

Spain Park High School

A Hoover City School

2017-2018 Student Handbook

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Table of contents.....	1-2
PART I: MISSION AND BELIEFS.....	3
PART II: STUDENT CODE OF CONDUCT.....	3
PART III: ACADEMIC INFORMATION.....	3
Academic Honors.....	4
Academic Dishonesty & Plagiarism.....	4
Diploma Options.....	5
Graduation Requirements.....	5-6
High school diploma.....	5-6
State/National testing(ACT).....	7-9
HCS State Assessment calendar.....	9
Dual Enrollment.....	10
Full-Time Students.....	10
Grade Level Classification.....	10
Grading System.....	10
Homework.....	11
Progress Reports & Report Cards.....	11
Semester Exams.....	11
Senior Exam Exemption.....	12
Valedictorian/Honor Graduates.....	13
PART IV: LAW ENFORCEMENT.....	13
Interviews of Students by Law.....	13
Enforcement Officials/SRO.....	13
Threat Assessment Protocol.....	14
Unlawful Misconduct.....	15
Part V: Student Attendance.....	15
Check-In.....	16
Check-Out.....	16
Excused Absences.....	16
Unexcused Absences.....	17
Field Trips and Co-Curricular Absences.....	17
Make-Up Work Procedures.....	17
Parent's Responsibility.....	17
Pre-Arranged/Anticipated Absences.....	18
Semester Exam Attendance Rules.....	18
Tardies.....	18
Tardy procedure.....	18

Tardies, Disciplinary Consequences.....	18
INOW Home Portal for Attendance.....	19
Schedule & Grade Information	
PART VI: STUDENT ACTIVITIES.....	19
After-School Activities.....	19
Athletics.....	19
Ambassadors.....	20
Clubs.....	20
National Honor Society.....	20-21
SGA.....	21-23
Class Officer Procedures.....	23-25
PART VII: STUDENT TRANSPORTATION.....	25
Student Driving and Parking.....	25
Parent Drop-Off/Pick-Up.....	26
PART VIII: LEGAL NOTICES.....	26
Alabama Asbestos management Program	
Notification to parents, teachers	
and employees.....	26
Child Find.....	26
Disclosure of Directory Information.....	27
Due Process.....	27
Equal Educational Opportunities.....	28
Protection of Pupil Rights Amendment.....	28
Student Records.....	28
PART IX: A TO Z GUIDE TO MISC.	
INFORMATION.....	29
Accidents.....	29
After School Restrictions.....	29
Alarms, Fire & Severe Weather.....	29
Announcements and Pledge.....	29
Assemblies & Pep Rallies.....	29
Cafeteria.....	9-30
Bad Check Board Policy.....	30
Care of Buildings and Grounds.....	30
Cell Phones & Other Electronic Devices.....	31
Change of Important Information.....	31
Community Service.....	31
Course Selection.....	31
Courtesies.....	31
Field Trips.....	31
Food and Drink in the Building.....	31
Fundraising.....	31
Guidance Counseling.....	31-32
Hall Passes.....	32
Health Room/Medication.....	32
Library.....	33
Lost and Found.....	33
Parent/Teacher Conferences.....	33
Schedule Changes.....	33
School Letters.....	34
School Supplies.....	34
Student Assistance Program: Response	
to Intervention.....	34
Student ID Card.....	34
Student Money/Valuables.....	34
Summer School.....	34

Supervision & Safety.....	34
Telephone Messages/Deliveries.....	35
Textbooks.....	35
Time - School Hours.....	35
Visitors.....	35
Volunteers.....	35
Withdrawal from School.....	36
Work & Off-Campus schedules.....	36
PART X: BELL/LUNCH SCHEDULES.....	37

Part I: MISSION AND BELIEFS

The future belongs to the educated, and Spain Park High School exists to promote and prepare students for academic excellence while empowering our young adults to live and thrive in that future.

We strongly believe that:

- Student learning is the chief priority for the school.
- Students need to not only demonstrate their understanding of essential knowledge and skills but also need to be actively involved in solving problems and producing quality work.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

Part II: STUDENT CODE OF CONDUCT

See student code of conduct handbook for the following:

- *Discipline procedures*
- *Searches*
- *Unlawful conduct*
- *Dress code*
- *School bus conduct*
- *Safe & Drug Free Schools*
- *It's the Law!*
- *Complaints and Grievances*
- *Sexual Harassment*
- *Computer access and use by students*
- *Notice of Receipt (code of conduct)*

Part III: ACADEMIC INFORMATION ACADEMIC HONORS

Academics are the priority of business at Spain Park High School, and thus the recognition of students who have made exceptional achievements in the area of academics is very important. An academic letters banquet is held once a year. Students are recognized for the following honors:

• Top 10% Academic Letterman: *Students qualifying for a school letter have achieved this distinction by ranking in the top 10% of their class during the specific year for which the award is being received. A rank GPA is calculated which considers only the two previous academic semesters to determine qualification for this award. To be eligible for this letter, students must have enrolled at SPHS before the end of the first semester of the prior academic year.*

*** The Crossed Swords Award:** *is an embroidered patch meant to recognize the distinguished honor associated with the earning of a school letter in Academics in addition to a school letter in one of the approved areas (Athletics, Fine Arts, Academies and Community Service) in the same academic school year. Junior and Seniors who qualify as second or third-year lettermen will have the opportunity to apply for this distinguished award.*

INELIGIBLE FOR ACADEMIC AWARDS:

- 1. Students who have incomplete grades more than five school days after the end of the grading term** (ineligible for that academic year)
- 2. Students who have engaged in acts of academic dishonesty or plagiarism** (ineligible for that academic year)
- 3. Students who attended all or part of a grading term at another school** (including the Cross Roads alternative school)

ACADEMIC DISHONESTY - Spain Park High School takes the issue of academic dishonesty very seriously. **Academic Dishonesty is defined as the use or attempted use of any deceptive or dishonest method of improving a grade.**

This would include, but is not limited to, copying homework or classwork assignments, copying test answers, postponing the taking or completing of a test to allow more time for preparation, telling or asking another student what is on a test prior to their taking of the same test, or using cheat sheets during a quiz or test, or allowing someone to copy any work for which a grade will be assigned.

Plagiarism is defined as the unacknowledged use of someone else's writing. This would include, but is not limited to, copying information from published works or web sites without references, using or purchasing another person's work and submitting it as your own, or failing to cite sources of information used.

Students who have engaged in academic dishonesty will receive a zero for the assignment. The same consequence will be assigned for a student who provides information as to the one who receives it. Teachers must contact the student's parents for each incident of academic dishonesty and submit a discipline referral to the administration. Students involved in academic dishonesty will not be eligible for any academic honors for the duration of the current semester.

DIPLOMA REQUIREMENTS

Students who earn optional high school diploma endorsements listed below by completing coursework extending beyond the state minimum graduation requirements according to criteria authorized by the State Board of Education and additional requirements authorized by the local board of education:

- **Hoover City Schools Seal of Scholastic Excellence**
 - ❖ At least four (4.0) credits that meet one of the following criteria:
 - Two (2.00) credits of Foreign language in the same language and two (2.0) credits in a college-level course (i.e., Advanced Placement, International Baccalaureate, or Dual Enrollment classes)
 - Three (3.0) credits of a foreign language in the same language and one (1.0) credit in a college level course (i.e., Advance Placement, International Baccalaureate, or Dual Enrollment courses)
 - ❖ At least two (2.0) credits of science that meets one of the following criteria:
 - One (1.0) credit in Chemistry and one (1.0) credit in Physics, or
 - One (1.00) credit in Chemistry and one (1.0) credit in Advanced Placement or International Baccalaureate science course
 - ❖ At least one (1.00) credit in math at the Pre-calculus level
 - ❖ Cumulative GPA of 3.00 or higher
 - ❖ A minimum of 28.0 earned total credits

Alabama High School Diploma

Areas of Study	Requirements	Credits
English Language Arts	English 9 English 10 English 11 English 12	4.0
Mathematics	Algebra 1 Geometry Algebra 2 w/ Trig or Algebra 2 (or equivalent) One additional Math Course	4.0
Science	Biology A physical science (Physical Science, Chemistry, or Physics) 2 additional science courses	4.0
Social Studies	World History 9	

	US History 10 US History 11 Government/Economics	4.0
Physical Education	LIFE (Physical Fitness) Band	1.0
Health Education	Health Education	0.5
Career Preparedness	Career Preparedness Course	1.0
CTE /Foreign Language /Arts	Students choose any combination of Career Technical Education(i.e. FACS & Fashion), Arts Education, and/or Foreign Language courses	3.0
Electives	Any other state or locally approved elective courses	2.5
	Total Credits Required for Graduation	24

*Students who take Algebra 1 in the eighth grade and complete pre-calculus by the end of their junior year will have satisfied the four year requirement for math; however, SPHS recommends that all students take a math course for four years at the high school level to prepare them for college.

The ACT National Test Dates in the U.S., U.S. Territories, and Canada

Test Date	Registration Deadline	(Late Deadline)
September 9, 2017	July 28, 2017	August 11, 2017
October 28, 2017	September 22, 2017	Oct. 6, 2017
December 9, 2017	November 3, 2017	November 17, 2017
February 10, 2018	January 5, 2018	January 19, 2018
April 14, 2018	March 9, 2018	March 23, 2018
June 9, 2018	May 4, 2018	May 18, 2018

STATE/NATIONAL TESTING INFORMATION

Scantron Global Scholars End-of Course Assessment - Algebra 1 and- English 9

The End of Course Assessments could be administered to all students enrolled in Algebra 1 (or an equivalent course) and English 9 in the spring of 2018. In order to measure academic gains between 8th and 10th grade, HCS has opted to measure student progress in reading and math using the Scantron Global Scholars formative assessment. This assessment measures each student's reading level and algebra skills in alignment with College and Career readiness state standards. Students have the opportunity to earn an exam incentive for the second semester, based on their results of these assessments.

