

Sweet Water High School



Student Handbook

2018-2019

Sweet Water High School does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age.

TABLE OF CONTENTS

GENERAL PROCEDURES AND POLICIES

Calendar.....	3
School Day.....	3
Breakfast.....	3
Lunch.....	3
Visitors.....	3
Parent / Teacher Conferences.....	3
Medical & Dental Appointments.....	3
Telephone & Messages.....	3
School Supplies.....	4
Student Transportation.....	4
Student Money / Valuables.....	4
Lockers.....	4
Book bags.....	4
Field Trips.....	4
Clubs and Organizations.....	4
Homecoming Court.....	4
Courtesies.....	5
Food & Drink in the Building.....	5
Care of Building and Grounds.....	5

SAFETY PROCEDURES

Accidents.....	5
Fire Alarms.....	5
Severe Weather Alarms.....	5
Inclement Weather.....	5
Lock Down Procedures.....	5

ACADEMIC & ATTENDANCE RELATED POLICIES

Absences and Excuses.....	5-6
Tardiness to School.....	6-7
Tardiness to Class.....	7
Check In Check Out Procedures.....	7
Textbooks.....	8
Schedule / Courses.....	8
Grading System.....	8
Marengo County Promotion/Retention Policy.....	8
Exam Exemption Policy.....	8-9

ADDITIONAL POLICIES CONCERNING STUDENT CONDUCT

Dress Code/Uniform Policy.....	9-10
Hall Passes.....	10
Displays of Affection.....	10
Tobacco.....	10
Cell Phones /Electronic Devices.....	10-11
Extracurricular Activities.....	11
Letters to Parents.....	11
Code of Conduct.....	11
Fighting.....	11
Break Detention.....	12
Addendum from the Board of Education.....	12
Discipline Point System.....	13
Drug Free Policy.....	13
Student Handbook Form.....	14
Student Emergency Contact Form.....	15

School Calendar 2018-2019

Open House	Friday, August 3 rd , 2018	3:00-5:00
First Day for Students	Wednesday, August 8 th , 2018	
Labor Day Holiday	Monday, September 3 rd , 2018	
Professional Development Day	Monday, October 8 th , 2018	
Thanksgiving Holidays	November 19 th -23 rd , 2018	
Christmas Holidays	December 20 th , 2018- January 4 th , 2019	
School Reopens for Students	Monday, January 7 th , 2019	
President's Day Holiday	Monday, February 18 th , 2019	
Professional Development Day	Monday, March 11 th , 2019	
Spring Break	March 25 th - 29 th , 2019	
Spring Holiday	Friday, April 19 th , 2019	
Class of 2018 Graduation	Sunday, May 19 th , 2019	
Last Day for Students	Thursday, May 23 rd , 2019	

SCHOOL DAY

At 7:40 a.m. a bell will ring for all students to report to 1st period class. The Tardy Bell will ring at 7:44, with classes beginning promptly. Students who are tardy to any classes will receive break detention. Students who arrive at school before 7:40 a.m. should report to the cafeteria and remain there until the 7:40 bell rings. Students should not be dropped off at school before 7:15. Students may not leave school without first obtaining permission and signing out through the office. A student is considered to be at school once he/she is on school grounds.

BREAKFAST

The cost for a student breakfast is \$1.75 and the reduced student price is \$0.30. The price for teachers is \$2.00 and visitors will be charged \$3.50. The cafeteria will begin serving breakfast at 7:20 a.m. each morning. Students arriving before 7:40 may report to the cafeteria if they wish to have breakfast. Only students who are going to eat breakfast may report to the cafeteria in the morning.

LUNCH

The cost of a school lunch is \$2.50 for students. Reduced price lunches are \$0.40. Teacher lunches are \$3.50 and visitors will be charged \$5.75. All students must work toward keeping our lunchroom clean, and no items may be taken from the lunchroom.

VISITORS

All visitors must report to the office before entering any other part of the school building. All visitors will be asked to sign in and be issued a pass from the office. Passes will not be issued to students from other schools for campus visitation during school hours. Any exception will be at the discretion of an administrator. Unauthorized persons on the Sweet Water High School campus may be subject to Alabama trespass laws.

