort Payne High School students and parents need to complete, sign and return this form.

Please check off to confirm that you received each of the following on your digital device.

_____ 1 Digital Device Barcode #: _____
_____ 1 AC Power Adapter
_____ 1 Protection Cover

All items must be returned on the date of separation from Fort Payne City Schools due to withdrawal, expulsion, or graduation. I understand that I will be charged for any missing equipment or cables.

Student

- I have read the Fort Payne City Schools Digital Device Acceptable Use Agreement.
- I agree to comply with the Fort Payne City Schools Digital Device Acceptable Use Agreement and the Yearly Usage Fee described within.
- I understand that I may lose my digital device privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of the Fort Payne City Schools' digital device.

Student - Print your name here: _____

Student - Sign and date here: _____, date: _____

Parent

- I have read the Fort Payne City Schools Digital Device Acceptable Use Agreement.
- I understand the procedures and requirements to which my student must comply as shown in the Fort Payne City Schools Acceptable Agreement.
- I agree to comply with the Fort Payne City Schools Digital Device Acceptable Use Agreement and the Yearly Usage Fee described within.
- I accept responsibility for any damage or neglect that may result from my student using a Fort Payne City Schools' digital device, which may result in monetary charges.
- I understand that my student may lose his/her digital device privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect or loss of the Fort Payne City Schools' digital device.

Parent/Guardian – Print your name here: _____

Parent/Guardian- Sign and date here: _____, date: _____

Current Address: _____

Phone Number: _____

Fort Payne City School Student Code of Conduct and Student Handbook Acknowledgement
Form

Homeroom Teacher _____

I, _____, enrolled in Fort Payne City Schools
(name of student) and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have
received and read or had read to us, the foregoing Code of Conduct and Student Handbook.

Signed _____
Student

Signed _____
Parent/Guardian

Signed _____
Parent/Guardian

Date _____

Note: The student is to sign the above statement. If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent or guardian, only one is required to sign with the student.

I give permission for my child to be photographed, videotaped, or named in newspaper articles, journals, video presentations, etc., which involve school related events and/or activities.

_____ Yes _____ No

Signed _____
Parent/Guardian

I agree to adhere to the rules regarding the cell phone and electronic device policy.

_____ Yes _____ No

Signed _____
Student

Date _____

Student Acceptable Use Policy for Internet/Network Services

I have read the Student Acceptable Use Policy for Internet/Network Services and agree to abide by the provisions contained within the document. I understand that I can be disciplined if I violate the Student Acceptable Use Policy for Internet/Network Services. Such discipline may consist of the revocation of Internet/network access up to and including suspension, expulsion and/or legal action based on the seriousness of the violation.

Name (Print) _____ Signature _____

School _____ Signature of Parent/Guardian _____

Date _____

Internet/Email Usage _____ Yes _____ No

****By choosing No your child will be excluded from Internet/Email resources even if these activities are an integral part of the educational activities being pursued at the school.***

****Please have the student return it to the homeroom teacher**

COPPA and Online Resources Agreement

The Children's Online Privacy Protection Act (COPPA) requires websites to gain parent permission for users under the age of 13 and/or 18 before creating individual online accounts. Many educational sites used by Fort Payne City Schools require student accounts and, thus, parental permission. To view the "FPCS Approved Online Tools and Resources" list, go to the **Parent Information Section** on the District website.

I give permission for the school system to upload the basic directory information of my child in order to create an account on these educational websites.

_____ Yes _____ No

Student's Name (print) _____ Parent/Guardian Signature _____

Date _____

Video Conferencing Call Permissions

I give permission for my child to participate in group (class/school) video conference calls while in class/school during the 2022-2023 school year. I understand that this is for instructional purposes only, and that my child's teacher or school administrator will be leading the session. Students will be visible to other participants in the video call. Students will be able to ask/answer questions during the video call.

_____ Yes _____ No

Student's Name (print) _____ Parent/Guardian Signature _____

Date _____

School Responsibilities:

Fort Payne High School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**
 - Follow the Alabama Course of Study accordingly with all content standards
 - Daily Math and Reading Intervention
 - School-Wide Advisory Program
 - Provide additional support in the classroom through Title 1 Instructional Coach
 - One-on-one technology initiative
2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - Parent Orientation/ Open House
 - Parent Involvement/Title 1 Program Meeting
 - Fall and Spring Parent/Teacher Conference Days
 - Conferences are scheduled throughout the year as requested by parent and/or teacher
3. **Provide parents with frequent reports on their child's progress.**
 - Learning Management Systems (LMS): Schoology communication systems for student/parent/teacher
 - PowerSchool includes current grades, midterm grades, comprehensive progress and nine weeks information
4. **Provide parents reasonable access to staff.**
 - Fort Payne High School Website/ Email exchange
 - Phone calls- Interpreters available
 - School conferences that are scheduled by appointment
 - Parental Engagement/Title 1 Meetings
 - Communicate with staff through Remind
5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**
 - Volunteer to assist with special events and activities such as: PTA, chaperoning field trips and special school/classroom events
6. **Ensure regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.**
 - Interpret communication in native languages and provide translators at each school

Parent Responsibilities:

We, as parents, will support our child's learning in the following ways:

- Monitor and encourage daily attendance with minimal to zero tardies and check-outs
- Provide positive reinforcement for academic achievement
- Ensure that homework is complete
- Monitor the amount of time my child spends involved in television viewing, social media usage, cell phone usage, computer usage and electronic games
- Participate and attend parent meetings, parent-teacher conferences and school sponsored events
- Check LMS site to monitor my child's progress, stay informed and communicate with staff
- Promptly read all notices and communications from the school or school district
- Serve to the extent possible as a parent leader, School Advisory Council member, Federal Programs Advisory committee member, and any other school advisory or policy group

Student Responsibilities:

I, as a student will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will:

- Read twenty to thirty minutes daily outside of school
- Behave in a manner that exhibits good citizenship and character
- Take responsibility for completing all classroom and homework assignments
- Give my parents all notices and communications from school each day
- Attend school regularly and promptly
- Check email daily

SCHOOL-PARENT COMPACT

Fort Payne High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

Principal Signature & Date

Parent Signature & Date

Student Signature & Date