ASVAB- 10/11/12th grade

The ASVAB is the most widely used multiple aptitude test battery in the world. It assesses a student's ability to learn new skills and is a predictor of success in training and education programs. The ASVAB Career Exploration Program offers more than just a test. It includes an interest inventory and other activities and resources designed to help students explore the world or work and gain confidence in making career decisions. ASVAB results are not shared with military recruiters. For more information or practice tests, go to www.asvabprogram.com.

PSAT / NMSQT- 10/11th grade

The Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a multiple choice test that measures verbal and mathematical reasoning abilities important to doing college work. The PSAT/NMSQT gives students the unique opportunity to assess their verbal and mathematical skills, forecast SAT scores, discover whether they would be successful in Advanced Placement courses, participate in the Student Search Service, and qualify for scholarship and enrichment programs (Merit Scholarships, Achievement Scholarships, and National Hispanic Scholar Awards). This optional exam must be taken in the student's junior year to qualify for the awards. Since this is an optional exam, a fee is required to order a test for your student.

ACT plus Writing-11th grade

The ACT will be administered to all juniors, free of charge, during a regular school day in the spring as a component of the state high school curriculum. Additionally the ACT is offered six times during the school year as an option for juniors and seniors who plan to enter college. The months for testing are September, October, December, February, April, and June.

Pre-registration and payment is required. Registration information is available at www.actstudent.org.

ACT WorkKeys - 12th grade

WorkKeys is a job skills assessment system measuring real-world skills. WorkKeys connects work skills, training, and skill testing for educators and employers. WorkKeys will be administered to all seniors as a component of the state high school curriculum.

HOOVER CITY SCHOOLS 2017-2018 STATE TESTING CALENDAR

<u>Date</u>	<u>Assessment</u>	<u>Grades</u>	<u>#days</u>
<u>Feb. 21, 2018</u>	<u>ACT WorkKeys Paper/Pencil</u>	<u>12</u>	<u>1</u>
<u>March 7, 2018</u>	<u>ACT WorkKeys Paper/Pencil Make-up</u>	<u>12</u>	<u>1</u>
<u>Feb. 21 - March 7, 2018</u>	<u>ACT WorkKeys Accommodated Testing</u>	<u>12</u>	<u>IEP/504 decision</u>
<u>March 20, 2018</u>	<u>ACT with Writing</u>	<u>11</u>	<u>1</u>
<u>May 8, 2018</u>	<u>ACT with Writing make up test date</u>	<u>11</u>	<u>1</u>
<u>January 22 - March 23, 2018</u>	<u>ACCESS 2.0</u>	<u>K-12</u>	<u>2-3 Days</u>
<u>January 22 - March 23, 2018</u>	<u>Alternate ACCESS 2.0</u>	<u>K-12</u>	<u>2-3 Days</u>
<u>TBD</u>	<u>Assessment for 10th grade</u>	<u>10</u>	<u>1</u>
<u>March 5-April 13, 2018</u>	<u>Alabama Alternate Assessment</u>		<u>1</u>

DUAL ENROLLMENT

The State Board of Education has adopted a policy that will allow eligible high school students to enroll in college classes and receive both high school and college credit for these classes. Hoover City Schools is currently engaged in a Dual Enrollment Plan with the following postsecondary institutions:

- Lawson State Technical College
- Jefferson State Community College
- University of Alabama at Birmingham
- University of Alabama Early College

Students must meet the eligibility requirements of each institution and obtain permission from the school administration. Students can attend classes on the college campus outside of regular school hours on nights, weekends, or during the summer.

Some opportunities for dual enrollment exist during the regular school day. At the present time, junior and senior students have the option of taking some classes at Lawson State Technical College.

Juniors and seniors also have the option of taking some of their academic courses on the Spain Park campus via JSCC. Dual Enrollment students may be required to pass placement tests in certain subjects if they have not yet taken the ACT or SAT. Parents are responsible for the payment of tuition and fees to the postsecondary institution.

FULL-TIME STUDENTS

All 9th through 12th grade students are considered full-time students and must enroll in a full day of classes each year. Fifth-year seniors who are returning to complete credits after their fourth year of enrollment will be allowed to schedule only such classes as are necessary to complete their requirements for graduation.

GRADE LEVEL CLASSIFICATION

Grade Level Classification Credits at the Start of Semester 1; start of Semester 2

Freshman NA

Sophomore 6 Credits (Fall) - 8½ Credits (Spring)

Junior 11 Credits (Fall) - 14 Credits (Spring)

Senior 17 Credits (Fall) - 21½ Credits(Spring)

GRADING SYSTEM

Credit Procedure Changes:

Hoover City Schools

As of May 2012

The following changes are being made in the procedures used for posting high school course credits in order to comply with regulations established by the Alabama Department of Education:

1. Carnegie credits associated with full-year courses (those that are not intended to be taught in a single semester) will be awarded on a partial basis at the end of each academic semester.
 - a. Semester grades will continue to follow the 40/40/20 formula.
2. All credit attempts will appear on the transcript as earned.
 - a. Core academic courses may be repeated to improve grades, but all attempts will appear on the transcript as earned.
 - b. Students must request written permission from their counselor to repeat a core academic course where they have already earned credit with a passing grade.
3. With administrator and counselor approval, students may be moved from one course to the other if **both** courses are based on the same course of study content (i.e., it is okay to move from English 10, Pre-AP to English 10 if there is an appropriate reason to do so).
 - a. Although there may be exceptional circumstances approved by a building principal, students may not move from one elective to another if the content is not subsumed by a similar course of study.
 - b. All athletic electives will be re-configured as semester courses to allow maximum flexibility for mid-year changes for those students.
4. 8th grade Algebra and foreign language credit will be included on the high school transcript for students who continue in the second year of math and foreign language coursework. If students do not go on to Geometry or second-year foreign language, then the middle school credit will not be posted on the high school transcript.

The grading system at Spain Park High School will reflect the student's actual performance in all facets of learning. Grades will be based on the Hoover City Schools approved grading scale. The following grading system will be used:

90 – 100 % = **A**

80 – 89 % = **B**
 70 – 79 % = **C**
 60 – 69 % = **D**
 Below 60 % = **F**

Report cards will be issued at the conclusion of each nine-week grading period. Report card grades will list percentages as well as letter grades. The final semester grade will be based on the value of **40%** for each nine (9) weeks and **20%** for the final exam grade. Incomplete grades are automatically changed to zeroes five days after the end of the grading period.

Weighted grades are used to reward students who attempt more academically rigorous courses. The weight is applied when the GPA (Grade Point Average) is calculated at the end of each semester, and the GPA is used to calculate class rank. The point scale used in calculating grade weight is given below:

	Regular	Pre-AP	A-Team/Dual Enroll	AP
A-	4.00	4.25	4.25	5.00-
B-	3.00	3.50	3.50	4.00
C-	2.00	2.50	2.50	3.00
D-	1.00	1.50	1.50	2.00
F-	0.00	0.00	0.00	0.00

Dual Enrollment courses are assigned the same grade weight as an Pre-AP course. Transfer grades from other accredited schools are included in a student's cumulative GPA, but the weight assignments are adjusted to match the availability of weighted courses at SPHS. Students cannot be awarded weighted grade credit for subjects that are not offered at the same level at our school.

HOMEWORK

The purpose of homework is to facilitate classroom participation and/or to reinforce previously taught objectives. Homework is considered to be an appropriate aspect of the instructional process. Students are expected to complete all homework as assigned. **High school students should normally be assigned daily homework that will require approximately 60 to 90 minutes to complete for all subjects.** Pre-AP/Honors and AP courses will add an additional 15-30 minutes per night for each subject.

PROGRESS REPORTS & REPORT CARDS

An interim progress report will be distributed at the midway point of each nine-week grading period. Report cards are distributed one week after the nine-week grading period ends. Parents should expect to receive these reports in the mail based on the dates published in the School Calendar portion of this agenda. Grades will also be available through INOW Home.

SEMESTER EXAMS

Semester exams offer students crucial opportunities to demonstrate their retention of knowledge across long periods of time, a very important part of preparing for a successful college experience. Students who miss final exams in either semester will be required to have a doctor's excuse and will be assigned to make up the exam during a scheduled make-up time or at an appointed time when appropriate supervision can be arranged. Semester exams will not be given early to any student for any reason. Seniors who have failed a course have the option of re-taking the semester exam one time if such an opportunity would allow the possibility of passing the course.

SENIOR EXAM EXEMPTION

Seniors may exempt the second semester examination in each class where the following criteria are met:

1. The minimum average for an exemption to be considered in any class is 80% for the second semester. Also, seniors must complete WorkKeys test prep assignments and participate in State required WorkKeys assessment. **Any senior that has returned to SPHS from Crossroads School, prior to 2nd semester exams, will be permitted to exempt exams if he/she met the criteria for exempting exams at SPHS.**

2. At the discretion of the school principal, the senior exam exemption privilege may be revoked for an entire class of students if seniors participate in inappropriate behavior as a group, including, but not limited to, a "senior prank" or a "skip day." **Any Senior student referred to Crossroads School for Discipline (2nd Chance Program) will not be eligible to exempt exams.**

NOTE: Any student, senior or otherwise, who takes an Advanced Placement Exam will be exempt from the second semester examination in that subject.

Graduation and Commencement Ceremony

Students who have satisfactorily completed requisite course work, met minimum attendance criteria, and passed required examinations are eligible for graduation. Student participation in graduation ceremonies and related graduation activities will be subject to the principal's approval and payment of outstanding financial obligations. **Participation in a graduation related ceremony may be prohibited by the principal if the student violates disciplinary standard or if, in the judgment of the principal, the student's participation could lead or contribute to disorder or disruption of the ceremony or activity.**

CLASS OF 2019- BEYOND:

Valedictorians: Students who meet the following requirements shall be designated as valedictorians at high school commencement ceremonies:

- a. Enrolled in the school system for a minimum of two years prior to the date of graduation;
- b. Successful completion of all requirements for receiving an Alabama High School Diploma with the Hoover City Schools Seal of Scholastic Excellence; and
- c. Maintenance of an overall grade point average of 4.45 or higher..