PARENT / TEACHER CONFERENCES

One of the priorities of Sweet Water High School is keeping parents informed of their children's progress and needs. If parents wish to talk with their child's teacher, they should call the main office (334-994-4263) or email the teacher through the link provided on the school website to schedule a conference. Conferences will take place before or after school or during the teacher's planning period.

MEDICAL AND DENTAL APPOINTMENTS

Parents are encouraged to make medical and dental appointments for students either after school hours or on those days when school is not in session.

TELEPHONE AND MESSAGES

All school telephones are for the purpose of conducting necessary school business. Students may be permitted to use the office telephone only in case of absolute necessity as determined by school officials. Students who use the office telephone must have permission of office personnel. Students who are granted permission to use the school telephone will pay \$0.25.

Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person.

Naturally, there are emergencies which arise from time to time which necessitate a message to or from a parent or the delivery of an item to a student. The school is happy to cooperate with the delivery of emergency messages, but this becomes very time consuming;

therefore, only emergency messages (as determined by an administrator) will be delivered. Parents should have an understanding with their child as to his/her plans for after school since after school arrangements are not considered to be an emergency

SCHOOL SUPPLIES

Supplies needed at school other than textbooks must be provided by the parent. This includes paper, pencils, notebooks, and other supplies as designated by the teacher. Students should always come to each class with the textbooks and supplies necessary to do all class work as assigned. Pencils, pens, notebooks, notebook paper, and a few other supplies are kept in the school office as a convenience to students. These supplies are sold during homeroom each morning.

STUDENT TRANSPORTATION

All transported students must abide by the rules and regulations posted in the buses. Students not conforming to these rules will not be allowed to ride the bus. Only students with a valid driver's license will be allowed to drive cars on the school campus and these students must park in designated areas and possess a valid parking permit. Reckless driving on the school campus is strictly forbidden and students are not to sit in cars during school hours. Students are not to arrive at school until 15 minutes before school takes in. Students who drive should report to the gym until homeroom unless they are eating breakfast. Students that drive to school may not park off campus and then walk to school. Students that drive to school must park on campus.

STUDENT MONEY/VALUABLES

Students should not bring excessive amounts of money to school. Students should also refrain from bringing valuable items to school. **The school will not be responsible for lost or stolen items.**

LOCKERS

Lockers will be assigned by homeroom teachers at the beginning of the school year. Students in grades 7-12 will pay a \$10.00 rental fee for a locker. Lockers must be kept clean at all times. Students are not to change lockers without office approval. There will be a charge of \$1.00 to have locks cut off. The school is not responsible for items lost or stolen from lockers. **Students are encouraged to have a lock on all lockers.**

BOOKBAGS

Only one book bag per child is allowed in the classroom. No rolling book bags or duffel-type bags will be allowed on campus.

FIELD TRIPS

Field trips are designed to enrich student learning, provide opportunities for participation in curriculum-related activities, 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. In this case, the student will follow their normal schedule and complete assignments for the class which is on the field trip. During such trips, students represent Sweet Water High School and will act accordingly. Students will follow school rules and the directions of the teachers/chaperons. Dress code for field trips will be at the discretion of the teacher/chaperon depending upon the activities planned.

CLUBS & ORGANIZATIONS

Students are encouraged to participate in extracurricular activities at Sweet Water High School. The following Clubs and Organizations are available:

Junior and Senior Beta Club (Academic Requirements)

Junior Honor Society (Academic Requirements)

Future Business Leaders of America

Future Health Professionals

Yearbook

Newspaper

Fellowship of Christian Athletes

Robotics

Student Government Association

Drama Club

Scholars Bowl

HOMECOMING COURT

The Homecoming Court will be elected by the students in grades 7-12. Members of the Court must meet the following guidelines to qualify for the election:

1. Grade point average of at least a C overall average for the previous year.
2. No referrals to the County Juvenile Officer or suspension during the previous or present school year.
3. Must have been a SWHS student for at least the previous semester.

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.

FOOD AND DRINK IN THE BUILDING

Students are not allowed to bring food or drink of any type into any school building, including the gym. The only exception is water in a clear, plastic bottle. Violation of this policy may result in items being confiscated or disposed of and other disciplinary action.

CARE OF BUILDINGS AND GROUNDS

Every student should have a deep feeling of interest and pride in taking care of our buildings and the school grounds. Our custodial staff works to keep our school clean, but they can't do this work alone. Student cooperation is needed and expected. Writing, marking on, or defacing school property is forbidden. Any abuse or destruction of private or school property will be paid for by the student and/or parents. Be careful to make no marks on furniture, equipment, or walls. The placement of posters in the hall must have office approval. 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 trash 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.

SAFETY PROCEDURES

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.

FIRE ALARMS

The signal will be a voice command. 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.

SEVERE WEATHER ALARMS

The signal will be a voice command. 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.

INCLEMENT WEATHER

In case of inclement weather, please listen to local radio and television stations for school information. If school must be dismissed early due to bad weather, regular bus routes will be followed unless other information is given by the media. Parents will be notified through our emergency phone system.

LOCK DOWN PROCEDURES

In case of an intruder or any other cause that would necessitate a lock-down, all students and staff will follow the lock down procedures detailed in the school safety plan. Teachers will immediately lock their doors, close all shades, and have their students sit on the floor against the hall wall clear from any door. All staff and students will remain in those positions until the administration personally comes to your location to tell you otherwise.

ACADEMIC & ATTENDANCE RELATED POLICIES SWEET WATER HIGH SCHOOL Attendance Policies for 2017-2018

Sweet Water High School believes that regular attendance is important to students, the school, and the community. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the school endeavors to secure, in compliance with Alabama Law, the prompt and regular attendance of students and to secure their proper conduct, and to hold parents/guardians responsible and liable for the child's/children's non-attendance or improper conduct. Each child, who is enrolled in an Alabama public school, shall be subject to the attendance and truancy provisions. The Marengo County School Cast system will place an automated to call to parents on days that their child is absent from school.

I. Absences

School Day Absences:

A school day absence is defined as non-attendance for **more** than fifty percent (50%) of the regularly scheduled school day. To be counted present, a student **MUST** be present **more** than fifty percent (50%) of the scheduled school day (7:40 to 11:30 or 11:30 to 3:04.)

Students who are tardy to class will receive break detention.

Class Absences:

A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student **MUST** be present **more than fifty percent (50%)** of the scheduled class time.

***Students should check STI Home regularly for discrepancies in absences.**

A. Excused Absences

All student absences shall be designated as either **EXCUSED** or **UNEXCUSED** by the principal or designee. In accordance with Alabama law, an absence shall be **EXCUSED** for the following reasons:

- Student is too ill to attend school
- Inclement weather which would be dangerous for students to attend school as determined by the Superintendent or Principal
- Legal quarantine
- Death in the **immediate family**
- Doctor visits. We encourage parents to schedule appointments outside of school hours
- Emergency conditions as determined by the Superintendent or Principal
- Pre-arranged absences that the Principal approves. Approval or non-approval will be based upon attendance and/or grades and the reason for the request

1. Excuses

In accordance with State Law, a parent or guardian **MUST** explain the cause of every absence, check-in/check-out, or tardy, of students under his/her control or charge. On the day that the student returns to school, the student **MUST** bring either a written excuse, signed by his/her parent/guardian, or a doctor's excuse. If a student fails to bring a written excuse, the absence is marked **UNEXCUSED**. The student must clean the **UNEXCUSED** status with a written note, **within two (2) days after returning to school**, or the absence will be **UNEXCUSED** and subject to the penalties for **UNEXCUSED** absences.

The written excuse must contain a phone number for verification and the date(s) of the absences.

**Students at Sweet Water High School must present an admittance form to the teacher of any class that is missed.

a. Sweet Water High School

Students may have five (5) **excused** absences **per semester**. **Any absence in excess of five (5) per semester must be accompanied by a doctor's excuse.**

2. Make-up Work – Excused Absences

It is the student's responsibility to communicate with the teacher regarding make-up work.

If a student is absent for any **EXCUSED** reason as defined above, the student will be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. If a student does not bring an acceptable excuse for their absence, it will be considered an **unexcused** absence and the student may receive a zero for all missed work.

II. Truancy / Unexcused Absences

- Each child, who is enrolled in a public school, shall be subject to the Attendance and Truancy provisions of the State of Alabama and the school system in which he/she is enrolled.
- The following procedures for handling truanancies/unexcused absences shall be uniformly administered at Sweet Water High School.