CLASS OF 2018:

Valedictorians and Honor Graduates

Valedictorians: Students who meet the following requirements shall be designated as valedictorians at the Spain Park High School Commencement Ceremony:

- a. Enrollment in the school system for a minimum of two years prior to the date of graduation;
- b. Successful completion of all requirements for receiving an Alabama High School Diploma with the Hoover City Schools Seal of Scholastic Excellence; and
- c. Maintenance of an overall grade point average (GPA) of 4.35 or higher (on a 4.00 point scale) for all courses taken during the freshman (or ninth grade) year through the final semester of the senior year. Grades will be calculated and weighted as prescribed in the grading section of this handbook.

Honor Graduates will be comprised of all seniors with a 4.00 or higher cumulative GPA.

In order to be eligible for any graduating Honor, the student must have been continuously enrolled in Spain Park High School throughout the junior and senior years of studies.

A student's class rank is based on cumulative Grade Point Average (GPA) and is calculated at the end of each semester. The final class rank for a graduating class will be determined at the end of the second semester of the senior year, and after this final ranking has been posted to transcripts, the cumulative GPA will be rounded to the hundreds position for the purpose of assigning graduating honors. A "predicted" class rank will be determined at the end of the first semester.

Valedictory Addresses: The valedictorians at each high school will, by process of election, recommend representatives who will be invited by the Principal to present the valedictory and salutatory addresses during the commencement ceremony. If the total size of the valedictorian group is three or less, then all members of the group can be invited to present a valedictory address. The authority to invite any student to present a valedictory or salutatorian address resides solely with the Principal of the school, and the invitation can be revoked and reassigned at the Principal's discretion.

Part IV: Law Enforcement

Interviews of Students by Law Enforcement Officials

It shall be the policy of the Board to fully cooperate with law enforcement agencies in the interest and welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. A student in school may be interviewed by a law enforcement authority under the following guidelines:

1. The interview can only occur with the knowledge of an appropriate school official and in a private location.
2. If the interview involves a school-related issue, the principal or principal's designee may allow the interview to proceed without first notifying the parent or legal guardian. Such a decision is to be based on the general health, safety, and welfare of the school's student population.
3. If the interview is in regard to a non-school related issue, the principal or principal's designee is to first determine from the law enforcement authority the necessity of said interview to take place at school.
4. If it is determined that there is indeed a compelling reason for such an interview, the school official is to attempt to contact the parent or legal guardian to see if they wish to be present for the interview.
5. If the parent cannot be reached or cannot come to the interview in a reasonable length of time, the school official may allow the interview to proceed if the student agrees to be interviewed. In the latter case, the school official will sit in the interview with the student and law enforcement authority.
6. If in the judgment of the law enforcement authority and school official, a delay in the interview represents a grave and imminent threat to the life, safety, and welfare of an individual(s) or property, the interview may be allowed prior to parent or legal guardian contact.
7. In cases that fit above items 2 and 6, parents will be notified of the interview as soon as practicable after the interview.
8. A parent or legal guardian will not be contacted and will not be present if the interview is conducted in connection with suspected child abuse or child neglect involving the parent or legal guardian. A school official may be present in such interviews if requested by the student or the law enforcement or DHR official.
9. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest or officially taken into custody by legal authority.
10. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible unless directed not to notify parents by the legal authority.

Special Role of the School Resource Officer (SRO)

The School Resource Officer and DARE Officers assigned to Hoover City Schools assist school officials with safety and discipline. These officers often talk with students in matters concerning student behavior, counseling, or other appropriate matters. The day-to-day conversations and interactions between students and the SRO / DARE Officers are not to be construed as "interviews" under this policy.

THREAT ASSESSMENT PROTOCOL

The purpose of this protocol is to establish a procedure for members of the Hoover School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

Threatened Act of Violence: Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

Procedure: The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

1. Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:

- Assume the threat is serious;
- Immediately report the threat to an administrator or law enforcement officer;
- Take measures to preserve the evidence;
- Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.

2. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:

- Assume the threat is serious;
- Cause the student making the threat, if said student is on campus, to be removed from the classroom and segregated into a secured area pending further investigation;
- Immediately notify the School Resource Officer (SRO) or the police department and school system intervention counselor and provide complete information regarding the threat;
- Require the person reporting the threat to provide immediate written statements regarding the information received.

3. The SRO/police officer/Intervention Counselor, upon receiving information that a person is threatening to commit an act of violence or upon notification from an administrator that a threat to commit an act of violence has occurred, shall:

- Assume the threat is serious;
- Immediately notify an administrator, if he or she is unaware of the threat, and provide complete information;
- Conduct an assessment interview of the subject making the threat. *Note: The primary purpose of the interview is to engage in an assessment of the available information, in an attempt to determine the veracity of the threat, in order to decide what level of follow-up action is needed and appropriate.*

4. Once the assessment is complete, the SRO/police officer, administrator, and a Counselor shall convene privately to discuss the threat and consider options for follow-up action.

- If it is agreed that the threat is credible, the administrator shall immediately contact the superintendent and the SRO/police officer will follow standard operating procedures. **Hoover City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence.**
- If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary.

Follow-up: regarding credible threat, following an incident and completion of the above procedures, the school administrator or his/her designee shall, within a month/reasonable time frame of the incident, meet with the SRO/police officer and others involved in the investigation to debrief, share information regarding outcomes for the student/subject, and evaluate the effectiveness of the response to the threat and the threat assessment protocol

UNLAWFUL MISCONDUCT

Misconduct which violates local, state, or federal laws and which occurs at school, on a school bus, or at a school-sponsored activity may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct **which** violates

local, state, or federal laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented. This applies whether or not the incident leading to the arrest is school-related.

Part V: STUDENT ATTENDANCE

Spain Park Attendance Procedures

The following information regarding absences and tardies is very important. Failure to comply can result in Educational Neglect and Truancy, Title 16-28-12, Code of Alabama.

The right to attend school and arrive on time is the responsibility of both the student and the parent in the case of children under 17 years of age. Nothing hinders student success more than absences, tardies, and checkouts. The Hoover Board of Education mandates that nine (9) absences per semester is the maximum number of absences a student may have and still pass. The Board recognizes that at times extenuating circumstances may exist that lead to the student missing more than 9 days per semester. Each case will be evaluated on an individual basis with illness being the primary mitigating circumstance which requires physician's verification.

1. Students may be checked out via fax or e-mail, as long as a parent's signature is attached to fax or e-mail. We **MUST** have a parent signature before the student will be released from school.
2. Excuse notes will also be accepted via fax or e-mail with a parent signature attached.
3. College visits must be approved by Mr. Prater in the counseling office. Students will get Pre-Approved College Visit forms from him.
4. **SATURDAY SCHOOL:** If a student fails to turn in an excuse note within the three (3) days allotted; they have the opportunity to attend Saturday school allowing teachers to enter any major test or project grades missed due to the absence. Saturday school must be attended within the same nine weeks as the absence occurred. This is not mandatory; it is purely optional

EXCUSED ABSENCES / CHECK INS & OUTS

Absences are excused for the following reasons:

Illness

Doctor/Dentist/Orthodontist

DMV

Passports

Death in the immediate family

Inclement weather as determined by the superintendent or principal

Court or legal quarantine

Emergency conditions as determined by the superintendent or principal

Pre-Approved permission of principal and consent of parent

(Pre-approved/anticipated absence request form must be turned into the attendance office three (3) days before requested absence for the request to be considered).

NOTES - ABSENCE / CHECK IN & OUT

When a student returns, the student and parent must provide in writing within three (3) days of return to school an excuse which includes the following:

A written statement from the parent or doctor stating the reason for the absence

The date of the absence(s)

The parent's signature

Hoover City Schools will not excuse any absences after a student has reached 9 days each semester unless verified by physician explanation.

UNEXCUSED ABSENCES / CHECK INS & OUTS

Any absence/check in or out that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with 5 (five) all day unexcused absences during the school year may be referred to early warning court which would require you to appear in the judge's courtroom of your school's county district.

Absences are unexcused for the following:

The student and parent fail to provide the above excused absence written statement with required information to the school officials within 3 days (including the return date) of the student's return to school. The student has received suspension or expulsion.

**Unexcused Reasons for Absences or Check In/Out
(including, but not limited to the following)**

- Family Emergency (must be explained further)
- Car trouble- out of gas, lost keys...
- Power Outage
- Overslept
- Late
- Parents running late
- Traffic (unless verified by administration)
- Personal
- Appointment (without supporting document from Physician)
- Alarm did not go off
- Out of town (unless a pre-arranged absence form is on file)

TEACHERS WILL NOT BE ABLE TO PUT A GRADE IN THE COMPUTER FOR AN ABSENCE MISSED IN THEIR CLASS THAT IS MARKED UNEXCUSED.

UNEXCUSED ABSENCES

Students may not receive credit for make-up work resulting from an unexcused absence. Absences resulting from out of school suspension are considered unexcused; however, a suspended student **will** have the opportunity to make up and receive credit for major projects and tests (not daily assignments, homework, or quizzes). **Note – Teachers should enter a 0% for any work missed until that work is made up.**

FIELD TRIPS AND CO-CURRICULAR ABSENCES

Any student who accumulates 9 or more absences in a semester will not be eligible to attend field trips and/or co-curricular events that require missing school time. It is the responsibility of the student to make up all work missed due to field trips or co-curricular events. Arrangements for make-up work must be made in accordance with school procedures.

Permission to go on school field trips will be allowed or disallowed based upon a student's grades and/or attendance. Students who are academically or behaviorally at risk may be excluded from school related activities, i.e. field trips, etc.

MAKE-UP WORK PROCEDURES

Regular school attendance is an important part of a student's school experience. The make-up procedures are based on the premise that class time is of prime importance. After an excused absence, the following responsibilities exist: Students will be allowed 3 days for every excused absence to complete make-up work. **If student is absent 4 or more consecutive days, student will collaborate with his/her teachers to develop a plan to make-up work.** The student must make these arrangements within two (2) school days after returning to school. Make up work/assessments should be completed with the teacher before/after school or during AO. **Options also include morning make-up (tests - M-T-TH-F, 7:15-8:05 am) and Saturday School (8am-12pm).** It is up to the teacher and student to make the necessary arrangements for the completion of make-up work.

PARENT'S RESPONSIBILITY

Parents should call the attendance office by **9:00 a.m.** on Mon., Tue., Thur., & Fri. & by 9:50 a.m. on Wed. of the day of the absence with the reason for the absence. A note must also be sent to provide written confirmation from the student's parent or guardian with an explanation of the reason and the **dates of the absence.** A phone call is not an acceptable substitute for a written note. This note must be turned in to the Attendance Office within **three (3) days** following the absence. Coding of the absence is not done until this written confirmation is received. If the Attendance Office has **not** been notified by 9:00 a.m. of a student's absence on Mon., Tue., Thurs., & Fri. & by 9:50 on Wed., attempts will be made to contact the parent to notify them of the absence.

PRE-Approved/Anticipated ABSENCES

Students seeking permission for a pre-approved absence must bring a signed note from a parent to the

Attendance Office. If the absence is approved by an administrator, the student must then present The form to each of his/her teachers and then submit the **completed** form back to the Attendance Office three days **PRIOR** to the absence. Students are responsible for all work missed during the pre-arranged absence.

SEMESTER EXAM ATTENDANCE RULES

It is extremely important that students be in attendance during the semester examination periods. Permission from an administrator is necessary for students to make-up a missed semester exam. Students may not be checked out of school during one of the examination periods because of the disruption this presents to the rest of the class. If students are ill, they will need to bring a doctor's excuse to the administrator in order to receive permission to take a make-up exam. Pre-arranged absences during the examination dates are possible if the appropriate procedures are followed, but please note that this might make a student ineligible for academic honors if the resulting incomplete grade stretches beyond the five day limit (see Academic Honors in Part III). Semester exam make-ups for first semester will be scheduled with the teacher on a mutually agreed upon/convenient time, and make-ups for second semester exams will be held during the summer school dates.

TARDIES

Students must be in the classrooms prior to the ringing of the tardy bell. Students are required to be in the 1st period class by the 8:15 a.m. bell on Mon., Tue., Thur., & Fri. & by 9:05 on Wed. As the school day proceeds, students are given a warning bell one (1) minute before each class begins. Students who are not in the room and ready to begin class when the final bell rings are considered tardy.

Unexcused check-ins are counted as tardies for disciplinary purposes. For the purposes of attendance calculation, three (3) tardies will be considered equal to one unexcused absence.

An accumulation of five (3) tardies to a class will constitute excessive tardiness, and this will result in the assignment of Saturday School. The penalty for additional tardies will escalate with each subsequent incident. *Tardy counts start over at the beginning of each nine weeks.*

TARDINESS, DISCIPLINARY CONSEQUENCES

Rule # 1 in the student Code of Conduct is, "Be where you are supposed to be on time." This is very important at Spain Park High School, and therefore the disciplinary consequences for not being in class on time can become very serious in a short period of time.

SPHS Tardy Procedure

Tardiness will be recorded by each classroom teacher using the following procedure:

1st within a 9wk period - Warning by teacher

2nd within a 9wk period - Warning and parent contacted by teacher

3rd within a 9wk period— Refer to administration for a consequence

- **Students will receive an office referral on the third tardy for each class.**

INOW HOME PORTAL FOR ATTENDANCE, SCHEDULE & GRADE INFORMATION

Parents/Guardians may access your child's grades on the internet any time at your convenience. Type

the following web address in the internet browser's address box:

- <http://sti.hoover.k12.al.us/Informationnow>
- Type in your student's **USER ID & PASSWORD (PIN number)**. Do not space or use hyphens in your password.

SPHS ID:

All SPHS students are required to possess a valid SPHS photo ID at all times during school hours (8:15-3:35), daily.

Part VI: STUDENT ACTIVITIES

AFTER-SCHOOL ACTIVITIES

Throughout the year, various organizations will sponsor activities in the evenings or on weekends for students such as dances, talent shows, athletic events, concerts, etc. Certain activities will be closed to only Spain Park students and others will be open for other individuals who are the guests of Spain Park students. All after-school activities will enforce a “**No Pass Out**” rule. This means that, once an individual has been allowed into the activity, they may not leave and re-enter the activity. Once a person exits the activity, they are finished for the evening. This rule is in place to protect our students and ensure that they are supervised at all times.

ATHLETICS

The Spain Park High School athletic program offers a wide variety of options for male and female students. Athletics denotes team activity, a high degree of competition, and usually a great deal of vigorous exercises. Athletic games, in all cases, should be played with emphasis on fun, physical development, skill and strategy, social experience, and good sportsmanship.

Students interested in participating should ask the coach or athletic director for specific guidelines and requirements. A handbook for student athletes and their parents is available in the school office or may be obtained from any of the coaches. This handbook contains a great deal of information that is very important for all student athletes, including such topics as academic eligibility, attendance eligibility, conduct eligibility, residency requirements, health information, important dates, coach contact information, and other important information. If you are an athlete or potential athlete, be sure that you have a copy of this handbook and that you and your parents review it thoroughly.

Spain Park High School will field teams in these sports:

- Baseball
- Basketball, Boys
- Basketball, Girls
- Cheerleaders
- Cross Country / Track
- Football
- Golf, Boys & Girls
- Club Lacross
- Soccer, Boys
- Soccer, Girls
- Softball
- Swimming
- Tennis, Boys
- Tennis, Girls
- Volleyball
- Wrestling

AMBASSADORS

Spain Park Ambassadors are the school's official hosts and hostesses. They lead guided tours of the

school for visitors and serve as greeters for many special events that take place at the school in the evenings, on weekends, or during the summer. The purchase of a uniform is required. Ambassadors are selected in the spring of the year to serve for the following year. Interested students should see the sponsor, Mrs. Wallace, for more information.

CLUBS

Students are encouraged to join and participate in clubs that promote areas of interest or service to others. Clubs are divided into three basic types: Academic, Service, and Special Interest. Each club are required to participate in a school or community service project. The school will support clubs that have at least ten students and a member of the faculty who is willing to serve as a sponsor.

NATIONAL HONOR SOCIETY

Membership in the Spain Park High School Chapter of the National Honor Society (NHS) is based on demonstrated scholarship, service, leadership, and character.

Selection Procedures:

1. The academic records of juniors will be reviewed in January following the end of the first semester, and the academic records of seniors who are not currently NHS members will be reviewed in September of their senior year. Students with a GPA of 3.65 or higher will be scholastically eligible for NHS membership. A student must be a Spain Park High School student for at least one full semester to be considered for NHS membership.
2. Academically eligible students will be notified by a letter that will be sent via email. An informational meeting for both students and parents will be held where other criteria for membership selection will be explained.

Membership Requirements:

1. To maintain membership in the NHS, a cumulative GPA of 3.65 or higher is required for each semester grading period. The first time a student drops below a cumulative GPA of 3.65, he/she will be put on probation. If during ANY semester that follows the student's cumulative GPA is below 3.65, they will be dropped from membership.
2. To maintain membership in the NHS, students will be required to participate in chapter meetings and service projects selected by the Spain Park chapter. Failure to attend meetings or to participate in the service opportunities will result in probation. If the student does not fulfill his/her attendance and/or service obligation during ANY of the following semesters, they will be dropped from membership
3. To maintain membership in the NHS, students are required to sign SPSHS NHS code of Ethics. Students must demonstrate leadership and character at all times either on or off campus. Discipline referrals (ISS, suspension, plagiarism, academic dishonesty, etc.) will be referred to the Faculty Council. The Faculty Council, chapter advisors, and school administration to determine what action will be taken. Consequences for such actions include demerits, probation, and /or removal from National Honor Society.

Transfer Students:

1. If a transfer student has been inducted into the NHS at their former school, they will be eligible for membership in the Spain Park NHS after showing proof of membership.
2. The student will be eligible for membership in the Spain Park Chapter of the NHS at the same time that members of that student's class are eligible for membership. (For example, some schools induct sophomores into NHS. Because SPSHS inducts juniors and seniors only, the student would not be eligible for membership in the Spain Park Chapter until his/her junior year.)
3. In order to maintain membership in the Spain Park Chapter of the NHS, the transfer student must meet **ALL** requirements of the Spain Park Chapter including academic eligibility. If the student does not have a cumulative GPA of 3.65 or better, they will be put on probation and if during ANY subsequent semester, the GPA from work done at Spain Park High School is not 3.65 or better, they will be dropped from membership.
4. All transfer students will be required to abide by all guidelines of the Spain Park High School NHS. Failure to meet any obligations will result in the transfer student being dropped from membership.

Student Government Association

Election Information

Thank you for your interest in the SGA! SGA is involved in many aspects of student life at SPHS. Members of SGA are expected to plan events like Homecoming Week, the Homecoming Dance, Hoopcoming Week, the Sadie Hawkins Dance, and charity fundraisers.

SGA Sponsor - Mrs. Strickland

***Please read the **position descriptions** and ensure that you can fill the role of that position before applying to campaign for that office.

To be able to run for SGA Officer you must:

- Have an overall GPA of 3.0
- At least an 85% approval rating on teacher recommendations

To be able to run for SGA Representative you must:

- Have an overall GPA of 2.75
- At least an 85% approval rating on teacher recommendations

*** The **election form** must be completed - **see Mrs. Strickland for election form and deadline date to submit for SGA Officer and SGA Representative positions.**

Election Guidelines:

1. To run for president, you must have **served actively** in SGA for at least 1 year.
2. Each candidate may use 10 posters (14"x22" - 5 large poster boards cut in half) in his/her campaign. Each candidate may also use his/her social media. All posters and social media posts must be in good taste. Any negative or offensive slogans will not be allowed. The following materials MAY NOT be used: buttons, candy, flyers, small posters, etc. Any other forms **must be approved** by Mrs. Strickland.
3. Candidates must conduct a **positive campaign** based upon their assets and potential contributions to the Student Government Association. Negative, irrelevant campaigning will not be allowed.
4. Each candidate may spend **no more than \$30** on his/her campaign.
5. You must come by my room A228 by 2:00 on the Friday before your campaign to verify your name is on the ballot.