A. First UNEXCUSED Absence/Tardy

A student absent from school/class for **UNEXCUSED** reasons will be given an **UNEXCUSED ABSENCE LETTER** to take to parents/guardians.

B. Second UNEXCUSED Absence/Truancy

A second **UNEXCUSED ABSENCE LETTER** will be sent to the parent/guardian. The parent/guardian **MUST COME TO THE SCHOOL** before 7:40 a.m. and talk to the Principal/Designee. Failure to attend this meeting will result in the filing of a petition/complaint for truancy against the student and parents/guardians.

C. Third UNEXCUSED Absence/Truancy

The school system will file a complaint/petition against the student and/or parent/guardian. (Parents/guardians go to court.)

III. Tardiness

Students are required to report to school no later than the beginning of the school day and to be on time for all classes during the day. A tardy is defined as a student's arrival after the official time set for school or class. Students who are tardy for the beginning of the day must report to the office and record their time of arrival on the Sign In Log. Students who are tardy will be assigned to break detention.

IV. Checking-In /Checking-Out of School

- Students who leave school for any reason must check out through the school office. Upon returning to school, the student must also check in through the school office. Students at Sweet Water High School must sign the school's form to check-in or check-out.
- Check-ins/check-outs will be considered **UNEXCUSED ABSENCES**, from those class periods missed, until evidence is presented to the principal/designee that the check-in-check-out was for an **excused reason**.
- **Students who accumulate five (5) UNEXCUSED CHECK-INS/CHECK-OUTS will be subject to disciplinary action.**

A. Procedures for check-in/check-out: Sweet Water High School

- Check-ins/check-outs will be considered **UNEXCUSED ABSENCES** from those class periods missed until evidence is presented to the principal/designee that that check-in/check-out was for an **EXCUSED** reason
- Students who check-in during the day will be given a **check-in form** to present to each of his/her teachers.
- The student must bring a note from his/her parent/guardian to explain the check-in/check-out. This note **MUST** be given to the homeroom teacher who will issue him/her an attendance admittance form.
- **Students may not be checked out of school over the phone or by FAX.**

B. Leaving School Campus

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

- A student should bring a written note, **stating the specific time of check-out**, signed by the parent/guardian, containing a phone number where the parent can be called to verify the written note.
- Check-out notes must be turned into the office prior to 1st period. All written parental requests shall remain on file in the principal's office for the remainder of the school year.
- A student's parent or guardian may come to the school in person and check his/her child out of school. A student may **not** be checked out of school by persons other than his/her parents/guardians, unless the parent/guardian has made arrangements **in advance** with the principal and then sent the request in writing to the principal.
- In **emergency situations**, the school principal or designee may permit a student to leave the school campus, based upon a telephone request from the student's parent or guardian. In such instances, the principal or designee shall attempt to re-contact the student's parent by telephone to confirm the request.

**** Any student violating this policy shall be subject to disciplinary action.**

C. Students Returning to Campus After Checking Out of School

- A student, who checks out of school and then returns to campus, **MUST** check in through the office.

TEXTBOOKS

Textbooks issued to SWHS students must last for six years. It is necessary that students take proper care of their books. Students will be charged for lost or abused books as follows: New books —full price, books 2 years old — 75%, books 3 years old or more —50%, damaged or abused books — cost determined by assistant principal. Students will not be issued any more books until all previously issued books are accounted for or paid for.

SCHEDULE / COURSES

High school students will be required to take seven subjects each semester. No courses will be added or dropped after the end of the first week of school. Students will be required to attend all courses for which they are registered.

GRADING SYSTEM

The following criteria should be used in evaluating each student:

1. Test scores (should be a minimum of 5)
2. Homework and other assignments
3. Participation
4. Attendance

Parent(s)/guardian of each student who is failing or on the border-line of failing midway through a nine-week grading period should be notified in writing by a progress report.

Kindergarten students are issued one of two grades for each subject. Their progress will be indicated as Satisfactory or Unsatisfactory.

Semester averages for students in grades 1-6 are calculated by averaging the grades for each of the two nine-week periods in the semester. Their yearly average is obtained by averaging the two semester averages.

Grading scale for grades 1-6:	A	90-100
	B	80-89
	C	70-79
	D	65-69
	F	Below 65

Grading scale for grades 7-12	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	Below 60

A report card is sent home with the pupil at the end of each nine week grading period. The dates for issuing report cards are on the calendar.