SGA Officer/SGA Representative Position Descriptions

- 1. Duties of the President** (must be a rising Senior and served actively in SGA to run)
 - a. Shall preside at all assemblies of the student body
 - b. Shall preside at all meetings of the Student Government Association
 - c. Shall preside over all grade level representatives
 - d. Must attend monthly PTSO Meetings to report events and activities
 - e. Expected to help set-up and clean-up at all SGA sponsored events
 - f. Shall be responsible for all Student Government sponsored projects
- 2. Duties of the Vice President**
 - a. Shall preside over the senior class representatives
 - b. Shall assume the duties of the President in his/her absence
 - c. Shall be responsible for all elections
 - d. Expected to help set-up and clean-up at all SGA sponsored events
- 3. Duties of the Secretary**
 - a. Shall preside over the junior, sophomore, and freshman representatives
 - b. Shall keep record of attendance of general meetings and SGA sponsored events
 - c. Shall be responsible for all correspondence with faculty and staff
 - d. Expected to help set-up and clean-up at all SGA sponsored events
- 4. Duties of the Treasurer**
 - a. Shall help with fundraising requests, income, and budgets
 - b. Expected to help set-up and clean-up at all SGA sponsored events
- 5. Duties of the Chaplain**
 - a. Shall be responsible for all devotionals at assemblies and Student Government meetings
 - b. Shall give the Pledge of Allegiance each morning and get coverage in case of an absence
 - c. Shall give the prayer at the Finley Banquet on years requested
 - d. Expected to help set-up and clean-up at all SGA sponsored events
- 6. Duties of the Historian**
 - a. Shall schedule a photographer with the yearbook staff for every SGA sponsored event
 - b. Expected to help set-up and clean-up at all SGA sponsored events
- 7. Duties of the Head of Social Relations**
 - a. Shall run the SGA social media accounts ensuring not to mix personal and business accounts
 - b. Expected to help set-up and clean-up at all SGA sponsored events
- 8. Duties of the Grade Representatives**
 - a. Shall serve as an elected representative for your respective grade
 - b. Shall be expected to help with various fundraisers and events throughout the year

- c. Should participate and help with events throughout the year
- d. Expected to help set-up and clean-up at all SGA sponsored events

****Failure to fulfill requirements of each position may result in being removed from your position and/or banned from running for a position for the following year.****

2017-2018 SENIOR CLASS OFFICERS

Qualifications, Duties, Responsibilities, and Campaign

Candidates should keep in mind that they are running for office to serve as well as lead the seniors and be responsive to the ideas and suggestions of the class.

QUALIFICATIONS

- 1. All candidates must currently be classified as 11th grade students.**
- 2. The recommended GPA for Senior Class Officers is 3.5. All candidates must have a 3.0 GPA and maintain a 3.0 during the elected year.**
- 3. Officers must be willing to meet before or after school if necessary.**
- 4. Officers are expected to attend and help in preparation for all scheduled events.**
- 5. Any student who has been dismissed from another organization may not run for office in SCO or is at the discretion of the sponsor. If students have received ISS, eligibility will be at the discretion of the sponsor. Students who have received out-of-school suspension or greater are not eligible to run.**
- 6. Recommendation forms will be sent to all core teachers and one to a previous sponsor or elective teacher of students running for office. Each student running for officer must earn at least 90% of their teacher recommendation points or they will not be allowed to run for office. If the candidate has served the student body in another organization (Junior Class Officers, SGA, etc.) the student's 5th recommendation must be from the sponsor of that organization.**
- 7. Being a member of the Senior Class Officers class period and AO is MANDATORY. You must have an open elective space for senior year or you cannot run for office.**

DUTIES OF OFFICERS

President: preside at meetings and represent the senior class at various functions. He/She is also responsible for expediting the work

of the other officers as well as carrying their own load of the responsibilities. He/She will also make a speech at graduation.

Vice President: in addition to working closely with the president, the vice president will work to make all arrangements concerning the senior activities.

Secretary: take care of all class correspondence. The secretary should have a working knowledge of basic computer word processing and have proficient English and grammar skills.

Treasurer: keeps records of all class funds, writes purchase orders, and makes deposits. The treasurer should have basic math skills and maintain an accurate record of the accounts.

Chaplain: leads the official meetings with devotions and inspirational thoughts. The Chaplain will be called upon to give the invocation at various events and will also be responsible for the invocation at graduation.

Interview Positions: There are five available positions to interview for which are the positions of: historian, publicity coordinator, community liaison, faculty liaison, events coordinator, and spirit coordinator. You must run for an elected position and have not been selected for that position in order to qualify to interview. Interviews will take place in front of a panel consisting of the current SCO officers and Mrs. Bennett.

RESPONSIBILITIES

All officers are expected to work together as a team on various duties and jobs as the school year progresses. Students will not only help set up and organize the events but also will be expected to be actively involved in the clean-up process.

Students must be willing to take their responsibility seriously.

Students will be asked to follow the guidelines that will be outlined in the above constitution for Senior Class Officers.

All officers can/will be asked to do things that are not necessarily on the list of duties and will be expected to perform them to their highest capability and with a willing attitude. Each officer will adhere to the point system, and their grade and good standing will be based upon their earned points.

All officers are expected to abide by the ethics code and represent the integrity and good moral standards of the group both inside and outside of the school. Any violations of the ethics code can result in dismissal from the group up to the discretion of the sponsor. (see attached ethics code)

CAMPAIGN-Campaign Instructions

1. You must use no more than 6 half posters hung up vertically.

Part VII: Student Transportation

STUDENT DRIVING AND PARKING

Parking permits are not transferable to another student or person for any reason.

The following rules apply to students bringing any vehicle to school:

1. The student must bring the vehicle registration card (tag receipt) of any vehicle(s) they will be driving, show a valid driver's license, complete an application, and pay a \$50.00 fee prior to bringing a vehicle on campus(must pay using www.myschoolfees.com)
2. Parking permits will be available to students who have a valid driver's license.

****Parking Procedures - 2017-2018**

1. Student drivers must purchase a parking pass to park on campus.
 2. They will select their parking zone and must always park in the designated zone.
 3. Official SPHS Parking Tag must be displayed and visible all times the vehicle is on campus.
 4. Student may return tag and select a different zone at a later time in the school year.
 5. Specific parking spaces within each zone are first come, first serve basis.
 6. Students may not park in designated teacher parking spaces.
 7. Students will be ticketed for parking without a valid parking pass or parking in wrong lot/zone.
 8. *Motorcycles/similar vehicles are not permitted on SPHS campus.
3. A current parking permit must be visible (rear view mirror or dash) in any vehicle parked on campus. Violations will result in loss of parking privilege and other possible disciplinary action.
4. No parking permit may be sold, copied, or given to another student. A permit may be used only in vehicles listed on the parking application. Violations will result in loss of parking privilege and other possible disciplinary consequences.
5. Students may only park in areas designated for student use. All vehicles must be parked in their assigned parking space. Any vehicle parked in a space other than the one assigned to that vehicle or blocking the exit of another vehicle may be towed at the owner's expense and can result in loss of parking privilege. Students should report these violations immediately to the office.
6. Students are not to park in areas marked as "Handicapped" or "Visitor / Staff." Violator's vehicles

may be towed at owner's expense.

7. Students must leave their vehicles and the parking lot immediately after parking. Students may not go into the parking lot during the school day without written permission from an administrator.

8. Campus speed limit is 15 m.p.h. Drivers are expected to exercise extreme caution throughout the parking lots and allow any pedestrian the right-of-way.

9. Parking violations or operating a vehicle in an unsafe manner will result in loss of parking privilege. Violation of other school rules may result in loss of parking privileges, e.g. leaving campus without official check-out or an accumulation of tardies to school.

10. Students who receive traffic citations from Hoover City Police while traveling to and from school may lose parking privileges at Spain Park High School.

11. Drug Screening/Parking Privilege: Only students who agree to be tested on a random basis for illicit drugs and alcohol use may obtain a Parking Permit.

12. PARKING IS A PRIVILEGE-NOT A RIGHT: Suspended or revoked parking privileges will not result in any refund of fees paid.

13. VEHICLES ARE PARKED AT THE STUDENT'S RISK. NEITHER SPAIN PARK HIGH SCHOOL NOR THE HOOVER CITY BOARD OF EDUCATION ASSUMES ANY LIABILITY FOR DAMAGE OR LOSS TO AUTOMOBILES PARKED ON SCHOOL PROPERTY.

PARENT DROP-OFF / PICK-UP

Parents who drop-off or pick-up students directly from school must only do so at the front entrance of the school where traffic is monitored regularly by an administrator. As cars line up for afternoon pick-up, keep the center lane open for departing cars to use for exiting the line. **Students who are not involved in supervised after-school activities (athletics, tutoring, etc; supervised by a teacher) must be picked up by 3:35 p.m. in the afternoon. Students not following this procedure will be subject to disciplinary action.**

Part VIII: LEGAL NOTICES

ALABAMA ASBESTOS MANAGEMENT PROGRAM NOTIFICATION TO PARENTS, TEACHERS, AND EMPLOYEES

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to identify asbestos containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers into the environment. In order to comply with this law, all of our schools have been inspected and management plans have been developed by an accredited engineering firm. The management plan is a routine document required by law that describes in detail the inspection findings and various approved methods of dealing with ACM.

The management plan and the result of each inspection remain on file at the Central Office and at each principal's office. You may review these reports during office hours. If there are any questions concerning our management plan, you may contact Gary L. McBay at 439-1066.

CHILD FIND

Help Hoover City Schools locate, identify and evaluate Hoover residents from birth to age 21 who have disabilities or who are suspected of having disabilities. Contact the department of Instructional Support Services for Hoover City Schools at 439-1051.

DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hoover City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Hoover City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Hoover City Schools District to include this type of information from your child's education records in certain school publications. Examples include:

- A printed student directory with names, addresses and phone numbers
- The annual yearbook
- Honor roll or other recognition lists

- A playbill, showing a student's role in a dramatic production
- An athletic program, showing a student's involvement with a particular athletic team
- Sports activity sheets, such as for wrestling, showing weight and height information

- **Graduation programs**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the ESEA Act of 1965 to provide military recruiters, upon request, with three directory information categories- names, addresses and telephone listings- unless parents have advised the local educational agency that they do not want their student's information disclosed without their prior written consent. If you do not want Hoover City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within two weeks from the first day of school or from new enrollment.

Spain Park High School has designated the following information as "directory information" for the purposes of this procedure:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational institution attended

DUE PROCESS

The Board recognizes that observance of due process entails two basic considerations: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty. In cases where a student's penalty for misconduct is to be a suspension for ten consecutive school days or less, the student shall be afforded the following minimum due process procedure:

1. The student shall be given oral and/or written notice of the charges against the student;
2. The student shall be given an opportunity to present the student's own version of the facts concerning the charges; and
3. The parent or guardian shall be contacted by the administrator, and upon request, a conference held to discuss the alleged violation and the consequences of the misconduct.

In cases where a student's misconduct is serious enough to consider long-term suspension (more than ten consecutive school days) or expulsion, the student and/or the student's parent, in addition to the foregoing procedure, shall not be denied:

1. The opportunity for a hearing, subject to administrative guidelines;
2. A written decision;
3. The right of appeal; and
4. The right to counsel in formal hearings before the Superintendent or Board.

EQUAL EDUCATIONAL OPPORTUNITIES

"All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability"

No student shall be denied the benefits of any educational program or activity on the basis of race, color, handicap, ability, creed, national origin, immigrant status, English-speaking status, or sex. All programs offered by schools within the school district shall be open to all students consistent with statutory and judicial requirements.

Admission of students to special and advanced programs or activities shall be based on appropriate criteria. Inquiries regarding compliance and complaint procedures can be directed to:

Hoover City Schools
2810 Metropolitan Way
Hoover, AL 35243
(205) 439-1000

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) requires Hoover City Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

- Political affiliations or beliefs of the student or student's parents
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal.

The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional material before the instrument is administered to a student.

STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under the safeguards identified by the Family Educational Rights and Privacy Act of 1974. Parents have the right to see and make a copy of their children's education records subject to the following guidelines:

1. The school shall be notified, in writing, at least five days prior to the proposed date for parent review.
2. "Education records" refers to those records that are maintained in the student's cumulative record file or in the individual education plan (IEP) file.
3. A notation shall be entered into the student's record when a parent has reviewed and/or made copies of student records.
4. Records may not be removed from the school building.
5. An administrator, counselor, or an Instructional Support teacher will be present during the review of the records and will explain the information contained in the cumulative record folder to the parent.
6. Copies of transcripts will be sent to a requesting transfer school following Alabama state law.
7. Transcripts will be sent to post-secondary schools or other institutions with the written consent of the student and/or student's parents.

If you believe that there is an inaccuracy in your child's records, you should file a written request with the building principal to amend the record in question. If the school chooses not to amend the record in question, the building principal will notify the parent of his or her decision and advise them of their right to a hearing. Under FERPA, these rights transfer from the parent to the student when he or she turns 18 or enters a postsecondary educational institution at any age. The parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Part IX: A to Z Guide to Misc. Information

ACCIDENTS

Every accident in the school building, on school grounds, at a practice session, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

ADVERTISEMENTS – POSTERS – SIGNS

Posters, fliers, signs, and advertisements of any kind must be student-related, and they must be approved by an administrator prior to their display. Nothing should ever be affixed to windows, glass panels, wooden doors, or sheet rock walls (including the round columns located throughout the building). Cork strips/bulletin boards are available in stairwells that allow for the hanging of signs with thumbtacks/tape. Never cover up the glass window of a door (visibility is necessary for fire code), and do not hang signs that block the sight path of security cameras. All posters and signs are to be removed in a timely manner by the group that hung them.

Failure to remove posters and signs or failure to follow the guidelines in regard to their proper placement may result in a group not being allowed this privilege in the future.

AFTER SCHOOL RESTRICTIONS

All students must leave campus by **3:45 p.m.** unless they are involved in a school-supervised activity. Students not following this procedure will be subject to disciplinary action.

ALARMS, FIRE & SEVERE WEATHER

The alarm for a fire drill is a HIGH TONED PIERCING BUZZ. Directions for fire drills are posted in each classroom. Students should move quietly, quickly, and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their teacher. Students are to remain with their classroom teacher for roll call during the fire drill.

The severe weather alarm is a PROLONGED BELL SIGNAL/ANNOUNCEMENT. Directions for designated areas are posted in every classroom. Students are to move quickly, quietly, and calmly to the designated area, sit with their backs to the wall, and place their head between their knees. Students should listen for further instructions from teachers/monitors.

ANNOUNCEMENTS AND PLEDGE

Announcements will be made over the television system or intercom during the Academic Opportunities period. Please remain quiet so that all students can hear the information. If the Pledge of Allegiance is included in the announcements, students should stand, face the flag, and recite the pledge.

Students who have an objection to participating in the pledge should stand or sit quietly. No talking or movement will be allowed during the pledge. Following announcements

and the Pledge of Allegiance, a moment of silence will be observed.

ASSEMBLIES & PEP RALLIES

Assemblies are an important part of the school program. Seating arrangements will be under the supervision of the principal. Students are expected to be orderly and courteous in going to and from assembly as well as during the assembly. Early dismissal in place of assembly attendance is not allowed. Except for students participating in the assembly, all students are required to meet the regular dress code during an assembly. When the assembly begins with the Pledge of Allegiance, students should stand, face the flag, and recite the pledge. Students who have an objection to participating in the pledge should stand quietly. No talking or movement will be allowed during the pledge. When the "Star Spangled Banner" or "Alma Mater" is played, students should stand, face the flag, and either sing the appropriate song or remain totally silent. Anyone who comes to the podium during the assembly must receive full attention. Appropriate behavior is expected from all students. Misbehavior may result in removal from the assembly and/or other disciplinary action.

CAFETERIA

The school lunch period is an opportunity for students to enjoy nutritious meals while socializing with their friends. The lunch period is a part of the school program, and provision is made for all students to eat lunch in the cafeteria. Parents and other visitors may not bring lunch to a student from a commercial restaurant. The cafeteria should be a place where everyone can enjoy meals in pleasant surroundings. Some simple rules of courteous behavior should be observed:

- Move quickly and quietly to the cafeteria during your assigned lunch period. Remember that other classes are still meeting.
- Enter the cafeteria only during your assigned lunch period. Do not leave the cafeteria until your lunch period has ended.
- Stay in your place in line without going ahead of others who are also waiting. Do not "save spots" for your friends in line.
- Be courteous to the child nutrition workers.
- Use good table manners.
- Remember that loud talking, throwing food, and other forms of negative behavior will not be tolerated.

- Leave the table and surroundings clean and free of litter.
- Return all trays and utensils to the dishwashing area. If disposable trays and utensils are used, be sure to throw all of your trash away so that the eating area will be clean for the next student.
- Deposit all litter in the wastebaskets provided throughout the cafeteria.
- Do not bring carbonated beverages for lunch in cans, bottles, thermos, or any other form.
- No food or drink may be taken from the cafeteria except to the courtyard when the principal has approved that privilege.
- Do not use make-up or groom your hair in the cafeteria.

During the lunch period, students are restricted to the cafeteria, the adjacent restrooms, and the courtyard. Students should not go to their locker or anywhere else in the building without a written hall pass from a teacher. Breakfast is available in the cafeteria 45 minutes before school starts.

BAD CHECK BOARD POLICY

(Board Approved 9/11/2006)

Child Nutrition Program returned checks shall be sent to a third party check recovery company. The check recovery company shall draft from the endorser's account a returned check fee. Checks not collected by the check recovery company shall be returned to the Child Nutrition Program. A letter shall be sent to the endorser informing them that they have ten (10) days to replace the returned check with cash, money order or certified check. If payment for returned check has not been received after ten (10) days, a worthless check report shall be filed and forwarded to the office of the assistant Superintendent of Finance for collection. Students or staff who present a check not collected by the check recovery company shall be required to pay with cash, money order or cashier's check for all meals and a la carte items the remainder of the school year. Non-public local funds shall be deposited into the Child Nutrition Program fund to cover uncollected bad checks.

Uncollected Charged Meals: Uncollected charged meals constitute a bad debt and shall not be allowed. Meal account debit floors shall be restricted to a \$5.00 negative balance. A la carte purchases shall not be permitted for negative balance accounts.

The principal may elect to establish a discretionary fund to pay for students not having lunch money. Non public local school funds shall be deposited into the Child Nutrition Program fund to cover uncollected charged meals.

Returned Checks: In order to recover the funds in a private and professional manner, the Hoover City Board of Education (HCBOE) has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the HCBOE should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the HCBOE, he or she agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

CARE OF BUILDINGS AND GROUNDS

Every student should have a deep feeling of concern and pride in taking care of our buildings and the school grounds. Our custodial staff works hard to keep our school clean, but they can't do this work alone. Student cooperation is needed and expected. Be careful to make no marks on furniture, equipment, or walls. Be sure to clean shoes well before entering the building. Take special care to help keep restrooms clean. All trash should be thrown into a garbage can. If you see waste paper on the floors or outside the building, please help by picking it up, even if you didn't put it there.

Remember that vandalism to the school building and other school property or to public streets is not an appropriate way to show school spirit.

CELL PHONES & OTHER ELECTRONIC DEVICES

students are permitted to use cell phone to **text** during **class change in hallways/non-instructional areas of school and during lunch.** Talking on a cell phone is prohibited during school hours/upon entering school building. Usage of a cell phone is prohibited in all classroom and instructional areas. Pictures and videos can only be made for academic purposes with administrative permission. All prohibited forms of cell phone usage will be considered defiance of authority.

Ear buds/head phones, etc - are not permitted in school building at any time. Except for specific instructional activities assigned and supervised by teachers within the classrooms. Visible ear buds/headphones, etc. will be confiscated and considered defiance of authority. Confiscated ear buds/headphones, etc. will only be returned to a parent or legal guardian.