Semester averages for students in grades 7-12 are obtained by averaging five grades, which consist of each of the nine weeks grades counted twice and the semester exam counted once. A yearly average is calculated for students in grades 7 and 8 by averaging the two semester averages for each course.

For students in grades 9-12, each semester average stands alone. If a student fails a class in the first semester and passes the same class during the second semester, the student will receive one-half credit for the class.

MARENGO COUNTY PROMOTION AND RETENTION POLICY

Grades 1-6: Students in grades one (1) through six (6) must maintain a passing grade in both reading and math to be promoted to the next grade, according to Marengo County Board Policy. A 65 is a passing grade.

Grades 7-8: Students in grades seven (7) and eight (8) must have passing report card grades in the core academic subjects (language arts, math, science, and social science). A 60 is a passing grade.

Exam Exemption Policy

To be eligible to exempt an exam, the average of the student's grades for the two nine weeks period must be:

- 90% or higher.

- 85% or higher, with five or less excused absences

Students in grades 7-12 may exempt exams both semesters for all classes in which they meet the requirements. Students may also choose to take an exam for which they meet the requirements for exemption. The exam will be scored and applied to the student's final average if it raises that average. The score will not be applied if it lowers the student's average.

A student that has been assigned to either in-school or out of school suspension may not exempt an exam.

ADDITIONAL POLICIES CONCERNING STUDENT CONDUCT

MAINTAINING DISCIPLINE

In dealing with discipline matters the faculty and administration may use, but are not limited to, any or all of the following consequences:

1. Conference with student
2. Supervised time out
3. Required parent conference
4. Assessment for damages
5. Assignment to break detention
6. Corporal punishment (paddling)
7. Suspension
8. Alternative school assignment
9. Recommendation for expulsion
10. Referral to juvenile probation officers

Parents who would like to request that their child not be subject to corporal punishment (paddling) should submit a letter to the school office indicating their wishes.

DRESS CODE 2018-2019

SHIRTS (no handwritten words or symbols)

- Polo/Golf style with buttons, color must be Gold, Purple, or White; or Purple, Gold, or Gray School T-Shirt. The spirit shirts available for this year may be worn in subsequent years also. Spirit T-shirts may be worn any day of the week. All shirts will be tucked in
- Undershirts must be **white, purple or gold** (no visible writing)
- All shirts with buttons must be buttoned with the exception of the top neck button. No revealing tank, halter, crop or other garments should be visible. Shirts should not be excessively tight.

PANTS/SKIRTS (no handwritten words or symbols)

Elementary (K-6)

- **Khaki** long pants, capri pants, jumpers, or shorts (longer than the end of your hand) may be worn

High School (7-12)

- Boys and girls may wear **khaki** long or short pants that come to the top of the knee. Girls may wear **khaki** capri pants, jumpers or skirts that **cover the knee**.
- Pants must be wide enough at the bottom to cover the tops of shoes.

Prohibited (K-12)

- **Pants worn below the waist or oversized uniforms**
- **Overalls**
- **Pants with zippers or laces on the side or legs**
- **Anything hanging out of pockets**
- **Skinny jeans or khakis, leggings, jeggings, pants with elastic at the bottom**
- **Excessively tight pants**

SHOES (no handwritten words or symbols)

- Any color shoes may be worn. All shoes must be closed in the front and back. Shoes are to be tied, buckled and/or secured. No lighted shoes are allowed. Pants should not be tucked into shoes or boots.

SOCKS

- Black, purple, gold, or white socks only. Only small symbols should be on socks.

BELTS

- Brown, black, or khaki belts will be required on pants with belt loops. Belts and buckles must be plain. Large buckles or marquee buckles are prohibited.

OUTERWEAR

All outer wear will be purchased from the school to provide families with economical outerwear choices. Students may purchase the following from the school:

- Gray or Purple Fleece Pullover
- Gray or Purple Sweatshirts

Students may also wear letterman jackets or cheerleader jackets that they have purchased through the school.

- Scarves worn should be school colors.

Students will be notified through announcements at school as well as by School Cast when the temperature is low enough to require heavy outer wear.