CHANGE OF IMPORTANT INFORMATION

Please be sure to inform the guidance office of any change in your personal information. This would include a change of address, telephone number, emergency phone number, place of work, and phone number for parents.

COMMUNITY SERVICE - see SPHS website for more details

Students are encouraged to participate in community service projects. Students who complete 80 hours of non-compensated community service have the opportunity to earn a school letter for Community Service. Interested students should obtain a community service documentation card from the guidance office and ask questions there for more details. Hours can only count **after** the student has obtained a documentation card.

COURSE SELECTION

Schedule selections are made in the spring of the preceding year. A list of available courses is distributed and information meetings are held for students and parents. A time is designated in the summer when students may pick up their schedules for the coming year. No schedules are changed without the approval of an administrator. There is a \$20.00 fee assessed for change requests based on personal choice.

COURTESIES

Please observe rules of courtesy to everyone at all times. Do not push or shove any person or walk between two people who are talking. Keep to the right in the halls as you change classes. Leave doorways and walkways clear so that those entering and leaving the building may do so. Do not sit on desks or tables.

FIELD TRIPS

Field trips are designed to enrich student learning and assist students in reaching educational goals. Field trips will be monitored and may be disallowed for individual students based on attendance, grades, and behavior. Also, parents may request that a student not accompany a group. During such trips, students represent Hoover City Schools and will act accordingly. Students will follow school rules and the directions of the teachers/chaperons. The dress code will be applied on all field trips. (See field trips and co-curricular absences)

FOOD AND DRINK IN THE BUILDING

Students should not bring snacks or food into the building. Students eating breakfast should go to the cafeteria until they are finished. Students are not allowed to bring drinks into the building in any type of container, including squeeze bottles, glass or plastic bottles, or cans except for drinks brought for lunch. Lunch drinks must remain unopened in the lunch container until the student is in the cafeteria. After lunch the drinks should either be disposed of or remain in the student's lunch container. Chewing gum is not allowed anywhere in Spain Park High School.

FUNDRAISING

All fund raising activities by any teams, clubs, or other school-sponsored organizations must be approved **in advance(two weeks)** by the principal or his designee. Students who are involved with the selling of products for this purpose are to do so only **before** or **after** regular school hours.

Tickets for activities can be sold in the cafeteria during the lunch period. No students are to collect money on school campus without an adult present. All fundraising money and expenses should be submitted to the school bookkeeping office. Organizations should file a Fund Raising Application with the principal **before** ordering any materials or making any commitments for a fund raising project.

GUIDANCE COUNSELING

Students and parents are encouraged to meet with counselors for academic and personal assistance. Students who need to see their counselor should go to the guidance office before school, between classes, or with a pass for a teacher. If the counselor cannot see the student at that time, they will send for the student as soon as possible. The counseling program provides:

- Counseling services for students, teachers, and parents
- Guidance through both individual and group conferences
- Assistance to students in the course selection process
- Administration of standardized tests and inventories used for determining aptitudes, abilities, or interests
- Occupational information regarding career interests
- College information, including scholarships and financial aid

- Information about armed services and technical schools
- Review and maintenance of permanent record cards

Permanent record cards are continually audited by the counselors. Students are advised and counseled about academic deficiencies, and assistance is offered in future course selection, summer school plans, and other academic alternatives for students who are struggling to meet the graduation requirements. Because each counselor serves so many students, it is the ultimate responsibility of the student and their parents to be aware of graduation and promotion requirements. If there are questions about a student's progress or credits, the student's counselor should be contacted immediately.

In addition to the above services, the counselors are available for guidance and counseling in areas of personal or social concern. They have extensive resource materials and can make appropriate referrals to agencies concerned with mental health, family counseling, alcohol and drug intervention, health care, etc.

HALL PASSES

Students should not be sent out of class after the tardy bell has rung except in cases of genuine emergencies. In such cases, students must have a written hall pass from their teacher. Permanent passes such as wooden boards, laminated paper, or other 'interesting' objects are not to be used as a hall passes.

HEALTH ROOM / MEDICATION

If a student becomes ill in school, he/she should inform their teacher immediately. If necessary the teacher will send the student to the Health Room or request an administrator. School personnel will attempt to notify the parent immediately when a student becomes ill or is injured. Other than giving emergency first aid when it is required, school personnel shall not give any medication, including aspirin or other "over the counter" medications, to students.

Special Situations

Special precautions which are required for the safety and well-being of individual students should be clearly stated, in writing, to the school principal at the opening of school. Examples of such situations include custody rulings, medical procedures/precautions, or other potentially critical conditions. All medications can be administered **ONLY** when the approved medication form with required signatures has been received by the school nurse or medication assistant. Medication forms are available in the school office. Medication must be brought to the school office or health room in an original pharmacy container or a manufacturer's labeled container. **See paragraph below outlining procedures for medication in schools.**

Procedures for Medication in Schools

GOAL: To ensure the school attendance of children who must receive medication the treatment of chronic disability and/or acute illness.

Every effort should be made for medication to be administered at home. If medication is to be administered at school, we must have written permission from the student's parent or legal guardian requesting that the school comply with a physician's order.

1. The authority to administer medication to a student must come from the prescriber (physician) and the parent/guardian. A signed parent/prescriber authorization is required before any medication can be given at school. If the medication order is changed (e.g. dosage change) during the school year, an additional consent form is required. No medication may be given without parent authorization, a healthcare provider order, and a pharmacy label.
2. All medications (prescription and over-the-counter) must be in the original pharmacy container or a manufacturer's labeled container with specific instructions as to when or why such medicines may be necessary. Any over-the-counter container must be unopened when delivered to the school.
3. All medications must be delivered to the school office/health room by an adult.
4. Physician authorization will be required for any non-prescription medication to be given for more than (10) calendar days. Any medication remaining in the health room over 2 weeks past the 10 day period, without a physician's signature, will be discarded.
5. Any medication given must be recorded on a medication administration record, which includes date, time and signature of person giving the medication.
6. Medications must be stored in a securely locked container or cabinet at all times. The school nurse will be notified when a student is receiving medication at school.

LIBRARY

The library is open 7:30 to 4:00, but advance arrangements can be made with the librarian if a student needs it open later. Students must have a hall pass from a teacher to enter the library (even during

lunch). Books are checked out for two weeks and may be renewed. Reference books and magazines may be checked out after school for **one night** only. Students may pay fines in cash or canned goods that will be donated to a food pantry.

Photocopying and computer printing services are available for students at the cost of \$0.10 per page.

LOCKERS

Personal lockers are provided for storage of books, notebooks, and lunches. They are not intended for storage of money or other valuable items. Lockers are provided for student convenience, and the student, not the school, is responsible for items lost or stolen from them. Students must keep their lockers locked, not inform other students of their combination, and not make marks on locks to indicate the combination.

Broken or inoperative lockers are to be reported to the office. To change lockers, approval must be secured from the office. No stickers, decals, etc. may be placed on the outside of lockers.

Only items that are easily removable without damage to the locker may be placed on the inside. Students will be responsible for paying for any damage they do to their locker or to any other locker.

Locker maintenance fee is \$10.00 per year. School lockers are the property of Hoover City Schools.

At no time does the Hoover City School district relinquish its exclusive control of lockers provided for the convenience of students.

School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. Band, physical

education, and athletic lockers are also available for student use, but no fee is collected for their use.

The same rules as above apply to lockers in those areas.

LOST AND FOUND

All students should safeguard their books, articles of clothing, etc. at all times. All removable items of clothing, notebooks, etc. should be clearly labeled with the student's name. The school lost and found area is in the Attendance Office near the front desk. Students are to check with an office worker before searching for items in the lost and found. Any items that are found should be turned in to the office immediately.

PARENT / TEACHER CONFERENCES

One of the priorities of Spain Park High School is keeping parents informed of their children's progress and needs. The school district has scheduled a day when school is dismissed for parent conferences.

In addition, if parents wish to talk with their child's teacher at other times, they should call the main office to leave a message for the teacher requesting that a conference be scheduled. Conferences will take place before or after school or during the teacher's planning period.

SCHEDULE CHANGES

The Alabama State Boards of Education regulations require a specific number of hours participation in a course in order to receive a Carnegie unit of credit. **Therefore, students will not be permitted to drop, add, or change courses beginning the first day of school. Students/parents will be informed of Drop/Add course change dates and times prior to first day of school.** Prior to the week of registration, there will be a time for students/parents to request schedule changes (**\$20.00 fee, non-refundable**). Students will receive a listing of their classes for the upcoming school year in May of current school year. No teacher names or permanent order will be listed. If there is a problem, counselors will be available by appointment to meet with students and /or parents to make **necessary** adjustments (dates to be announced in May). Schedule Change request forms must be submitted in person and signed by a parent. Schedule change requests may be submitted in accordance with this process, final approval will be given by Principal. **Changes will be considered only if it is a school error or necessary academic change. No elective changes will be considered. Schedule changes will be handled by appointment only..**

Schedule changes are not allowed for the following reasons:

- o Requesting a change in teacher for the same subject;
- o Requesting a change from a smaller to larger class;
- o Requesting a change from one lunch group to another'
- o Requesting a change from one elective to another (unless necessary when student is selected for a competitive/performance class such as Jazz Band, Show Choir, athletic team, etc.)

SCHOOL LETTERS

The awarding of a School Letter has much historical significance and is considered a great honor. The school letter distinguishes those students whose achievements represent a significant contribution towards the mission of the school. Students can earn a school letter in any one of the following areas:

Academics: GPA in the top 10% for each school year

Athletics: Complete one season at the varsity level in any sport

Fine Arts: Band, Choir, Drama, or Visual Arts

Students who earn any school letter in addition to an Academic Letter will be eligible for the Crossed Sword Award, a patch that represents the combined power of high achievement in both academic and extracurricular areas.

SCHOOL SUPPLIES

Supplies needed at school other than textbooks must be provided by the parent. This includes paper, pencils, notebooks, workbooks, and other supplies as designated by the teacher. **Students should always come to each class with the textbooks and supplies necessary to do all classwork as assigned.**

STUDENT ASSISTANCE PROGRAM: Response to Intervention

In keeping with the Hoover City Schools belief that every student should be provided with every opportunity to be successful, Spain Park High School provides a Student Assistance Program designed to assist students with a wide range of issues which may develop during the course of a school career.