JEWELRY

- If necklaces are worn, they are to be inside of the shirt at all times.

HEAD COVERING (no handwritten words or symbols)

- Hats, caps, sunglasses, bandanas, and other head coverings are not part of the school uniform and are not allowed at school. Cold weather hats, earmuffs, or ear warmers must be removed **before** entering the buildings. This applies to both girls and boys. Headbands, bows, etc. should be school colors.

HAIR

- Hair should be clean, well groomed, and should be groomed so that it does not cover the eyes and face.

OTHER DRESS CODE INFORMATION

***Student attire that is a distraction to learning is prohibited.

***Students who transfer from other school districts will be given a period of five school days to comply with the SWHS dress code

***Jeans may be worn on Friday of each week, by students who are on the honor roll, beginning with the second nine weeks

***Written guidelines for formal wear at Homecoming and Prom will be sent home with all students in grades 9-12. SWHS students and their dates are expected to comply with the guidelines.

HALL PASSES

Students must be in their assigned places unless they have teacher or administrator permission to be in another place. Students must not leave any class or place of assignment without permission. Student must not leave school grounds for any purpose without permission from an administrator. Students who are outside of class during class time must be accompanied by a teacher or have an appropriate hall pass from an authorized staff person.

DISPLAYS OF AFFECTION

Students are not to be involved in displays of affection such as petting, kissing, hand holding, etc.

TOBACCO

Use or possession of tobacco or a tobacco facsimile in any form on school premises, buses, or at extracurricular activities sponsored by the school is prohibited.

CELL PHONES/Electronic Devices

Marengo County Board Policy may allow the use of cell phones/electronic devices as an instructional tool and learning resource if used appropriately. In order to preserve the teaching and learning environment, clarification of the cell phone/electronic devices policy for the Marengo County School system is as follows:

1. Teachers may permit use of cell phones for academic activities related to curriculum and will notify students when this type of use is authorized.
2. When a device is in use in the classroom, students WILL NOT:
 - Answer an incoming SMS (text) message or phone call.
 - Be on any social media site (Facebook, Twitter, etc.).
 - Access or play any game or access any entertainment site on their device.
 - Access or use any application (app) on their device unless expressly instructed to by the instructor.
 - Take any picture or video that the instructor has not expressly asked you to take.
 - Upload any picture or video taken in any class to any social media site or website.
 - SMS (text) message or email any picture of a video taken in class to any person, including themselves.
 - Access any type of mobile web browsing for any reason unless directed by the instructor.
 - Take any picture, video, or text any class assignments or assessments without permission

Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations as deemed by the Principal. Parents should continue to call the school for any emergency situation.

Cell phones/electronic devices must be turned OFF before you enter the school grounds and this includes any classroom, office, library, locker room, and lab.

Once inside any of the aforementioned locations, cell phones should be stored inside a backpack or purse. They should not be visible to other students or teachers. Students may get the device out and use it for educational purposes only with the approval of the supervising teacher.

If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time a staff member may confiscate the device.

If you are caught using a cell phone/electronic device on campus during class time or non-class time, a staff member may confiscate the device.

Student use of cellular phones and other electronic devices is not allowed on school buses on regular routes before and after school. Photos may not be taken on the bus with camera phones or other type imaging products due to student confidentiality regulations and safety concerns. Violations on regular bus routes shall be referred by the bus driver to the Principal or Administrator in charge of the school the student attends.

Student use of cellular phones and other electronic devices for field trips, sporting events, and extracurricular activities during school hours or before or after school hours will be at the discretion of the Principal and event sponsor or coach.

Possession of a cell phone/electronic device by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Specific consequences will be addressed in student handbooks provided to students at the beginning of the school year.

Students bringing cellular telephones or electronic devices to school do so at their own risk. The school and/or school system will not assume any liability for any lost, stolen, or damaged cellular telephone and/or any other electronic devices brought to school or a school event.

The school's network filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited.

Devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

ADDENDUM

Sweet Water High School Consequences for violation of the Marengo County Board Policy concerning cell phone and electronic device usage:

1 st Violation	Teacher Warning
2 nd Violation	Teacher confiscates device and turns it into the office. A parent will be required to come to school for a conference. The device will be returned to the parent.
3 rd Violation	The device is confiscated for thirty (30) days.
4 th Violation	The device will be confiscated for 30 days, and a parent conference will be required. The student will not be allowed to bring any type of electronic device to school for the remainder of the school year.

Depending upon the severity of the violation of the Marengo County Electronic Device Policy, a student may be immediately assigned to in-school or out of school suspension.

EXTRACURRICULAR ACTIVITIES

Students are under the jurisdiction of school authorities and the guideline in the Student Code of Conduct and the Sweet Water Student Handbook, while participating in extracurricular activities.

LETTERS TO PARENTS

Students are responsible for notifying their parents of all written communications from the school. Failure to do so may result in disciplinary action.

CODE OF CONDUCT

A code of conduct signed by parents and students must be on file within two weeks of the first day of school. Students enrolling after the first day have one week to turn in a signed code of conduct. Failure to turn in a signed code of conduct will result in suspension.

FIGHTING

Fighting is not acceptable on the campus of Sweet Water High School. Students in grades 7-12 who are fighting on campus may be picked up by the Marengo County Sheriff's Department. Parents will be notified that they need to pick-up their child at the Marengo County Detention Center. Students in grades 7-12 will be assigned to in school suspension or possible out of school suspension for

fighting. Students in grades 5-6 who are fighting on campus will have a required parent conference and may be assigned to in school suspension or other appropriate discipline.

BREAK DETENTION

Students are assigned to break detention for tardiness, uniform violations, and other disciplinary issues. Students who receive five (5) break detention referrals will be sent to the office to meet with an administrator. This will result in the assignment of a point in the discipline system and a phone conference with parents.

ADDENDUM (Addendum to local school rules and regulations by the Marengo County Board of Education)

All students must be under the supervision of a teacher during the entire school day.

Students committing the following acts shall be subject to disciplinary action including suspension and or possibly expulsion:

1. The act of using obscene or profane language, in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
2. The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
3. The act of physically assaulting or attempting to do bodily harm to any person on school property or in a school bus, including any activity under school sponsorship.
4. The act of initiating an impending bomb or other catastrophe without just cause.
5. The possession of dangerous weapons by students on school grounds, school buses, or at school sponsored events, during or after regular school hours, is prohibited. Students who are found to be in possession of such weapons are subject to suspension and possible expulsion from the schools of the Marengo County School System. A dangerous weapon is defined as a knife, club, gun, chair, any object deemed dangerous by the school official.
6. Actions and/or behavior associated with gangs may result in suspension. This includes throwing signs, graffiti, etc.
7. Students shall not engage in conduct constituting sexual harassment. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, displays of photographs, pictures, or drawings which are sexually offensive, or verbal remarks of a sexual nature.
8. **ALCOHOL/DRUG USE** Any student found in possession of or in the act of using or selling alcohol, marijuana or drugs (for which student has no prescription from a duly recognized physician) shall automatically be suspended. This policy applies when the act(s) occur at school, on school grounds, on school buses, and/or at any school—sponsored event during or after regular school hours. Expulsion may be recommended.
9. If a student is found to be in possession of a weapon or firearm or a reasonable facsimile of a firearm and presents it as a real firearm, he/she shall be automatically referred to the Board for disciplinary action. If determined by the Board that the student was in possession of a real firearm on school property (including property not owned by the school, but where an official school sponsored activity is held) the student shall be expelled from school for not less than one (1) academic year. The student shall also be referred to the criminal justice or juvenile justice system.
11. Other acts of misbehavior deemed disruptive to the normal instructional process.
12. Refusal to follow a reasonable directive of a teacher or administrator is **INSUBORDINATION**; this will result in immediate suspension. The directives of a teacher or administrator shall be presumed to be reasonable, and the burden of proving the directive unreasonable will be the students' responsibility.

**Sweet Water School
Discipline Point System
2018-2019**

The following system will be used for disciplinary punishment for this school year. Students will be assigned points for each disciplinary infraction.

Punishment:

1 point – verbal warning from the principal or assistant principal

2 points – phone conference with parent

3 points – parent conference at the school

4 points – suspended for one day at the in school suspension program at Linden

5 points - suspended for two days at the in school suspension program at Linden

6 points - suspended for three days at the in school suspension program at Linden

7 points - suspended for four days at the in school suspension program at Linden

8 points – assigned to alternative school at Linden for four weeks

More than 8 points may result in expulsion from school.