The Student Assistance Program seeks to identify and work with students who may have difficulties with school, family, peers, or everyday life experiences and to seek services which can assist students in achieving their educational and personal potential. Difficulties for which students may receive assistance could include, but are not limited to, grades, family issues, substance abuse, domestic violence, etc.

A faculty member, a student, or a parent may make referrals for SAP services. If you are interested in these services, please contact your school counselor.

STUDENT ID CARD

Each student will be provided a photo ID card. There will be no charge for the first ID card provided. The ID card must be on the student's person at all times during school hours. The ID card must be shown to check out materials from the library, use the writing center, use the computer facilities, etc. Students who lose their ID card will be charged a \$5 fee for a replacement. When a student is withdrawn, he/she must surrender the ID card.

STUDENT MONEY / VALUABLES

Students should not bring excessive amounts of money to school. Students should also refrain from bringing valuable items to school.

SUMMER SCHOOL

Summer school provides students with the opportunity to make up classes or take new classes during the summer. This is a tuition program that must be self-supporting. While counselors and teachers will try to keep students and parents informed about the need to attend summer school, remember that **it is the responsibility of the student and his/her parents to keep up with credits and know when summer school attendance is necessary.**

Please remember that summer school attendance is especially important because one day of summer school represents several days of regular classes; attendance is mandatory. **Students may not earn credit in a class they miss for more than one day each term.** EXCEPTIONS WILL NOT BE MADE for vacation trips, sports clinics/camps, or other functions, even if school-related. If students are dismissed from Summer School for attendance or disciplinary reasons they will NOT receive a refund. Parents are encouraged to contact their student's counselor to discuss summer school classes.

SUPERVISION & SAFETY

It is necessary for students to be supervised at all times. Students arriving early or staying late after school must respect restrictions in regard to specific areas where they may not go without a written pass. These areas will be specifically identified in class meetings at the beginning of the year.

Movements within the building during class changes must be accomplished with the safety of everyone in mind. Students may not stop to talk in the stairwell areas. There is sufficient time to move between any two areas of the school within the class change time period without running, so students should not stop to talk with friends if this will require them to run in order to get to class on time. Students should not gather in large groups in the hallway in such a manner that restricts movement of other students through the halls. Students should always be aware of those students using crutches and/or wheelchairs and allow them plenty of room to move freely in the halls.

TELEPHONE MESSAGES / DELIVERIES

Students may be permitted to use the office telephone only in cases of illness or absolute necessity as determined by school officials. Students will **not** be called to the telephone nor will students be called out of class to talk with a parent or other person unless the situation is deemed as an emergency by an administrator. The school will **not** accept personal deliveries for any student including but not limited to assignments, projects, food, flowers, etc. Items that are delivered for students will either be placed in a teacher's

mailbox or left at the front desk for the student to retrieve at the **end** of the school day.

TEXTBOOKS

All textbooks issued by the school are the property of the State and the Hoover Board of Education. The student's name and year will be written on the inside cover of textbook. No other writing should be done in or on non-consumable textbooks. It is the student's responsibility to keep up with their books. Lost or damaged books must be paid for; prices may be obtained from the teacher or the bookkeeping office. Students should request a **Lost Textbook Form** from main office secretary before seeing the bookkeeper for payment. Full price will be charged for a book that was new when it was issued. 75% of the original price will be charged for a used book. Textbooks that have been paid for and are later located by the student/teacher should be turned in to the office. **No refunds will be issued for lost textbooks.**

TIME- SCHOOL HOURS

Classes are in session from 8:15 a.m. until 3:35 p.m. on Mon., Tue., Thur., & Fri. Students report to school at 9:05 on Wed. Office hours are 7:45 a.m. until 4:00 p.m. Students should not be dropped off at the school before 7:30 a.m. unless they are involved in an activity supervised by a staff member. Students who are picked up by parents or others in private vehicles must leave campus before 4:00 p.m. unless students are involved in activities supervised by staff members. In those cases, the student must be picked up within 20 minutes of the scheduled time for the conclusion of the activity.

Administrators will investigate situations involving unsupervised students who remain at school after normal hours, and disciplinary action may result from that investigation.

Students may not leave school without first obtaining permission and signing out through the attendance office. A student is considered in school once he/she is on school grounds. Students who arrive at school before 8:15 a.m. on Mon., Tue., Thur., & Fri. & before 9:05 a.m. on Wed. should report to the cafeteria/designated area supervised by a staff member.

Students are not allowed to stay in automobiles after arriving at school.

VISITORS

All visitors, speakers, and guests should be checked in through the main office before proceeding to the classroom. No persons other than school board employees shall be permitted in or on school grounds during school hours unless they are cleared by the office. Guest speakers, resource, people, etc. must be approved by the principal. Pre-school, elementary, junior, or senior high school students will not be permitted as visitors. Under no conditions will solicitors or sales people be permitted in the classroom without clearance through the office...Anyone coming directly to your room should be referred to the office. Anyone seen loitering on the school grounds or in the building should be reported to the office immediately. *If parents come to your classroom while you are with students, please refer them to the office. Unauthorized persons on the Spain Park High School campus will be subject to the Alabama trespass law.*

VOLUNTEERS

Our school encourages parent involvement in the office, in the library, or as classroom guest speakers, etc. If you are interested in assisting, please call the school, and we will find an area of service that will fit your interests, ability, and time.

WITHDRAWAL FROM SCHOOL

Students who are moving to another school or dropping out of school must officially withdraw from Spain Park High School. There are legal age restrictions on dropping out of school, and students may lose or not be able to obtain a driver's license.

For this and other reasons, it is very important for students considering this option to meet with their counselor to discuss the real consequences of such a decision.

Students who are withdrawing must obtain a Withdrawal Form from the guidance office. The student must then take this form to their teachers, return any issued textbooks to those teachers, and obtain the teachers' signatures on the form. The teacher may not be able to assign a withdrawal grade at that time, but the grade will be determined before the transcript is sent to the next school. Once the Withdrawal Form has been completed, including parent signature, the student must return their parking pass (if applicable), their student ID card, and any library books that may be outstanding.

The student must then see the bookkeeper to take care of any outstanding fees or pay for lost books.

The final step involves bringing the completed Withdrawal Form to the registrar in the guidance office.

WORK & OFF-CAMPUS SCHEDULES

Students who are allowed to work at a job during school hours (i.e., CO-OP course)

or who attend some classes off-campus (i.e., AWTC, dual enrollment students)

are responsible for listening to school announcements regarding days that the school will be on an alternate bell schedule and adjust their work or off-campus class schedules appropriately. Examples of such days would be those times when pep rallies, assemblies, or state-required tests are scheduled.

PART X: BELL/LUNCH SCHEDULES

2017-2018 Spain Park High School Daily Schedule

Period Monday* Tuesday* Wednesday Thursday Friday*

Spain Park High School Daily Schedule

Period Monday* Tuesday* Wednesday Thursday Friday*

SPHS Bell Schedule

2017-2018

Period	Monday	Tuesday	Wednesday	Thursday	Friday
0	7:15 – 8:05	7:15 – 8:05	E-learning for 0 Period	7:15 – 8:05	7:15 – 8:05
1 st	8:15 – 9:05	8:15 – 9:05	Staff Only 8:15 – 9:00	Extended 1 st 8:15 – 9:45	8:15 – 9:05
AO	9:10-9:40	9:10-9:40	Extended 2 nd 9:05 – 10:35	Extended 5 th 9:50 – 11:20	9:10-9:40
2 nd	9:45 – 10:35	9:45 – 10:35	Extended 4 th 10:40 – 12:50 A: 10:40 – 11:05 B: 11:15 – 11:40 C: 11:50 – 12:15 D: 12:25 – 12:50	Extended 3 rd 11:25 – 1:35 A: 11:25 – 11:50 B: 12:00 – 12:25 C: 12:35 – 1:00 D: 1:10 – 1:35	9:45 – 10:35
3 rd /4 th /5 th Lunch	10:40 – 1:45	10:40 – 1:45			10:40 – 1:45
6 th	1:50– 2:40	1:50– 2:40	AO/JAG 12:55-2:00	AO/JAG 1:40-2:00	1:50– 2:40
7 th	2:45 – 3:35	2:45 – 3:35	Extended 7 th 2:05-3:35	Extended 6 th 2:05-3:35	2:45 – 3:35

Lunch Schedule for Monday / Tuesday / Friday

A	A Lunch 10:35-11:00	3 rd 11:05-11:55	4 th 12:00-12:50	5 th 12:55-1:45
B	10:40-11:30	B Lunch 11:30-11:55	4 th 12:00-12:50	5 th 12:55-1:45
C	10:40-11:30	4 th 11:35-12:25	C Lunch 12:25-12:50	5 th 12:55-1:45
D	10:40-11:30	4 th 11:35-12:25	5 th 12:30-1:20	D Lunch 1:20-1:45

Lunch Schedule for Wednesday / Thursday

A	A Lunch 4 th Period Wed: 10:40 – 11:05	4 th Period Wed. : 11:10 – 12:50 5 th Period Thurs. : 11:55 – 1:35
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	5th Period Thurs: 11:25 – 11:50		
B	4th Period Wed: 10:40 – 11:10 5th Period Thurs: 11:25 – 11:55	B Lunch 4th Wed: 11:15 – 11:40 5th Thurs: 12:00 – 12:25	4th Period Wed: 11:45 – 12:50 5th Period Thurs: 12:30 – 1:35
C	4th Period Wed: 10:40 – 11:45 5th Period Thurs: 11:25 – 12:30	C Lunch 4th Period Wed: 11:50 – 12:15 5th Period Thurs: 12:35 – 1:00	4th Period Wed: 12:20 – 12:50 5th Period Thurs: 1:05 – 1:35
D	4th Period Wed.: 10:40 – 12:20 5th Period Thurs.: 11:25 – 1:05		D Lunch 4th Period Wed: 12:25 – 12:50 5th Period Thurs: 1:10 – 1:35