- Major discipline infractions may result in automatic suspension without regard to the number of points. Examples of major infractions are: fighting, stealing, disrespectful to a school employee, defiance of a school employee, harassment, verbal abuse, skipping class, leaving campus without permission, drug or alcohol use, possession of a weapon, participating in a game of chance, providing false information to a school employee, arson, sexual activity, and any other activity which the principal or assistant principal may determine to be a major infraction.

Marengo County Board of Education Drug Free School Policy

Overview

The Marengo County Board of Education (the “Board”) has adopted the Marengo County Board of Education Drug Free School Policy, (the “Policy”), a random alcohol and drug testing policy to promote the safety considerations noted herein and to deter the use of alcohol and drugs among high school students. A copy of this policy will be distributed to all students who participate in extra-curricular activities or students who drive a car on campus.

This policy will apply to three categories of students: (1) Activity students, consisting of students participating in (a) athletics or cheerleading (defined as any student, male or female, in grades seven through twelve, who is a member of any Board sponsored school sports team or cheerleading/dance squads), and (b) other school related extra-curricular activities (defined as any student male or female, in grades seven through twelve, who is a participant of a Board sponsored extra-curricular activity during the school day or after school); (2) Parking students, consisting of students operating or parking of a motor vehicle “at school” as defined herein); and volunteer students who have been voluntarily added to the random pool with the consent of his or her parents.

Participation in extra-curricular activities or operating/parking a motor vehicle on campus are privileges, not rights. Students in these activities represent the school and the school system in interscholastic competition, public performances and various other activities. They are role models for other students. Their use or abstinence from the use of alcohol or illegal drugs is likely to influence the choices of other high school students. In addition, the use or abuse of alcohol and/or illegal drugs by athletes or cheerleaders is likely to increase student injuries to the user or others with whom he or she is playing. Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs.

Sweet Water High School
CODE OF CONDUCT, STUDENT HANDBOOK, & INTERNET ACCEPTABLE USE POLICY FORM
2018-2019

Student Name _____ Grade _____

I, and my parent(s)/guardian, hereby acknowledge by our signatures below that we have received and read, or had read to us, the **Marengo County Board of Education Code of Student Conduct** and the **Sweet Water High School Student Handbook**. I and my parents understand that these are the rules that will be followed at Sweet Water High School.

We also acknowledge by our signature that we have received and read, or had read to us, the **Internet Acceptable Use Policy** that is found in the Code of Student Conduct and have indicated below our desires concerning the above listed student's use of the Internet.

_____ I understand and agree to all the terms as outlined in the Internet Acceptable Use Policy and agree to **allow my child to use e-mail and the Internet** while at school according to the rules outlined.

_____ I would prefer that my child **not use e-mail and the Internet** while at school.

Student's Signature

Parent/Guardian's Signature

Date

*** TEAR THIS FORM FROM THE STUDENT HANDBOOK AND RETURN TO YOUR HOMEROOM TEACHER. YOUR ARE REQUIRED TO RETURN THIS SIGNED FORM TO SCHOOL . FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION AND THE LOSS OF YOUR PRIVIDLEDGE TO UTILIZE ANY TECHNOLOGY TOOLS HERE AT SCHOOL.**

Sweet Water High School
2018-2019

Student: _____

Last Name

First Name

Middle Name

Homeroom Teacher: _____ Grade: _____ Date of Birth _____

Home Address: _____

Physical Address

City

State

Zip Code

Primary Number: _____ Cell Phone: _____ Bus Driver: _____

PHONE NUMBERS WILL BE UTILIZED FOR SCHOOL CAST:

Student Lives With: _____

GUARDIAN INFORMATION:

Father: _____ Cell Number: _____ Work Number: _____

Mother: _____ Cell Number: _____ Work Number: _____

PARENT'S EMAIL ADDRESS: _____

IN CASE OF EMERGENCY CONTACT:

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

PEOPLE ALLOWED TO PICK UP CHILD:

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

PEOPLE NOT ALLOWED TO PICK UP CHILD:

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

Name: _____ Phone: _____ Relationship to Child: _____

GUARDIAN SIGNATURE: _____ DATE: _____

***Please use the back of this sheet to list others allowed to pick up your child:**